

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



Mix Mediabox

Stage 1

Application Guidelines

Supported by:





Contents

Page	2	Introduction
	2	About Mix Mediabox
	2	What is 'community cohesion'?
	3	Where to go for help and support
	3	Mix Mediabox eligibility criteria
	4	What will Mix Mediabox fund?
	4	Mix Mediabox doesn't fund
	5	How much can I apply for?
	5	How long will I have to complete my project?
	5	How to apply for a Mix Mediabox grant
	6	Mix Mediabox Application Flowchart
	7	New Application Process for 2009/10
	7	Submitting an Application
	8	Pre-application training
	8	How your Stage 1 application will be assessed
	9	Mix Mediabox Assessment Criteria
	9	Meeting the outcomes of Mediabox and Every Child Matters
	10	The Project Idea
	10	Empowering young people to lead all aspects of the project
	11	Project management
	11	Reaching and engaging disadvantaged young people
	12	Value for money
	13	Project dates
	13	How much will Mediabox allocate in 2009-11?
	13	Funding Priorities
	14	Mix Mediabox and Child Protection
	14	Will your project be compliant?
	14	Frequently Asked Questions (FAQs)

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 print, radio, games, interactive, online platforms, film or television. 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 Mix 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, 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 Mix Mediabox

Mix Mediabox is a new fund that will provide grants of between £5,000- £20,000 to support projects that enable young people aged 13-19 to produce their own creative media projects that explore the theme of **community cohesion** (a definition of this term is provided below).

Mix Mediabox will fund projects that firstly bring together young people from diverse economic backgrounds, genders, ethnic backgrounds, faiths, or who live in different areas to work together on a media project that examines issues relevant to them and communicates them in a creative way. Secondly the activity should also reach out and include the wider community, for example, inter-generational work with older members of the community, particularly the parents and grandparents of the young participants, or work that seeks to inform local decision makers. We are especially looking for projects that provide opportunities to bring together participants who may not usually get the chance to positively interact or where there are existing community cohesion issues.

What is 'community cohesion'?

By **community cohesion**, we mean working towards a society in which:

- There is a **common vision** and sense of belonging by all communities
- The **diversity** of people's backgrounds and circumstances is appreciated and **valued**;
- Similar life **opportunities** are available to all;
- Strong and **positive relationships** exist and continue to be developed in children and young people's services, schools, the workplace and in the wider community.

What community cohesion means in practice will vary, depending on the **local contexts, needs and issues**. What your Mix Mediabox project should have - regardless of locality - is an overarching theme of **developing shared values**. This means:

- Looking at commonalities along with appreciating differences,
- Providing opportunities to learn from, with and about people from different backgrounds.

The term 'community' has four main dimensions:

- the youth centre, service or school community – the young people they serve, their parents, carers and families, staff, board and community users of the facilities and services;
- the geographical community and the people who live or work in that area. This applies not just to the immediate neighbourhood, but also to the wider city or local authority area where it is located;
- the UK community – all young people in the UK are part of this community; and
- the global community – formed by the European Union and all other international links.

Your project could focus on just one, a combination of these or perhaps even all four, depending on what is appropriate to your setting.

Where to go for help and support

There are Mediabox Coordinators based in each region of England and part of their role is to provide advice and pre-application support to potential applicants. If you are considering making an application to Mediabox we strongly advise you to take advantage of your local Mediabox Coordinators expertise. Contact details can be found in the table below, Regional Screen Agencies are large organisations so please make sure you ask to speak to the Mediabox Coordinator when calling.

Regional Screen Agency	Region	Telephone
Northwest Vision + Media	North West	0161 244 4187
Northern Film & Media	North East	0191 275 5968
Screen Yorkshire	Yorkshire & the Humber	0113 294 4410
Screen WM	West Midlands	0121 265 7120
Screen South	South	01303 259 777
South West Screen	South West	0117 952 9977
Screen East	East	01603 776 923
EM Media	East Midlands	0116 253 3445
Film London	London	020 7613 7697

Mix Mediabox eligibility criteria

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

- Does your organisation have a Child Protection Policy?
- Are you a not-for-profit community based organisation?
- If not, 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?

Mix Mediabox is a mid-level grant open to established 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 and must be relevant to the Community Cohesion agenda. Registered charities, trusts and unincorporated associations can apply to Mix Mediabox.

We are particularly interested in applications from organisations based in or working within areas where a community cohesion indicator has been chosen by the local authority as an improvement target within its local area agreement (LAA). Applications from such local authorities are also encouraged.

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 13.

What will Mix Mediabox fund?

