

Please note that this document issued August 2009 replaces all previous versions of Mini Mediabox guidelines.



Mini Mediabox

Application Guidelines

Supported by:

Funded by:
department for
children, schools and families

In partnership between:

MediaTrust **First Light**

 **UK FILM** COUNCIL
LOTTERY FUNDED **skillset**

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Introduction to Mediabox

The Department for Children, Schools and Families (DCSF) have agreed to invest a total of £8 million in Mediabox over 2009-11. Mediabox is a fund that offers disadvantaged 13 to 19-year-olds the opportunity to develop and produce creative media projects, using film, television, print, radio, games, interactive or online platforms. Mediabox enables young people to express their own opinions, ideas and views, to gain new skills, to be creative, boost their personal development and get their voices heard. Mediabox also wants to improve the portrayal of young people in the media.

These guidance notes will tell you everything you need to know about applying for a Mini Mediabox grant. Please print and have them to hand as you complete your online application form. For general information about Mediabox, other funding available and projects it has supported so far, log on to the website: www.media-box.co.uk

Who runs Mediabox?

The Department for Children, Schools and Families funds Mediabox (formerly the Youth Media Fund) which is managed by a consortium consisting of First Light Movies, Media Trust, Skillset and the UK Film Council.

The vision for Mediabox

- To enable the voices of young people to be heard in ways which bring positive changes to their lives and to the lives of their peers and communities.
- To achieve this by supporting innovative and high-quality community-based media projects that target disadvantaged young people and empower them to shape the nature of their activities.

What will Mediabox fund?

Mediabox funds projects made in England where young people (aged 13-19 years) take a lead role in all aspects of the production process.

Mediabox will support creative projects that result in a media 'product' that can be exhibited, published, distributed and reproduced. Applications must meet Mediabox outcomes and demonstrate experience of working with hard to reach young people on media projects. Mediabox funding should clearly provide an enhancement of your current activity; add value

to your organisation and its work and have a positive impact of the lives of young people. The most important aspect of Mediabox is that it gives young people their own voice.

About Mini Mediabox

Mini Mediabox is a new fund that will provide grants of up to £5,000 to support projects that enable young people aged 13-19 to produce their own creative media projects. Registered charities, trusts and incorporated associations, not-for-profit, non-statutory youth and community based organisations in England can apply. To ensure that the most appropriate organisations are supported through this fund, organisations should have a turnover of less than £100,000. Partnerships with creative media organisations are encouraged. The scheme is particularly keen to support smaller community and grass roots organisations who may have no or limited experience of media delivery.

The scheme is also looking to support branches or umbrella groups that are part of or are affiliated with organisations that have a turnover of more than £100,000. To be eligible for the Mini Mediabox scheme, the branch or departmental budget needs to be less than £100,000.

What type of media project will Mini Mediabox fund?

Mini Mediabox funds a broad range of media projects, a full list is provided below. For examples of projects funded by Mediabox in the past please visit our website: www.mediabox.co.uk.

Print

- Magazines
- Comics
- Illustrated books
- Newspapers (journalism, features, etc.)
- Photojournalism Advertising campaigns

Radio

- Making speech-based programmes or podcasts in all genres including drama, documentary, news and feature
- Advertising campaigns
- Setting up an RSL or online community station to showcase

Digital Media

- Creative photography
- Digital imagery

- Advertising campaigns

Film & Television

- Short films up to 10 minutes in length (any genre, documentary, live action, drama, animation)
- TV programmes
- Feature films (any genre, documentary, live action, drama, animation) up to 90 minutes
- Advertising campaigns
- Issue based music videos (music must be issues based and made by young people)

Interactive Media & Games

- Development of interactive games for any platform
- Interactive CD Roms or DVDs
- Issue based multimedia catalogues
- Digital media with some integral web based elements*

*** Please note Mediabox will not fund projects that are solely for website development or design.**

Mini Mediabox does not fund the following:

- Media projects where young people do not take a lead role in all aspects of the production process;
- Purely promotional work about an organisation and its functions for marketing purposes (including websites, flyers, advertising materials, video etc.);
- Writing or publishing novels;
- Projects where the sole media product is the creation of a website;
- Straight recordings of live performance (including plays, music, dance etc.);
- Training videos;
- Music projects (including music videos, demos, albums, singles, lyric writing, concerts, music workshops etc);
- Projects as part of the National Curriculum or as part of a College/University course;
- Anyone living outside of England (i.e. Wales, Scotland, Ireland);
- Sole traders.
- Projects taking place outside of England.

