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1990/91, bearing in mind

As for 1989/90, the

**FOR YOUR IMMEDIATE ATTENTION**

4 October 1989

and III. 2000  
completion

To BFI London Direct Grant Clients  
considerat

You will

ask you

**FINANCIAL ASSISTANCE 1990/91**

budgets

I am writing to you to explain the process involved in  
applying to the Institute for a grant in 1990/91.

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In the current financial year, the BFI, together with  
GLA and the LBGS, commissioned Boyden Southwood to  
write a report on the future development of the  
independent sector in London. That report is now  
complete, and the various funding bodies are on record  
as supporting the broad thrust of the recommendations.  
The details of implementation of a London film and  
video strategy, however, are yet to be fully worked  
out, and these can only be successfully devised in  
consultation with our respective client groups. To  
this end, you will shortly be being visited (or may  
have been visited already) by your funders, at which  
meeting the future of the nature and scope of your  
funding will be discussed and your views taken into  
account.

Clearly, this sort of detailed consultation will take  
some time to complete, and in the meantime, the BFI  
does not wish to jeopardise the financial viability of  
its clients. Normally, we would be asking you to apply  
to us for funding in 1990/91 by mid-December. Because  
of the consultation process, however,

a) we are extending the application deadline to end  
February 1990 to allow for proper discussion to take  
place.

b) we will be providing all London groups currently  
funded by the BFI with the first quarter of 1990/91's  
grant at cash standstill irrespective of our future  
funding relationship. Should you continue to receive a  
revenue grant in 1990/91, the appropriate adjustments  
will be made to subsequent quarters.

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I am writing, therefore, without prejudice, to invite your organisation to make application to the BFI for 1990/91, bearing in mind the process described above.

As for 1989/90, the application falls into three parts: I. Budget Estimates 1990/91, II. General Information and III. Equal Opportunities Monitoring Form. The completion of all sections, in sufficient detail, is necessary before your application can be given consideration for grant aid.

You will be aware that changes in public arts funding are resulting in a reduction in revenue grants, in favour of increased incentive funding. BFI revenue budgets, too, are being squeezed, and you should bear this in mind when making your budget request which should be no higher than 'standstill'. We will try to assist in your budgetary planning by giving you information, as soon after end February as possible on your grant level, or the change in the way you are funded, or whether you have been partially or wholly cut. This decision will be made in partnership with other funders.

#### PART I

#### BUDGET ESTIMATES 1990/91

1. All figures should be presented as 1988/89 actuals, 1989/90 budget and 1990/91 estimates.
2. Your figures should be as detailed as possible. Global estimates will not be acceptable.
3. Expenditure columns should include the following:
  - i) Staffing costs - a breakdown of gross remuneration of all staff, full-time, part-time or casual, plus NHI and Superannuation, where applicable.
  - ii) Building costs - rent, rates, lighting, heating, insurance etc.
  - iii) Operating expenses - postage, telephone, stationery etc.
  - iv) Publicity costs - advertisements, brochure, design etc.
  - v) Training: staff development, equal opportunities etc.
  - vi) Equal Opportunities - maternity benefits,

special travel needs etc.  
vii) Activity costs

Please do not include capital.

4. Income columns should be divided into detailed, earned income and grant income.
5. The grant requested from the BFI in 1990/91 should be indicated.

## PART II

### GENERAL INFORMATION

Your budget estimates should be accompanied by the following:

1. The legal status of your organisation and whether or not it has Charitable status.
2. A list of the names of the key post holders and their titles. Please asterisk the name of the person primarily responsible for the liaison with the Institute.
3. A statement of your cultural objectives for 1989/90 and an assessment of how far these have been achieved.
4. A statement of your cultural objectives for 1990/91 together with the strategy you will employ to obtain them.
5. A description of developments achieved in 1989/90 and planned for 1990/91.

## Part III

### Equal Opportunities

Please complete the attached Equal Opportunities Monitoring Form.

All three parts of your application for financial assistance should be completed and returned to me no later than Monday 26 February 1990. Failure to present an application by this date or to provide inadequate information will prevent consideration of your request for grant aid.



Should the Institute be able to provide you with financial assistance in 1990/91, it will be offered subject to your acceptance of the Institute's "Conditions of Financial Assistance 1990/91", a copy of which is attached.

I look forward to receiving your applications in due course. Should you require assistance in completion of the application, or further information, please do not hesitate to get in touch with me.

**Irene Whitehead**  
**Deputy Head**  
**Funding and Development Division**