

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



Mini Mediabox Application Guidelines

Supported by:

Funded by:

department for
children, schools and families

A partnership between:



First Light Movies



Introduction

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.

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

What will Mini 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.

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.media-box.co.uk.

Interactive Media & Games

- Development of interactive games for any platform
- Interactive CD Roms

Radio

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

Digital Media

- Creative photography
- Digital imagery
- Advertising campaigns

Print

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

Mini Mediabox doesn't fund:

- 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;
- Websites;
- 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.

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?

Mini Mediabox is a small level grant open to youth organisations that may or may not have delivered media projects in the past. This grant can be used to develop a new creative idea with young people. 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. Schools and statutory organisations cannot apply as the lead organisation to Mini Mediabox, but can work in partnership.

Applications submitted by post, fax or email will be deemed ineligible; all applications must be made online. For further details see 'Submitting an Application' on page 12.

Mini Mediabox and Child Protection

Your organisation must have a detailed child protection policy that is appropriate and fit for purpose to be eligible to apply. If successful your organisation must use all reasonable endeavours to ensure the safeguarding of all children and young people involved with the project.

You will need to ensure that any adults working with young people are suitable in all respects to work with young people and have been vetted using criminal record checks, identity checks and reference checks. Reasonable working practices with young people must be observed and internal security measures taken to prevent any risk to the young people.

If your application to Mediabox is successful your organisation will be required to provide a Disclosure Statement (formerly referred to as CRB/police checks) for each of the adults working with young people on the project.

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.

How to apply for a Mini Mediabox grant

The application is a 1 stage process, completed through the online application form (hard copies will also need to be submitted). You will need to register with a surname and password through Mediabox website www.media-box.co.uk

You must complete your application form online. Once you have completed and submitted your application online, you will need to send a signed printed copy to Mediabox along with relevant hard copies of:

- 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 your account
- Completed referee page (within your application form)
- A copy of your memorandum and articles of association or constitution
- A copy of your most recent Audited Accounts

You are advised to keep a copy of the printed application form for your own records

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 Assessment Criteria

The key criteria are:

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

Meeting the outcomes of Mediabox and Every Child Matters

For us to consider your grant proposal must indicate which 4 of the Mediabox outcomes and at least 1 of the outcomes of Every Child Matters your project will meet.

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, skills and confidence allowing them to identify, plan, participate in and lead creative media projects.
Outcome 2	Increased capability of young people from disadvantaged backgrounds to lead creative media projects.
Outcome 3	Diverse audiences have negative stereotypes dispelled by gaining increased understanding and insights about young people from disadvantaged backgrounds.
Outcome 4	Through project activity and the media produced, diverse members of communities better understand and appreciate one another.
Outcome 5	Increasing the level of young people who will gain lifelong skills through high quality media production experience.
Outcome 6	Increase the level of young peoples' positive images and voices through the media.
Outcome 7	To increase opportunities for young people to engage with each other, their local community 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

Completing your online application form

This section takes you through all the questions that we will ask you on the **online** form. You can 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. 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.

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.

Submissions that do not complete the application process in full will be deemed ineligible. Mediabox reserves the right to decline applications that are incomplete.

Remember to keep a copy of these guidance notes and your completed application form for your own records.

About your organisation

Firstly, we will ask for your **contact details**, including a named lead contact. 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, phone number and if applicable, fax number. We ask for dates of birth 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.

We expect to be able to reach the main contact at the main address, and at the phone number quoted in the application form during the working day. 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.

If you are a limited company you **MUST** supply your company registration number. Your company name should be exactly as it appears on your governing documents e.g. First Light Movies Limited.

Mediabox reserves the right to decline applications that fail to pass identity or company registration verification.

Where the majority of your project is happening – we need the nearest town or city and the region.

Identity Checks

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. The check may be on some or all of the identities you have provided in connection with this application.

This is a mandatory requirement, 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.

Briefly summarise the work of your organisation (Word Limit 125 words)

Your Organisation - How will you manage the Mini Mediabox project (Word Limit 150 words)

You will need to give an explanation of your track record of project management. We will be looking for strong project and financial management experience. Outline management structure for the proposed project, name key personnel involved and their responsibilities.

Within this section you will also need to:

- Select one category of organisational structure as listed in the application;
- Confirm when the organisation was set up;
- Confirm your organisations annual turnover;
- Select the category that best describes your organisation;
- State the governing structure of your organisation and how many people are involved in its management;
- State professionals employed-Name, contact details and role in project;
- Confirm you have enclosed CV's for all professionals;
- Confirm you have enclosed an example of media production work relevant to this application.