Mini Mediabox eligibility criteria

If you can answer 'yes' to the following questions, you can apply to Mini Mediabox:

- Does your organisation have a Child Protection Policy?

- Are you a not-for-profit community based organisation?
- Does your organisation have a written constitution?
- Does your organisation have a dedicated bank account in the name of the organisation with two signatories?
- Do you or any of your partners have a track record of working with 13-19 year olds?
- Do you or any of your partners have experience of participatory media projects?
- Does your organisation have an annual turnover of less than £100,000?

NB- Please note that schools and statutory organisations cannot apply as the lead organisation to Mini Mediabox, but can work in partnership with a smaller organisation.

Key questions for Mini Mediabox

How much can I apply for?

Mini Mediabox accepts applications for grants of anywhere between £500 and £5,000. Partnership funding is **not** required for Mini Mediabox, but it will enhance an application if you are able to bring more resources either in cash or in kind.

When should I apply for a Mini Mediabox grant?

You can apply to Mini Mediabox scheme at anytime from May 2009. Mediabox will be operating a rolling submission policy for applications for the Mini Mediabox scheme.

How long will I have to complete my project?

Organisations that make a successful application to Mini Mediabox will have 4 months to complete their project from the agreed start date.

Where can I get support in completing my application?

A Mediabox Co-ordinator is locally based in each of the nine English regions to help support you with making an application and answer any queries about applying to Mediabox:

Regional Screen Agency	Telephone	Contact
Northwest Vision + Media	0161 244 3350	Ask for your Mediabox co-ordinator
Northern Film & Media	0191 275 5930	Ask for your Mediabox co-ordinator
Screen Yorkshire	0113 294 4410	Ask for your Mediabox co-ordinator

Screen WM	0121 265 7120	Ask for your Mediabox co-ordinator
Screen South	01303 259 777	Ask for your Mediabox co-ordinator
South West Screen	0117 952 9977	Ask for your Mediabox co-ordinator
Screen East	01603 776 923	Ask for your Mediabox co-ordinator
EM Media	0116 253 3445	Ask for your Mediabox co-ordinator
Film London	020 7613 7697	Ask for your Mediabox co-ordinator

Advice on compliance, marketing or PR - contact Media Trust on: guidelines@media-box.co.uk or 0207 217 3702

How to apply for a Mini Mediabox grant

The application is a 1 stage process, completed through the online application form. You will also need to provide a hard copy of the form. Before you can start the application form, you will need to register with a username and password through the Mediabox website. To do this, go to www.media-box.co.uk and click on 'Apply for funding'. This will take you to the log in screen.

If you are a new user, enter an email address and press register. You will then be asked to provide a username and password. Once you start the application form, you can save your work at any time and return to it later. To do this you need to have made a note of your user name and password to sign back into your application form.

If you have forgotten your password, press the 'Help' button on the online form and we will then email you the log in details to the email address that you registered with. If you have any other technical difficulties, please email info@media-box.co.uk and we will look into the problem. Please allow up to five working days to receive a response from us.

Before you get started, the following chart illustrates the application process from start to finish.

How to apply for a Mini Mediabox grant

You read the guidelines

Check that your organisation is eligible to apply, we can fund what you want to do, you can complete a project within the given timescales and you can meet the conditions of the grant.



You speak to your Mediabox Coordinator

A Mediabox Coordinator is locally based in each of the nine English regions to help support you in making an application. They can answer any queries you have about the process and can discuss your project proposal to ensure that it meets the Mediabox aims. Regional contact numbers are listed on page 6.



You complete an application form and send it to us

There is no deadline for the Mini Scheme, so as soon as you have spoken to the Mediabox Coordinator, you can complete the application form. Further help in completing the form starts on page 9. You should send your application to us at least three months before your project will start. Applications must be submitted online and as a signed hard copy, with supporting documents.



We assess your application

Once the hard copy and the online copy of the application form have been received, we will assess your application. If your application form is not complete, it will be considered incomplete and we may reject it. We may contact you during the assessment time for more information but this is often not necessary.