Mediabox funds projects made in England where young people (aged 13 to 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 on 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 Mix Mediabox fund?

Mix 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

Mix 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.

How much can I apply for?

Mix Mediabox accepts applications for grants of anywhere between £5,000 and £20,000. Partnership funding is **not** required for Mix Mediabox, but it will enhance an application if you are able to bring more resources either in cash or in kind.

How long will I have to complete my project?

Organisations that make a successful application to Mix Mediabox will have 6 months to complete their project from the Stage 2 announcement date (see bottom of this page).

How to apply for a Mix Mediabox grant

There is a **2 stage** application process for Mix Mediabox.

Stage 1

This is a short expression of interest application form, which must be completed and submitted **online only**. Each question within the online form has a word limit so you will need to ensure your answers are concise. **We will not accept any additional information by post, fax or email.**

Stage 2

Applicants will be invited to make a full application to the second stage if their Stage 1 application is deemed successful after being assessed against the Mix Mediabox assessment criteria (see page 9).

The following table provides **all deadline and announcement dates** for **Mix Mediabox**

Round No.	Open for Applications	Stage 1 Deadline	Stage 1 Decisions Announced	Stage 2 Deadline	Stage 2 Decisions Announced
1	10 Aug 09	21 Sept 09	5 Oct 09	17 Nov 09	16 Dec 09
2	25 Jan 10	9 March 10	22 March 10	18 May 10	21 June 10

The following chart provides a step by step guide to making a stage 1 application to Mix Mediabox.



New Application Process for 2009/10

Since it began in 2006, Mediabox has been a very popular fund and has consistently been over-subscribed. We want to ensure all applicants receive a fair assessment, get the support they need and stand a good chance of being successful, and so we are introducing a new way to apply for money through Mix Mediabox.

Each funding round will have a deadline date by which you must submit your stage 1 proposal online. The stage 1 proposal is an outline of what you would like to do - an expression of interest. Each funding round will also have a MAXIMUM number of applications we can accept in that round. This change means that you should submit your application in plenty of time BEFORE the deadline, as when we reach the published maximum number we will be UNABLE to accept any more applications.

The cut off point for accepting applications will EITHER be the deadline date OR when the maximum number of applications are reached - WHICHEVER IS SOONER.

When you log on to the online grant application form you will see an application counter, indicating how many applications have been already submitted and how many more we are able accept in that round. If we are unable to accept any more applications your application will be saved so that you are able to complete it in the following funding round.

Round No.	Open for Applications	Stage 1 Applications accepted
1	10 August 2009	124
2	25 January 2009	124

We have made these changes for the following reasons:

- Applicants will have a much greater chance of success;
- Applicants will have better access to support to develop their applications;
- Applicants are encouraged not to submit a last-minute, low quality application.

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 Stage 1 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.

Technical difficulties

Allow yourself plenty of time to submit your Stage 1 application – do not to leave it until the last minute. On the deadline day the website is 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

Online submissions will **close at 2pm** prompt on the deadline day and we will not be able to accept applications after this time, so do not leave it until the last minute to complete your online application. **If you leave it late you may not be able to submit your application.**

If your Stage 1 application is successful

There are guidelines to enable you to develop a full proposal based on this Stage 1 application. You will be required to provide a lot more detail at the next stage along with evidence of any match funding (if applicable), evidence of consultation with young people, your governing documents, your child protection policy, your last set of audited accounts and examples of previous work.

Pre-application training

All shortlisted applicants will be required to attend a **pre-application Training Day** to strengthen your stage 2 application through targeted support and advice. Additional guidance will also be provided focusing on compliance, project delivery forms, monitoring and evaluation and exhibition and distribution. The day will also offer the chance to further discuss their project idea with Mediabox staff.

The **training days will take place** in your region and are likely to last half a day, **dates for each region are listed below.** Where the dates are to be confirmed please contact your Mediabox Coordinator for further information (contact details can be found on page 3).

Regional Screen Agency	Round 1	Round 2
Northwest Vision + Media	12 October 2009	25 March 2010
Northern Film & Media	15 October 2009	25 March 2010
Screen Yorkshire	14 October 2009	30 March 2010
Screen WM	14 October 2009	25 March 2010
Screen South	13 October 2009	24 March 2010
South West Screen	14 October 2009	24 March 2010
Screen East	13 October 2009	30 March 2010
EM Media	16 October 2009	25 March 2010
Film London	16 October 2009	29 March 2010

If we decline your Stage 1 application

We will provide feedback in your decision letter on why your application was not selected to go forward to the next phase. The feedback will let you know under which criteria we are declining your application. **Unfortunately we cannot offer any additional telephone or email feedback.**

You can submit a new Stage 1 application at later deadlines. If you have been declined and are starting a fresh application, you will need to re-register on the Mediabox website and start from the beginning of the online application process. Deadlines for Stage 2 are given on page 5 of these guidance notes.