Child Protection

Your organisation must have a detailed child protection policy that is appropriate and fit for purpose to be eligible to apply. If successful your organisation must use all reasonable endeavours to ensure the safeguarding of all children and young people involved with the project.

Confirm if your organisation has a child protection policy and procedures in place.

Confirm if all employees, freelance professionals and volunteers have enhanced disclosure statements (formerly CRB checks)

State how you will ensure that children and young people participating in the project will be safe

Applicants or their partners must have a good track record in working with and supporting disadvantaged and hard to reach young people and must show evidence of experience in media production and be able to access appropriately experienced professionals with skills in media production and/or working with disadvantaged young people.

All organisations applying for a grant will need to have a Child Protection Policy in place. If you are given a Mediabox grant, a Disclosure Statement (formerly referred to as CRB/police checks) must be provided for each of the adults working with young people on the project

The successful organisation shall use all reasonable endeavours to ensure the safeguarding of all children and young people involved with the project. The organisation shall use all reasonable endeavours to ensure that any adults working with young people are suitable in all respects to work with young people and have been vetted using criminal record checks, identity checks and reference checks. Reasonable working practices with young people must be observed and internal security measures taken to prevent any risk to the young people.

About your project

Your project idea (Word Limit 400 words)

You will need to explain how you have ensured young people have been fully involved in the initial stages of decision making and idea development to date. Who are the participants (or who will they be) and how have you identified them? How do you plan to engage young people throughout the project, what recruitment and retention plans do you have in place to ensure your youth involvement targets are met? 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? Where has the idea come from? What makes the idea strong and relevant to the young people?

Exhibition and Distribution (Word Limit 100 words)

What are your exhibition and distribution plans for the final project/s created?
How will you ensure young people's voices are heard by a wider audience?

Monitoring and Evaluation (Word Limit 100 words)

How will you ensure the project is monitored and targets are met throughout the project?
How will young people be involved in the evaluation process throughout?

Development (Word Limit 100 words)

Only answer this if you have previously had Mediabox funding

Reaching and engaging disadvantaged young people

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. The application form will ask you to provide information about the young people you hope to work with along with 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. 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/

Meeting **two** of these disadvantaged criteria will strengthen your application.

You will need to describe how **disadvantaged young people have been involved** in the project so far.

Exceptions:

The focus is on young people aged 13 to 19; however participants with Learning Difficulties and Disabilities up to the age of 25 may be involved.

Project Planning and Budget

Please see example of project planning table which we require you to complete within the application form.

Key Milestones/Actions	When will they be achieved (date)	Who is responsible	How will they be achieved
<i>i.e. recruitment</i>	<i>Week beginning 08/06/2009</i>	<i>Project Manager</i>	<i>Working with local youth organisations, press and publicity, working with current group of young people etc...</i>
Please note that Mediabox cannot fund projects retrospectively therefore your project should not begin before you have received confirmation that your award has been successful. Mediabox aims to inform applicants about the outcome of their application within eight weeks of receiving a completed application form.			

Budget

Please see example of budget table which we require you to complete within the application form.

The budget must be for the total cost of the project including match funding (if appropriate). Please round your figures up/down to the nearest £1				
Item	Detail-compulsory field	Rate	Quantity	Total Cost
salaries/contracted staff working on the project	<i>Job Title</i>	<i>Fee per Day</i>	<i>Full day's equivalent</i>	
staff specifically employed to deliver this project				
Overheads				
heating, lighting, rent, rates, office insurance				
administration, phones, internet, postage				
stationery				
accountancy				
Insurance contribution – public & employer's liability				
Venue hire				
Equipment **				
Project costs				
Materials/Art Department				
Stock				
Subsistence & Travel for young people				
Pastoral care for young people/ youth work support				

Marketing				
Screening/exhibition				
Duplication/distribution				
Evaluation				
Contingency (minimum of 3% of the total)				
TOTAL				

<i>Income and expenditure</i>	
Total Match* income	£
(not a requirement of this fund)	
Total requested from Mediabox	£
Maximum grant of £5,000	£
Total Expenditure	£
Total match income plus the amount requested from Mediabox	£

* Whilst we welcome match income it should not exceed 25% of total project budget

** **Mediabox is not a capital scheme and therefore no more than 10% of your total budget should be spent on buying equipment.**

Value for money

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.