We tell you our decision

We will let you know our decision within 8-12 weeks of receiving a complete application. If we offer you a grant, the funding agreement attached to the form will become effective. If your application is unsuccessful, we will write to you and tell you why.

Completing your online application form

This section takes you through all the questions that we will ask you on the **online** form. It is advisable to cut and paste answers from a Word document, but please remember that in order to keep the application to a maximum length, there are word limits in the text boxes.

To begin making an application for a Mini Mediabox grant please visit the funding section of our website www.media-box.co.uk and follow the instructions, as detailed on page 6.

Section 1- About your organisation

Firstly, we will ask you to provide details about your organisation. You can access this page by clicking 'Organisation Detail'. As well as providing the contact details for the organisation, you will need to identify your organisation's legal status. If you are a limited company you **MUST** supply your company registration number. Failure to do so may make your application incomplete. Your company name should be exactly as it appears on your governing documents e.g. First Light Movies Limited. If you are a charity, you **MUST** provide your charity number.

As the project will involve working with young people, you will be required to provide a Disclosure Statement for each of the adults working on the project if your application is successful. If for any reason you cannot agree to this, please provide an explanation in the box provided. You should also provide your organisation's child protection policy along with the hard copy of the form.

We also want to know about the governing structure of your organisation. In the space provided, please detail the management structure, whether this is a board of directors, management committee or board of trustees for example and how many people make up this.

Lastly, you need to tick the box to confirm that you have a bank account that requires two separate signatories for transactions. You will need this account in place before you can start a Mini Mediabox project.

Once you have completed the page, please click 'Save and proceed' and this will take you back to the first page. Under the 'Contact details' section, you need to provide the details of the named lead contact and the position they hold in the organisation. This should be the key person involved in your project and grant application. They should be able to talk about

your project in detail. It is very important to us that you provide the correct postcode, e-mail and phone number so that we can contact you, should we need to discuss the project further.

The main contact must give a landline telephone number. Please let us know if the main contact has any particular communication needs. We intend to use e-mail as our principal means of communication for environmental reasons.

Under the 'Proposal details' section, you need to provide the basic details of the project, including the amount you are applying for, total project costs and project start and end dates. Please note that decisions can take between 8 to 12 weeks from the date that you submit the full application so the project start date should not be within three months of the submission date.

Once you have completed this page, you need to click 'Save and proceed' to take you to the next page. On the previous page, we ask for date of birth and home address so that we can check people's identity. As a distributor of government and lottery funding, First Light Movies and Mediabox take precautions to prevent fraud. This may include an identity check, provided by data verification agencies. This check may be on some or all of the identities you have provided in connection with this application. You will be asked to indicate (by ticking the box) in the application form that you, your referee and bank signatories are aware that checks will happen.

We want to know about the background of the organisation, including the work that you do. You should then confirm who will be working on the project, both those who are already part of the organisation and those external individuals that will be working on the project.

Section 2- Mediabox Criteria

Mediabox has six key criteria and your application will be assessed against each of these. The key criteria are:

- The project idea
- Meeting the outcomes of Mediabox and Every Child Matters
- Empowering young people to lead all aspects of the project
- Project management
- Reaching and engaging disadvantaged young people
- Value for money

Each of the criteria has a word limit, which you should not exceed. Therefore, you need to be clear and concise in your answers. For each criterion, you should consider the questions that are posed to help you in providing your responses.

Your project idea (Word Limit 400 words)

For the project idea, you need demonstrate that you have a good project idea that has been informed by young people and will be youth led. Consider the following questions when writing your response:

- Have you clearly identified the media types(s) for the project and provided justification for why they were chosen?
- Is the project idea youth led and is this clearly demonstrated?
- Is the project idea issue based and have you justified why this issue has been selected?
- Have young people generated and developed the idea and will they continue to be in control of the project?
- How do you plan to engage young people throughout the project?
- What mechanisms do you have in place to manage youth involvement throughout the project, which will enable young people to be in control, gain leadership skills and ownership over the project?
- Does the proposal represent an enhancement of your current activity? If so, how?
- What non-media support will there be for young people working on the project?
- What plans do you have for exhibiting your project once it is complete?
- Do you have a clear idea about who the likely audience for the completed work will be?