How your Stage 1 application will be assessed

All Mix Mediabox Stage 1 applications are assessed internally against the assessment criteria using the following scale:

- 1 – Very poor – only meets the criteria in a limited way and is weak
- 2 – Poor – project has some strength but only meets the criteria in a limited way
- 3 – Average – has some strengths and partially meets the criteria

- 4 – Good – meets the criteria fully
- 5 – Strong – meets the criteria extremely well
- 6 – Outstanding – is excellent against this criteria with key strengths

Mix 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

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 Stage 1 applications 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.

Meeting the outcomes of Mediabox and Every Child Matters

For us to consider your grant proposal you must demonstrate how you will meet **all** of the Mediabox outcomes and provide evidence that you can meet at least **1** of the **outcomes** of Every Child Matters well. You will then be asked to demonstrate how your project will meet these outcomes at if you are invited to make a full application at Stage 2.

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.
Outcome 4	Increased opportunity to bring together participants through media activity, who may not usually get the chance to positively interact or where there are existing community cohesion issues.

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

The Project Idea

Please provide a **summary** of your project. Word limit **200**

Mix Mediabox will fund activity that brings together young people from diverse economic backgrounds, genders, ethnic backgrounds, faiths, or who live in different areas, to work together on a media project that examines issues relevant to them and communicates them in a creative way. The activity should also reach out and include the wider community, for example, inter-generational work with older members of the community, particularly the parents and grandparents of the young participants, or work that seeks to inform local decision makers.

All projects should explore the **developing shared values** theme of **community cohesion** and must address or be inspired by real issues and personal stories that the young people have identified. We know that these themes may change slightly once you start working with the young people; however we need to see that your organisation has an understanding of the issues that young people feel are important and want to address if the proposal receives funding. We therefore expect that many productions will be factual (documentary, campaign or reportage formats). However, these must be engaging and presented creatively. We are not, for example, looking for a series of 'talking heads'. Fictional treatments of real issues (such as a TV soap) can be funded but only where there is a clear reason for producing a dramatic format and where real issues are at the very heart of idea development, production and presentation. Don't forget that an 'issue' is not necessarily a 'problem' and that the young people may choose to highlight things in their community that they are proud of.

Mix Mediabox activity should also reach out and include the wider community. You should outline where you plan to exhibit the project and how the participants will be involved in the distribution and exhibition plans. We are looking for projects that have been made with an audience in mind and interesting ideas around exhibition.

Empowering young people to lead all aspects of the project

What **creative skills** will the young people learn? Word limit **100**

We want to know what creative skills will be transferred to the young people and how they will be taught.

What **technical skills** will the young people learn? Word limit **100**

We want to know what technical skills the young people will learn and how these skills will be transferred. We are especially keen to see that young people will be involved in every aspect of producing the work, from initial idea development to exhibition of the completed work.

What **project management** skills will the young people learn? Word limit **100**

We are looking for projects that allow young people to gain skills in budgeting, scheduling etc. and that facilitate youth leadership and peer-to-peer learning. There should be a process in place to allow young people to be involved in the management of the project and to make key decisions.

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

Please describe your **track record** of similar work. If your organisation has no track record in this area, please describe the previous experience of your key delivery partner(s). Word limit **150**

Outline your last two relevant projects and include the project budget, funders and partners. We are looking to see if your organisation or your partner(s) have managed media projects with a similar budget in the past and have engaged disadvantaged young people.

Reaching and engaging disadvantaged young people

Mediabox funds projects that target disadvantaged young people to improve their life chances and choices. You will need to describe how **disadvantaged young people have been involved** in the project so far– word limit **200**.

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 Stage 1 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

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

Further information on government indices can be found here:

www.communities.gov.uk/communities/neighbourhoodrenewal/deprivation/deprivation07/

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.

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 at Stage 2. 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 Mix Mediabox, but it will enhance an application if you are able to bring more resources either in cash or in kind.

Source of Match Funding	Amount in cash	Secured?	Amount in-kind	Secured?
		Y/N		Y/N

Note: Your total project costs should **equal** the amount you requested from Mediabox and any match funding.

