



HOW TO APPLY GUIDELINES

Whether or not you have applied before to Bord Scannán na hÉireann / the Irish Film Board there are certain pages of the section that we strongly recommend you refer to and study before making an application – either to get a basic grasp of the way in which BSÉ/IFB manages its provision of funding, or to refresh your knowledge of the organisation and check for updates and revisions of our procedures.

The recommended pages for reading before applying are:

- [Principles & Criteria](#) where the considerations underpinning all our funding decisions are set out
- [Procedures: Aims & Practice](#) where both the intentions and the practical details of our application and decision-making procedures are explained
- [Overview](#) which will provide you with useful current information about the types of funding available and the allocation of our resources; and, in particular, advise you of the rules governing the amounts of money we can provide to any one project: see [Regulations & Limits](#)

There are then slightly different routes to follow depending whether you are applying for development funding, production funding or distribution funding.

DEVELOPMENT FUNDING

1. Go to the page relevant to the type of funding you are seeking. (If you are not sure which is the relevant page, check the opening text of each possible page until you find the right one for you.) There are the following pages to choose from:
 - [First Draft Loans](#)
 - [Project Development Loans](#)
 - [Animation Development Loans](#)
 - [International Development Loans](#)
 - [Multiple Project Development](#)
2. Read the right page carefully, paying close attention to any Notes at the head of the page, and to the paragraphs under Who Can Apply and Making an Application.
3. If you are planning to make a re-application on behalf of a project that has previously been refused development funding by BSÉ/IFB, before submission you must contact the Development Executive, Andrew Meehan (andrew.meehan@irishfilmboard.ie), to secure his

agreement to the re-application. Agreement is likely to be forthcoming only if the project has materially changed since the last submission.

4. Download the application form from the page relevant to the funding you are seeking, complete the form in full and collate all the additional materials required. Pay close attention to all instructions given on the application form. Incomplete submissions will not be processed.
5. Post, courier or deliver your application to BSÉ/IFB's head office in Galway, the address of which is given on the application form, and mark it for the attention of the Schemes & Applications Co-ordinator. Applications will not be accepted by fax or email.
6. If you require further information that you cannot find on the website, or if anything in the guidelines is not clear, please contact the Production & Development Co-ordinator, Sarah Dillon (sarah.dillon@irishfilmboard.ie).

PRODUCTION FUNDING

1. Go to the page relevant to the type of funding you are seeking. (If you are not sure which is the relevant page, check the opening text of each possible page until you find the right one for you.) There are the following pages to choose from:
 - [Fiction: Irish Production](#)
 - [Fiction: Creative Co-production](#)
 - [Fiction: International Production](#)
 - [Animation Production](#)
 - [Documentary Production](#)
 - [Regional Support Fund](#)
 - [Completion](#)

Note that [Short Films](#) are subject to unique procedures which are explained on the relevant page.

There are other pages which from time to time deal with types of production in which BSÉ/IFB is partnered with other funders, and which also have their own unique procedures:

- [Catalyst Project](#)

2. Read the right page carefully, paying close attention to any Notes at the head of the page, and to the paragraphs under *Who Can Apply* and *Making an Application*.
3. As you will learn from the *Making an Application* guidelines, before applying it is essential that you make personal contact with a BSÉ/IFB executive to discuss the state of the project and its readiness for consideration. The relevant executives are:

Fiction: Irish Production:	Simon Perry (Chief Executive), Emma Scott or Alan Maher (Production Executives)
Fiction: Creative Co-production:	Simon Perry (Chief Executive)

Animation Production :	Emma Scott (Production Executive)
Documentary Production:	Alan Maher (Production Executive)
Completion:	Simon Perry (Chief Executive), Emma Scott or Alan Maher (Production Executives)
International Production:	Simon Perry (Chief Executive), Naoise Barry (Irish Film Commissioner) or Teresa McGrane (Deputy Chief Executive)
Regional Support:	Mags O'Sullivan (Deputy Film Commissioner)

Unless you already know the executive you are contacting, and particularly if your initial approach is to explore whether an application is even appropriate, an email is likely to produce a speedier and more satisfactory response than a telephone call:

simon.perry@irishfilmboard.ie
emma.scott@irishfilmboard.ie
alan.maher@irishfilmboard.ie
naoise.barry@irishfilmboard.ie
teresa.mcgrane@irishfilmboard.ie
mags.osullivan@irishfilmboard.ie

4. If the outcome of your discussion of the project with the executive in question is positive, download the application form from the page relevant to the funding you are seeking, complete the form in full and collate all the additional materials required. Pay close attention to all instructions given on the application form. Incomplete submissions will not be processed.
5. Post, courier or deliver your application to BSÉ/IFB's head office in Galway, the address of which is given on the application form, and mark it for the attention of the Schemes & Applications Co-ordinator. Applications will not be accepted by fax or email.
5. If you require further information that you cannot find on the website, or if anything in the guidelines is not clear, please contact the Production & Development Co-ordinator, Sarah Dillon (sarah.dillon@irishfilmboard.ie).

DISTRIBUTION FUNDING

1. Go to the page relevant to the type of funding you are seeking. (If you are not sure which is the relevant page, check the opening text of each page until you find the right one for you.) There are the following pages to choose from:
 - **Print Provision**
 - **Marketing Support**
2. Read the right page carefully, paying close attention to any Notes at the head of the page, and to the paragraphs under Who Can Apply and Making an Application.
3. As you will learn from the Making an Application guidelines, before applying – and to confirm your film's eligibility for funding – you should make contact with BSÉ/IFB's

Marketing & Communications Executive, Louise Ryan (louise.ryan@irishfilmboard.ie) or with BSÉ/IFB's Industry Affairs Executive, Patrick O'Neill (patrick.oneill@irishfilmboard.ie).

3. If the film is confirmed as eligible, download the application form from the page relevant to the funding you are seeking, complete the form in full and collate all the additional materials required. Pay close attention to all instructions given on the application form. Incomplete submissions will not be processed.
4. Post, courier or deliver your application to BSÉ/IFB's head office in Galway, the address of which is given on the application form, and mark it for the attention of the Schemes & Applications Co-ordinator. Applications will not be accepted by fax or email.
5. If you require further information that you cannot find on the website, or if anything in the guidelines is not clear, please contact Patrick O'Neill at the address above.