Meeting the outcomes of Mediabox and Every Child Matters (Word limit 100 words per outcome)

For us to consider your grant proposal you must meet **all three** of the Mediabox outcomes and at least 1 of the outcomes of Every Child Matters.

Mini Mediabox Outcomes: Our programme outcomes are the changes that will happen as a result of our funding. Mediabox aims to achieve the following outcomes:

Outcome 1	Young people from disadvantaged backgrounds gain knowledge, lifelong skills and confidence, increasing their capability to identify, plan, participate in and lead creative media projects.
Outcome 2	Increase the level of young peoples' positive images and voices through the media and help to dispel negative stereotypes for a diverse audience.
Outcome 3	Through project activity and the media produced, young people have increased opportunities to engage with diverse members of their community, gain a better understanding of one another and so become better citizens.

Every Child Matters Outcomes: Mediabox was set up by the Department for Children, Schools & Families in support of the ambitions and targets set out in Every Child Matters – of which the five proposed outcomes are for young people to:

- Be safe
- Be healthy
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well being

Strong projects will identify how they will meet the outcome and how their achievements will be monitored throughout the project. You should also consider how the outcomes will be evaluated to track the success of the project.

Empowering young people to lead all aspects of the project (Word limit 200 words)

For this criterion, you need to demonstrate that the project will allow young people to learn new skills that will empower them to lead media project themselves. The skills can be split into three different categories, namely creative skills, technical skills and project management skills.

- Creative skills may include generating ideas and themes, presentation skills, storytelling or using sound.
- Technical skills may include the use of equipment, software and the different techniques required to create a media project.

- Project management skills may include budgeting, scheduling, youth leadership, peer-to-peer learning, project management and decision making.

You need to demonstrate that young people will be learning and developing new skills in creative media, how these will be transferred and how they will be taught. Consider the following questions when writing your response:

- Have you consulted with young people about the idea and the project as a whole?
- Are the young people who have been consulted the intended participants for the project?
- Do you have a clear strategy to inspire and empower young people to devise their own ideas for the project?
- What creative, technical and project management skills will young people learn?
- Have you made it clear how skills will be transferred and who will be responsible for this?
- Will the young people lead in every area of the project (creative, technical and management)?
- Will young people be involved in key decisions around budgeting, scheduling, evaluation as well as content?
- Will the young people on this project receive an accreditation to recognise their achievements?

All work made through the scheme must *demonstrate significant and meaningful Youth-Leadership at all stages of the project*. Work must be devised and led by disadvantaged young people throughout. Young people that take part in a Mediabox project must lead on all technical and creative roles and be credited as such. Your approach to youth involvement, facilitation and creative processes must demonstrate this. Participation works and the National Youth Agency have resources available to help you ensure your organisation and projects can do this.

For further details please refer to: www.participationworks.org.uk
<http://hbr.nya.org.uk/>

Project management (word limit 150 words)

For project management, you need to provide a summary of your track record of delivering similar projects in the last two years. If your organisation has no track record in this area,

please describe the previous experience of your key delivery partner(s). Consider the following questions when writing your response:

- Have you (or your partner) undertaken similar media projects in the past two years?
- Have you (or your partner) delivered projects with similar budgets in the past two years? If so, please give details of the budget amounts and who this was funded by.
- Have you (or your partner) worked with disadvantaged young people in the past two years?
- Is the management structure for the project clear, with roles and responsibilities explained?
- Are the adult professionals who will be supporting the young people clearly identified?
- Are CVs included for ALL creative adults working on the project?

To support this criterion, you should provide an example of the most recent media production work completed by your organisation or that of your partner (for example, a showreel or portfolio).

You will also need to provide CVs for all of the media professionals working on the project to demonstrate that they have the appropriate experience to deliver a good Mediabox project.

Reaching and engaging disadvantaged young people (word limit 150 words)

For this criterion, you need to provide information on how disadvantaged young people have been involved in this project so far. Consider the following questions when writing your response:

- Have you consulted with young people to develop this project?
- Have you demonstrated that the project is clearly youth led?
- Are you working with any partners to help you to reach young people?
- Is the number of young people working on the project appropriate for the scale of the project?
- Do you have adequate provision in place to ensure that young people will be cared for, protected and supported throughout the project?
- Do you have clear plans for retention and contingency in place to safeguard the continuation of the project?
- Do the young people involved have any special support needs?