You may need to pay VAT on purchases made as part of your project and we can pay for this within our grant.

We will ask you what the estimated **total cost of your project** is (please round the figure up to the nearest £1). This is the total amount for your project including any aspects that may be funded by another source.

We will need to know **how much you need from Mediabox**. (Please round the figure up to the nearest £1).

We will expect projects to deliver value for money; clearly this will vary depending upon the needs of the young people and the nature of their disadvantage. However overall we expect the average cost per young person participating to be around £620.

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. More information can be found on <http://www.fullcostrecovery.org.uk/main/index.php?content=home>

Please tell us about **other contributions** you will use to undertake your project, including any funding that you have applied for but not yet secured. 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.

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 some in the above positions
- Has recently (last 2 years) been in one of these positions

Your Bank Details

Your bank official must sign, date and stamp the bank form

This part of the application 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. Please ensure that your bank/building society uses its official stamp anywhere on the form. The bank/building society should also state their address, if it is not on their official stamp.

Will your project be compliant?

To allow young peoples' voices to be heard across a variety of media platforms, it is essential that projects respect copyright and intellectual property, broadcast standards and compliance ('**rights issues**'), so that the finished project can be broadcast, exhibited or published legally and responsibly. Your application must demonstrate that you understand these requirements and can explain and interpret them to the young people with whom you work.

Delivering a compliant project will be a condition of funding if you are successful in receiving a grant. **You will be liable to repay part or your entire grant if you fail to collect all the appropriate delivery paperwork as outlined within your funding agreement.**

Good quality finished projects will be given extra support to get national profile and distribution. We recommend your project complies with OfCom's codes (<http://www.ofcom.org.uk/tv/ifi/codes/bcode/>), but the Mediabox website is a good starting place for information about rights issues.

If you would like further information about how to complete delivery forms, ensuring your project is compliant or marketing/PR please contact Media Trust guidelines@media-box.co.uk Telephone: 02072173702

Funding Priorities

Mediabox encourages applications working in all media listed on page 3 of these guidance notes. However, we would like to support a wider range of media projects and will therefore prioritise proposals that feature radio, print, games or interactive elements, digital media, photography, graphic novels or mixed media and advertising campaigns.

We would also like to encourage applications from areas of England that were under-represented in 2008. These were: **North East, East of England and Yorkshire and Humberside**. Applications from these regions will not score higher during the assessment process. Regional priorities may however, be taken into consideration at final decision stage by the funding panel.

How much will Mediabox allocate in 2009-11?

Mediabox is a highly competitive grants scheme. It is very difficult to predict how likely your application is to be funded (providing it meets all of our criteria). In 2008 the funding programme was over-subscribed and the success rate overall was around 9%.

As a guide we will be able to support approximately 308 Mini Mediabox projects during 2009-11.

Where to go for help and support

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 4187	Ask for your Mediabox co-ordinator
Northern Film & Media	0191 269 9200 ext 228	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 259777	Ask for your Mediabox co-ordinator
South West Screen	0117 952 9977	Ask for your Mediabox co-ordinator
Screen East	01603 776923	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

Technical difficulties

Allow yourself plenty of time to submit your application – do not to leave it until the last minute. The website can get very busy which will cause technical difficulties and your application may crash. If you do experience problems you **MUST** report them to Mediabox immediately by emailing: info@media-box.co.uk

Submitting an Application

Once you have completed all the questions online, you should hit 'Submit'. A completeness check will happen automatically and you will be notified if there is a problem with your application.

If the application is complete, hitting 'Submit' sends your application to Mediabox. You will receive a confirmation email to say we have received the application to the email address you used to register as a user on the Mediabox website. The confirmation email will give you your unique reference number, outline what will happen next and let you know when you will receive a decision from Mediabox.

Application checklist

You must complete your application form online. Once you have completed and submitted your application online, you will need to send a signed printed copy to Mediabox along with relevant hard copies of:

- 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 your account
- Completed referee page (within your application form)
- A copy of your memorandum and articles of association or constitution
- A copy of your most recent Audited Accounts

You are advised to keep a copy of the printed application form for your own records

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).

