

# EE British Academy Film Awards

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## British Short Film and British Short Animation Rules and Guidelines 2015/16

### TIMETABLE

#### 2015

Friday 30 October	Deadline for submission of entry forms, supporting information and upload of film to BAFTA Viewing Portal
Monday 23 November	Longlisted Short Film entrants notified
Thursday 26 November	Longlisted Short Animation entrants notified
Wednesday 9 December	Deadline for receipt of DCP/Beta for longlisted films in both categories

#### 2016

Friday 8 January	<u>Nominations announcement</u> Opt-in chapter vote for winner opens
Wednesday 10 February	Opt-in chapter vote for winner closes at 18:00
Sunday 14 February	<u>EE British Academy Film Awards</u>

### ELIGIBILITY

For British Short Film, all submitted films must qualify via BAFTA's recognised festivals [a list is available on the BAFTA website]. The festivals are split into two sections; to qualify, films need to have been screened or accepted into at least one festival from Section A OR at least two festivals from Section B.

For either category, if a work receives its first public exhibition via a television broadcast, it may still be eligible for the Film Awards providing it has also subsequently been accepted onto the requisite number of BAFTA's recognised qualifying festivals. Otherwise it may be eligible for the Television/Television Craft/Children's Awards.

**BAFTA accepts no responsibility for entrants missing deadlines**

**Final decisions regarding a film's eligibility are made by BAFTA's Film Committee or its representatives**

### ENTRY

#### Who can enter a film?

- A film may be entered by its distributor or producer, or a representative thereof ('entrant').
- Others may suggest films for entry by emailing Bradley Down (see [CONTACTS](#)); the film's distributor or producer will be asked to provide all necessary information to complete the entry if they wish.
- Films may be entered by companies or individuals.
- Film schools and colleges are advised to submit no more than three films, although, in exceptional circumstances and with prior permission, BAFTA may consider accepting up to two extra films per school.

- Entry for British Short Film and British Short Animation is via completion of an online entry form at <https://entry.bafta.org>.
- Online entry forms must be completed in full and received, along with all supporting materials, no later than Friday 30 October, 18:00. If the form is not completed in full, BAFTA cannot guarantee the accuracy of credits listed for voting or nomination, or that a film will be accepted as eligible.
- Final, exhibited on-screen credits are used to determine the eligibility of candidates for nomination and should be referred to when completing the entry form.
- As well as the entry form, the following materials must also be received by BAFTA before Friday 30 October, 18:00:
  - A copy of the film's opening and closing credit rollers and/or cards as they appear on the finished film (Word, Excel or pdf);
  - The film as a video file, uploaded to BAFTA's awards entry website;
  - British Short Film only: Proof of acceptance or screening at the requisite number of BAFTA's recognised festivals (see <http://bit.ly/FilmEntry>);
  - British Short Animation only: Proof of acceptance or screening at the requisite number of BAFTA's recognised festivals (see <http://bit.ly/FilmEntry>) where the entry has received its first public exhibition on television.
- On entering a film, entrants should declare any potential rights problems which might preclude clips from the film being used as part of the Awards broadcast, if nominated, or from the whole film being included in a theatrical screenings programme.
- Entrants whose films are longlisted will be contacted by BAFTA on Monday 23 November (British Short Film) or Thursday 26 November (British Short Animation) and asked to submit a beta tape or Digital Cinema Package (DCP) of the film to BAFTA by Wednesday 9 December for jury viewing. These can be submitted with the initial application but all films will remain at BAFTA until the judging process is complete. Charges incurred for the delivery or return of betas must be covered by those submitting the film; all beta tapes and DCPs (except those of nominated films) will be available for collection after the nominations announcement on Friday 8 January.
- BAFTA plans to release the nominated films theatrically soon after the 2016 ceremony. If the entrant's film is nominated and they agree to join the tour, the film must be provided as QuickTime ProRes or HDCAM SR with an audio track listing. If an entrant foresees a potential issue with taking part in the tour, please contact Bradley Down ([CONTACTS](#)).
- Films withdrawn after the entry deadline (Friday 30 October) cannot be entered in any subsequent year.

**BAFTA is not liable for errors in listings that are the result of incorrect information being submitted on the entry form**

**BAFTA cannot be held responsible for films being entered into incorrect categories**

## **AWARD CATEGORIES AND RULES**

This section focuses on specific eligibility criteria for each category and states who is eligible as a candidate for nomination – these are the names that will be listed as nominees/winners should a film be nominated/win in that category.