Value for money

For this criterion, you need to demonstrate that the project is value for money. In Section 3 of the application form, you are asked to complete the budget with all project related costs. This includes the costs that you want Mediabox to fund and any costs that you have applied for or have secured from other sources. Please ensure that the Mediabox costs and the costs from other sources match the total costs.

Partnership funding is not required for Mini Mediabox, but it will enhance an application if you are able to bring more resources either in cash or in kind. If you do not have match funding for the project, you do not need to enter details in the 'Funding' page. Given the scale of most projects funded by the Mini scheme, we would not normally expect match funding to exceed 25% of the total project costs. If you have managed to secure more than this amount, you will need to provide an explanation of this in Section 3 of the form.

As a general rule, Mediabox expects the average cost per young person participating to be around £620. However, this can vary depending on the needs of the young people and the nature of their disadvantage. If the young people involved in the project have additional needs that may affect value for money, please detail in the reaching and engaging section.

Please note that you cannot apply for any monies already spent on your project or any money you are planning to spend before you receive our grant offer. Therefore your project should not begin before you have received confirmation that your application has been successful.

Mediabox is committed to the principle of **full cost recovery** as we understand that it could contribute to the sustainability of the sector. Further details of this can be found in the FAQs.

Consider the following questions when completing the budget:

- Have you included all relevant costs in the budget?
- Is the project budget appropriate and in proportion to the scale of the proposed activity?
- If capital costs are included in the budget, are these below 10% of the Mediabox grant?

Section 3- Project planning and budget

For the planning section, you need to provide details about the projects key milestones and actions. By milestones, we mean the key stages of the project that together will lead to the project being delivered. We have already included a list of general milestones that would indicate the key stages of a Mediabox project. Please feel free to include your own milestones as you see fit.

You need to ensure that the milestones have dates attached to them and that these dates are realistic and achievable. You should discuss the planning section with the young people that will be working with you on the project to ensure that they can also meet the dates provided. You should identify who will be responsible for delivering the milestone and how this will be achieved. We would expect to see young people involved in the planning and delivery of the key milestones.

For the budget section, please refer to the value for money section on page 14.

You do not need to provide annual accounts for the Mini Mediabox scheme. However, Mediabox reserves the right to request a copy of your annual accounts at any point to verify your income and expenditure details.

Section 4- your independent referee details

Your referee must be a professional or person with a public position, such as a schoolteacher, youth worker, police officer or healthcare professional. All referees must be qualified to work with children. They must be completely independent of your organisation, but know its work and know about the project, for which you are applying for funds. We may approach your referee to discuss your application or to write a report, so please ensure that your referee would be available to respond to our queries.

We may also request evidence that your referee is qualified to work with children, young people under 18 years of age or with vulnerable adults. If the evidence supplied is not satisfactory we may ask you provide further evidence, change your referee, or your application may be rejected. You must be able to show that your referee has appropriate experience and qualifications, has an enhanced CRB clearance and up to date child protection training.

Your referee must not be:

- A current member of your organisation, a trustee or a member of your organisation's staff
- Someone who will benefit directly from the funding or a relation
- A relation of someone in the above positions
- Has recently (last 2 years) been in one of these positions

Section 5- Bank or building society accounts details form

This part of the application can only be completed once you have submitted the online form and have printed the application. The form provides us with confirmation that you have an active bank or building society account and that it meets the criteria of Mediabox, including our mandatory requirement that all cheques must be signed by 2 signatories. It is essential that all questions are completed and that the correct people sign the form. The account signatories must complete their details and sign in the appropriate box. We would expect (for good practice measures) that at least one of the signatories holds senior office in your organisation, such as a director or committee member. The form must be signed by your bank manager or senior bank official in section C. Please ensure that your bank/building society uses its official stamp on the form and a representative signs and dates the form. The bank/building society should also state their address, if it is not on their official stamp.

