

BURSARY GUIDELINES: *Please read carefully*

The aim of these Scottish Government-supported bursaries is to help increase diversity and equality within Scotland's screen and television industry by helping those from underrepresented groups and those who, without financial support, would find it difficult to access training and therefore job opportunities.

We anticipate high demand for bursary support and have a limited amount of funding to distribute. We aim to provide bursary support for 1/3 of our course places. Your application will be assessed against the criteria set out in these guidelines on a first come, first served basis.

Our criteria for providing support is based on income, and diversity and inclusion:

INCOME CRITERIA

If you earn **£22,000** per year or less as an individual, or live in a household with an income of less than **£35,000**, you may be eligible for a contribution to course fees and/or care costs.

If you earn **£26,000** per year or less as an individual, or live in a household with an income of less than **£41,500**, **and** meet at least one of our diversity and inclusion criteria, you may also be eligible for a contribution to course fees and/or care costs.

DIVERSITY AND INCLUSION CRITERIA

We are very keen to encourage participants from a broad range of backgrounds and those who may have experienced barriers to progression in film and television and the games industry, so we particularly welcome applications from people who consider any of the following to be a barrier for them:

- having a disability or long term health condition
A disability is defined in the Equality Act 2010 as a physical or mental impairment that has a substantial and long-term impact a person's ability to carry out day-to-day activities. This includes progressive and long-term conditions from the point of diagnosis.
- being minority ethnic
- living in a geographical area of Scotland where distance and availability of transport limits access to professional training
- being a carer
- being female (or identifying as female) and aiming to specialise in the technical areas of film & TV drama, or directing, or writing

If you meet the income criteria and/or require to pay for someone to cover your caring responsibilities while attending the course, you may also receive a contribution to the total cost of care.

A contribution to course costs and/or care costs may be available to those who are eligible and can demonstrate commitment to their chosen field of training or work. In exceptional circumstances, the full cost of a course may be covered. Bursaries will be allocated based on NFTS Scotland's assessment of the application, including financial and diversity criteria, supporting evidence and a personal statement. We are looking for applicants who will further the School's and sector's aim of increasing equality and diversity in the screen and games industries.

Bursaries are provided at the discretion of NFTS Scotland. They are paid to enable you to attend training with us. Bursaries are not loans. You don't have to pay them back.

- You must be resident in Scotland for three years or more. The requirement for evidence of residency may be waived for certain groups (e.g. travellers) at the NFTS Scotland's discretion.
- The bursaries are means-tested and you will only be considered eligible if your household income is at or below the stated income threshold.
- Bursaries will not be provided for students in currently in government supported full-time education

You will be asked to provide a personal statement, telling us why you are applying for financial support for this course and including:

- The reasons for your desire to take part in this course
- The barriers you face in establishing or progressing in a career in the screen industries
- How you plan to use the experience gained from your participation in this course in your future work
- Any previous experience in this area
- Whether you have already undertaken training in this area, and if so what and when
- How you will fund any balance required, including self-funding

BURSARIES AVAILABLE

- **Contribution to course fees based on income, diversity and inclusion criteria**
This contribution to course fees is available if you meet income, diversity and inclusion criteria.
- **Contribution to course fees based on income only**
This contribution to course fees is available if you meet the income criteria.
- **Care cost bursary**
This contribution to the total cost of care is available if you meet the income criteria and require to pay for someone to cover your caring responsibilities while attending the course.

EVIDENCE OF ELIGIBILITY

In order to assess eligibility for a bursary, we require you to provide certain personal information. The information you provide is confidential and will be reviewed only by NFTS Scotland and the Scottish Government department supporting our bursaries. It will be used only for assessing your eligibility for an NFTS Scotland bursary and, if successful, processing your bursary.

Course fee bursaries

We require you to submit the following documents (where applicable) along with your completed bursary application form.

Evidence of your residence in Scotland (please supply one)

- A utility bill (e.g. gas, electric, council tax)*
- A letter from your local authority addressed to you*
- A bank statement addressed to you*

The requirement for evidence of residency may be waived for certain groups (e.g. travelers) at the NFTS Scotland's discretion.

Evidence of your income (please supply one)

- P60*
- Full TCAN Notice*
- Self-employed earnings (official tax return)*
- Other benefits or pension award letter*

and the last three months of wage slips for your household **OR** evidence of household members' entitlement to Income support/Universal Credit **OR** the last three months' bank statements for your household

Care cost bursaries

To qualify for a care cost bursary, you must provide evidence of the cost of alternative care arrangements for the person or people you are the sole carer for the duration of the course. Care cost bursaries will be paid on submission of original receipts/invoices to NFTS Scotland.

Disability

If you are applying for a bursary on the basis of disability or long-term health condition, we will require evidence of receipt of Personal Independence Payments/Disability Living Allowance, or a recent letter (within the previous six months) or documentation from a medical professional, e.g. your GP or consultant outlining the nature of the details of your disability or medical condition.

DEADLINE FOR APPLICATIONS

Bursaries should be applied for at least four weeks prior to the course start date to provide you with the best chance of securing one.

The bursary programme is discretionary with a rolling deadline. However, we anticipate a high demand for our bursaries and funding is limited. Once the total fund has been awarded, the programme will close for the financial year.



GUIDANCE FOR APPLICANTS

If you have received a bursary from us, you must wait for twelve months before applying for another, unless the further bursary is for a course which clearly progresses you within a chosen specialism. For example, you may be eligible for an introductory two-day course and a related certificate or diploma course, if available, within the same year. However, it is unlikely that we will support bursaries for multiple short courses in unrelated subject areas.

If you find that your circumstances do not fit the exact parameters of our Bursary Application form, but you wish to make a case for a bursary, please advise us of any special particulars in the 'Further Information' box on page 6 of the application form. This will be taken into consideration by our bursary panel.

If you have any questions about our bursaries, the bursary process or if you require support to complete your application, please email scotland@nfts.co.uk with 'Bursary Enquiry' in the subject heading.

We will keep these criteria, including financial thresholds, under review.