PLEASE DO NOT USE STAPLES, BIND OR PRINT YOUR APPLICATION FORM DOUBLE SIDED AS IT WILL BE PHOTOCOPIED. PAPER CLIPS OR BULLDOG CLIPS ARE IDEAL

Once you have submitted your online application you will need to send in ONE hard copy to the following address along with the supporting material outlined below.

Please remember we only require one copy of the form and all attachments

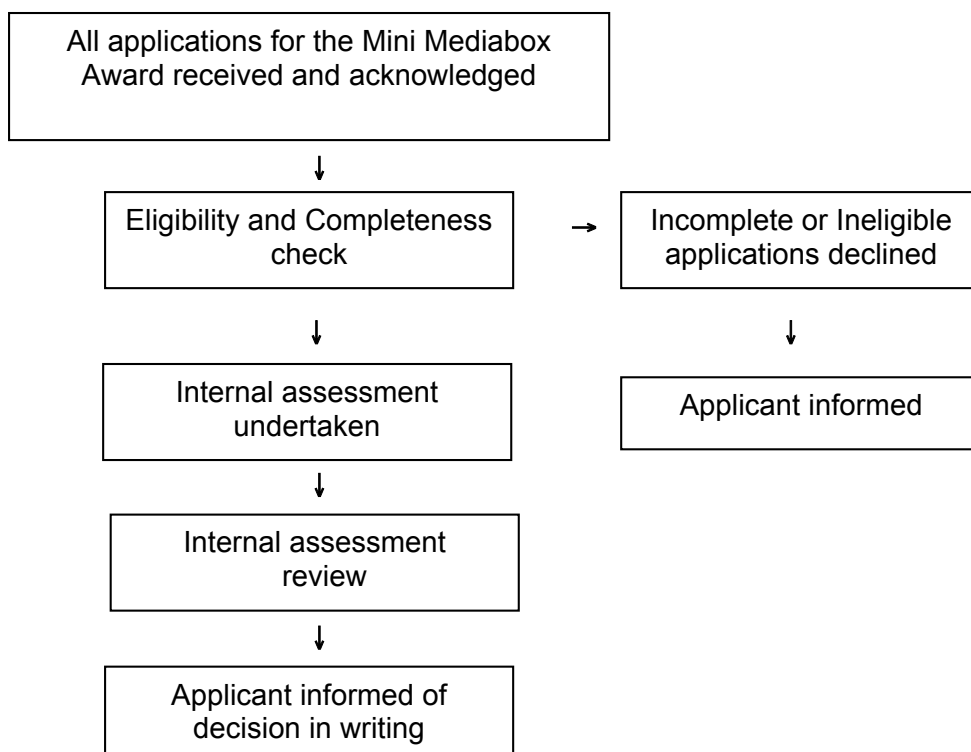
**Mediabox Ltd
The Bond
180-182 Fazeley Street
Birmingham
B5 5SE**

Emailed forms or faxes are **not** valid – original signatures are required.

There are no closing dates for this funding scheme – send your application in once you have completed it

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.

What Happens to your Application?



FAQs

Can I apply if I have been funded before?

Applications will be accepted from organisations that have received funding from Mediabox in the past. 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 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.

Please note that you cannot apply for a Mediabox and First Light Movies grant at the same time - unless you are applying under Mix Mediabox for an exhibition project where work already has been completed.

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 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 include the purchase of a camera, editing equipment, software etc. in my application?

No. This fund is not for capital items

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, you can apply to Mini or Mid 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.

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.

How long can completed films be?

Short films up to 5 minutes in length (any genre, documentary, live action, drama, animation). Feature films (any genre, documentary, live action, drama, animation) up to 90 minutes

Can schools apply?

Schools are eligible to apply for Mid, Mix and Big Mediabox only. You must demonstrate that you will be working with a media professional on the project who must have appropriate skills and experience to work with disadvantaged young people. You should also include in-kind costs of support from teaching staff in your budget. Mediabox cannot fund projects that in any way contribute to the delivery of curricular activity. Applications from schools must demonstrate that their proposed project will fall outside of the curriculum.

Do I need to arrange a screening, celebratory or launch event?

Yes, you should consider how the young people will develop an understanding of marketing, audience and exhibition.

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.

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

Funding decisions will be announced within 8-12 weeks after submission. Applicants will be informed in writing.

What if my proposal is not successful?

We will notify you within 8-12 weeks from the submission. Due to the high volume of applications received by Mediabox, we are unable to offer any additional feedback other than what is provided in your decision letter.

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>

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 or: 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.