Section 6- Monitoring

Mediabox funds projects that target disadvantaged young people to improve their life chances and choices. Mediabox does not have a single, fixed definition of disadvantage, but expects applicants to have their own strategy for engaging hard to reach young people. Section 6 of the application form will ask you to provide information about the young people, including their age, special focus and ethnicity. We understand that this may change once the young people have been recruited, but we need to ensure that your anticipated participants meet our criteria. Meeting **two** of these disadvantaged criteria will strengthen your application. If the young people live in areas defined by Government Indices as being deprived, please give details.

Our suggested disadvantaged categories are:

- Young people excluded or at risk of exclusion from mainstream education
- Young people not in education, training or employment (NEET)

- Young people with disabilities or mental health issues
- Young parents
- Young carers
- Young homeless
- Young people within the youth justice system
- Young asylum seekers or refugees
- Young people from BME communities
- Looked after young people and care leavers
- Young people from areas defined by the Government's indices of deprivation as economically disadvantaged

Further information on government indices can be found here: www.communities.gov.uk/communities/neighbourhoodrenewal/deprivation/deprivation07/

Section 7- Declaration of interest

In this section, you need to declare whether you or your organisation have any relationship with any Board member or employee of the Department for Children, Schools and Families, First Light, Media Trust, Skillset or the UK Film Council. If you do, you need to provide details of this relationship.

Section 8- Application checklist

The application checklist sets out the required documents that need to be submitted with the signed hard copy of the form. If any of these documents are not submitted, the application will be regarded incomplete. This may result in your application being rejected. The required documents are as follows:

- Fully completed and signed hard copy application (signed by 2 senior members of your organisation)
- CVs for adult media professionals
- One example of the most recent previous media production work completed by your organisation OR that of your partner/freelancer (for example a show reel or portfolio)
- Completed and stamped Building society or Bank Account details form (within your application form). This needs to be stamped by the building society or bank as proof/authorisation of you account
- Completed referee page (within your application form)
- A copy of your memorandum and articles of association or constitution
- A copy of your organisation's child protection policy

Once you have completed and submitted your application online, you must send the signed printed copy of the form and supporting documents to Mediabox within 10 working days. Failure to do so will make your application incomplete and may result in it being rejected. Emailed forms or faxes are not valid as original signatures are required. The address to send the application form to is:

Mediabox
C/O First Light
Studio 28
Fazeley Studios, 191 Fazeley Street
Birmingham
B5 5SE

Mediabox will acknowledge the receipt of your application within five working days of its arrival at the Mediabox office. You will receive a unique reference number, which you should use in all enquiries about your application. You will be notified of the funding decision within 8-12 weeks from the date of full submission of your application form (including all relevant hard copies).

Mediabox FAQs

Eligibility/applying

Can I apply if I am involved in another Mediabox project?

You can only make one application to Mediabox at any one time regardless of the strand (i.e. Mix Mediabox, Mini Mediabox, Mid Mediabox or Big Mediabox), and you can only have one Mediabox project running at any time as a lead organisation.

Can I apply for First Light Movies and Mediabox funding at the same time?

You can apply for a Mediabox and First Light grant at the same time. However, we will assess your capacity to deliver both projects successfully.

I have been funded by Mediabox and another organisation has asked me to act as a delivery partner on their application, is this allowed?

Applicants can be involved as a delivery partner in other applications led by another organisation, but we will assess your organisation's capacity to deliver the proposed activity, should both projects go ahead.

Can I apply if I have been funded before?

Yes, however due to the highly competitive nature of the scheme we will take into consideration whether the project was delivered on time, to the required specification, i.e. signed off as complete and if the final payment was released.

Can I apply to Mediabox if I've had a previous application rejected?

Previous applicants to Mediabox (whether successful or unsuccessful), can re-apply, but only with a new idea or a significantly re-worked proposal.

Can I submit more than one application?

No. Organisations can only be in receipt of one funding grant at any time.

Can I apply if I'm not a registered company?

Yes, but you can apply to Mini, Mid or Mix Mediabox only.

Can a national organisation with regional "teams" apply more than once?

Branches or divisions of larger organisations can apply as long as they have their own bank account, legal status, governing document, financial systems and management structure.

How soon will Mediabox let me know about the outcome of my application?

Decisions for Mini Mediabox will be announced within 8-12 weeks from when you submit your application. All applicants will be informed in writing.