Do you require any equipment/capital costs from Mediabox? (in the box provided – please round the figure up to the nearest £1). A maximum of 10% of your Mediabox grant can be spent on buying equipment. If you need additional funds for equipment you could contact your local authority who run the Youth Capital Fund - which provides funding to young people to make capital purchases.

Project dates

Please state your anticipated project **start and end date**. If successful in receiving funding you will enter into a Funding Agreement with First Light Movies. You must be confident that you can

deliver your proposal within the published deadlines. You will be in breach of your funding agreement if you fail to do so. This will put your grant at risk and may effect any future applications your organisation or partners make to Mediabox or First Light Movies.

It takes between 2-4 weeks from when funding decisions are announced to you receiving your first grant payment – dependant on how quickly and accurately you respond to the requested terms and conditions. It is therefore recommended that you start your project 4 weeks after the announcement date. Similarly, your project end date should not exceed the final delivery dates for each round listed on page 5 of these guidance notes. Your project end date should not exceed the **final delivery dates** for each scheme listed below:

Round	Mix Mediabox final delivery date
Round 1	12 Jul 2010
Round 2	13 Dec 2010

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). The two stage application is intended to help manage the application process (by ensuring that you do not have to prepare a detailed proposal until later), in recognition that organisations have many commitments and demands on their resources. As a guide we will be able to support approximately 62 **Mix Mediabox** projects over the two funding rounds, across the nine regions of England.

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.

Mix 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.

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

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 I apply to Big Mediabox if I am a registered Charity?

Yes, so long as you are ALSO a limited company (registered with Companies House).

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.

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.

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

Funding decisions will be announced within 12 weeks of the Stage 1 deadline for Mid, Big and Mix. Decisions for Mini Mediabox will be announced within 8-12 weeks from when you submit your application. All applicants will be informed in writing. A full list of all Mediabox deadlines and announcement dates can be found within the guidelines for each scheme.

I have submitted my Mid/Big/Mix Mediabox Stage 1 application form online; do I need to send in a hard copy?

No, all Stage 1 Mediabox applications are made online only.

When will I know if I'm shortlisted to go through to Stage 2?

We will notify you within 2 weeks from the Stage 1 submission deadline. Due to the high volume of applications received by Mediabox, if you are unsuccessful **we are unable to offer any additional feedback** other than what is provided in your decision letter.

My organisation would like to apply to Mediabox, but we have little or no experience of participatory media projects with young people. Is Big Mediabox right for us?

If you have no track record of working on media projects with young people then you might want to consider the Mini Mediabox, go to www.media-box.co.uk to download the guidelines.

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

Why do I need match funding to apply for Big Mediabox?

Big Mediabox is aimed at organisations with a strong track record in delivering media projects with young people. Match funding boosts the potential impact of the project/s by adding value and enabling organisations to deliver their activity on a wider scale.

For Mini Mediabox the match income is limited to 25%, does this include in-kind contributions?

Match funding is not compulsory for this fund. A cap has been set at 25% match (to include in-kind), to ensure it is the smaller, less well funded organisations who are applying. If an organisation is able to provide more match funding than this they should consider going for Mid or alternatively not include the match funding they have for this particular part of the project and perhaps use this additional funding as an add on for their project.

Capital

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

Depends on the strand you are applying to. Please refer the relevant page within scheme guidelines. As a general guide Big Mediabox projects - 9 months; Mid Mediabox - 6 months, Mix Mediabox - 6 months, Mini Mediabox - 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>

Funding Partners

Can we add more partners if we are successful at getting through to Stage 2?

Yes, just explain their contribution clearly in your Stage 2 application.

Location of project

My organisation is based in the Eastern region but the young people the project engages with are in the West Midlands. Which Regional Coordinator/training meeting should I attend/contact?

You can go the training meeting which is nearest to you, but you should contact and ask for support and advice from the Coordinator who is based in the region your project is going to take place.

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

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. You do not need to have identified firm plans for a launch event, but we do want you to think about what you will do with the finished work, its potential audience and where it will be exhibited. If you are successful at Stage 1, you will need to demonstrate your exhibition and distribution plans at Stage 2 – including a detailed project schedule.

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.

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 mid point 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.

Online formatting

My text has gone all strange it looks like it is “bleeding” from one page to another or double-printed over itself. It is no longer looking like how I had originally typed it as a word document!

The bleeding of text is not an online problem but rather a formatting issue with the computer you may be using and is a common problem, particularly when applications are made on Apple Macs. We suggest you try switching to another PC terminal. When we receive your online submission, the text should read properly but if you have an ongoing problem when you come to print the hard copy of your application to send in, call the Mediabox office.