I've read the guidelines and FAQs, but I still have some questions?

You should contact your local Mediabox Co-ordinator based at your Regional Screen Agency if you need help with any aspect of the application process. Visit for a full list of details go to www.media-box.co.uk

Where can I get more information or inspiration?

Go to our website www.media-box.co.uk to access a selection of work made by young people and funded by Mediabox.

Match funding

For Mini Mediabox, is there an upper limit for match funding?

Match funding is not compulsory for Mini Mediabox. If you are able to bring match funding, in cash or in-kind, we would not normally expect this to exceed 25% of the total project costs. However, if you have managed to secure more than this amount, your application will still be considered for assessment. You will need to provide an explanation of where the money has come from and what the costs will be spent on in Section 3 of the online form.

Capital

Can I include the purchase of a camera, editing equipment, software etc. in my application to Mini Mediabox?

Yes, a maximum of 10% of your Mediabox grant can be spent on buying equipment.

Timescales

When would my Mediabox project have to be completed by?

For Mini Mediabox this is 4 months.

Value for money

Can the value for money figure be calculated relating only to the MB money (rather than the MB plus the match funding)?

Your value for money calculation should only be based on the grant you are seeking from Mediabox.

What is Full Cost Recovery?

You are able to include relevant overhead costs in your budget breakdown. The guidelines issued by HM Treasury in May 2006 state that it is legitimate for third sector organisations to recover the appropriate level of overhead costs associated with the delivery of a project. Mediabox is committed to the principle of full cost recovery, as we understand that it could contribute to the sustainability of the sector. Full cost recovery means securing funding for or 'recovering' all your organisation's costs, including the direct costs of your project and your overheads. The full cost of your project will therefore be the costs directly relating to the project, plus the project's share of your overheads. We will assess whether you have allocated relevant and reasonable overhead costs and ensure these costs are only included once. Your management costs should be clearly defined within your budget in the Overheads section. More information can be found on <http://www.fullcostrecovery.org.uk/main/index.php?content=home>

Location of project

Our project takes place over several areas. Which area should I identify as the main one?

You just have to stipulate one main area; pick any one of them if delivery is in equal proportions

Exhibition and distribution

How long should the completed films be?

Short films are up to 10 minutes in length (any genre, documentary, live action, drama, animation). Feature films (any genre, documentary, live action, drama, animation), up to 90 minutes

Can we use any music from the bands young people listen to for our project?

We would advise you to not use commercial music due to the copyright/clearance minefield that you will come across. Also, popular music will be expensive to clear. Instead try pre-cleared library music (e.g. <http://www.licensemusic.com>; <http://www.21newmedia.com>) or why not as part of the project get the young people to compose an original piece.

Accreditation

Is it better to seek accreditation for all beneficiaries or safer to only go for a percentage? Would Mediabox withdraw funds if target is not reached?

This would be your decision as you know the needs/abilities of your respective client group. If your application is successful, Mediabox will expect you to meet the outcomes in your proposal, demonstrating adequate project management strategies to mitigate issues that could cause deviation from the proposed activity. Any decision around the potential withholding of grant payments would take all this into consideration.

Beneficiaries

Some of the young people I want to work with are 20, can I still apply?

All participants in Mediabox projects should be aged between 13 and 19 years old. There are opportunities for organisations working with young people with learning difficulties and/or disabilities to increase the age range up to 25.

Are all young people deemed beneficiaries, even if they are only contributing to part of the project?

Yes.

Disadvantage categories

Can more than 2 disadvantaged priorities be ticked in the monitoring section?

Each young person can only be entered into a maximum of two categories to avoid double/multiple counting of the data we collect.

Evaluation toolkit

How can I get the toolkit?

It is available as a PDF on the Mediabox website. The toolkit sets out some key tips for how you can evaluate your work

http://www.media-box.co.uk/items/documents/mediabox_self_evaluation_toolkit.pdf

Payment Schedule

If I were to be funded when are payments made and what is the percentage split?

There are 3 payments and they are split 50/30/20%. You get the first when Mediabox receives your contract back signed; the 2nd when you submit your midpoint report and the final payment is released last when Mediabox has all the documents and media you have been contractually obliged to supply. The cashflow you submit will dictate the mid-point of the project.