### **BRITISH SHORT FILM / BRITISH SHORT ANIMATION**

*The following applies to both categories.*

#### Additional eligibility criteria

- These categories are open to UK productions only. Films are only eligible if they have a substantial British contribution in the majority of the following areas:
  - Production company
  - Finance

- Director
  - Producer
  - Writer
  - *British Short Film only*: principal cast and crew
  - *British Short Animation only*: key animation and creative talent
- Films must have been completed between 1 June 2014 and 30 October 2015. No exceptions will be made;
  - The maximum running time, including end credits, is 40 minutes;
  - Previously entered films are not eligible;
  - Films may be fiction or non-fiction. Entries that are part of a television programme/series, feature film or music promotional video are not eligible;
  - Films in a language other than English may only be submitted with English subtitles, or in an English language version;
  - British Short Film only: all submitted films must qualify via BAFTA's recognised festivals [a list is available on the BAFTA website]. The festivals are split into two sections; to qualify, films need to have been screened or accepted into at least one festival from Section A OR at least two festivals from Section B.
  - British Short Animation only: all submitted films which have received their first public exhibition on television must have been either screened at or accepted into at least one of the festivals recognised by BAFTA. The list of festivals is available at <http://bit.ly/FilmEntry>;
  - Five films will be nominated for British Short Film and three for British Short Animation;

#### Adjudication

- Nominations for the British Short Film and British Short Animation categories are decided by juries;
- Winners for both categories will be decided by the opt-in Shorts chapter;
- For full details of the jury procedure for these awards see [VOTING, CHAPTERS AND JURIES](#)

#### Candidates for nomination

- Eligibility is limited to the director, writer(s) and producer(s). A maximum of four individuals may be credited;
- See the Director, Adapted Screenplay, Original Screenplay and Best Film rules for which credits are acceptable.

#### **APPEALS**

Any proposed candidates for nomination who fall outside of the rules stated here will not be accepted.

If you wish to appeal to BAFTA to make an exception to these rules, please email Bradley Down (bradleyd@bafta.org) Appeals should contain short statements from the film's producer(s), from the individual(s) concerned and from team members working directly with the individual(s).

**BAFTA may choose not to present any of the above awards at the ceremony**

**The Film Committee is the arbiter of all category eligibility**

**All decisions made by BAFTA and its juries are final and no correspondence will be entered into as to why particular entries were or were not nominated**

#### **NOMINATIONS AND WINNERS**

- The nominations for each category will always be listed in alphabetical order by film title, except for performance nominations, which will be listed in alphabetical order by performer's first name;
- Except as otherwise stated within these Rules and Guidelines, there will be five nominations in each category;
- The winners' press release and list is the definitive source of award winners information;
- All individual named nominees will receive a certificate of nomination;
- All individuals named as award winners will receive a BAFTA award and a winner's certificate;
- The award may not be reproduced or used in any commercial manner unless prior permission has been obtained from BAFTA;
- The BAFTA award remains the property of the British Academy of Film and Television Arts, to remain in the care of the recipient or his/her descendants. Should the award leave the care of the recipient or his/her descendants, BAFTA reserves the right to purchase the mask back for a fee of £1. The award must not be sold on to any third party;
- Award winners unable to collect their BAFTA award(s) on the night of the ceremony must arrange collection from BAFTA within 12 months of the ceremony;
- BAFTA does not issue replicas of the award; in light of this fact, certain companies directly involved with the winning films in certain categories may purchase a duplicate winner certificate so that they can have a record of their involvement in a winning film. No duplicate nomination certificates can be issued.

#### **BAFTA LOGOS**

- All requests for logos should be made via <http://www.bafta.org/press/logos>
- Entrants may use the 'EE British Academy Film Awards', 'BAFTA Nominee' or 'BAFTA Winner' logos online, in print and in broadcasts only once a film has been nominated for or won an award;
- Logos are available from BAFTA before the nominations announcement for advance artwork preparation, but may only be used if the film receives a nomination or wins an award;
- Cropping or altering the artwork in any way is prohibited;
- Each instance of logo use must be approved by BAFTA, with proofs of the logos in situ provided by email;
- Contact Nick Williams (see [CONTACTS](#)) for all logo enquiries.

#### **CLIP USAGE**

- Clips from nominated films will be shown at the EE British Academy Film Awards ceremony and these clips may form part of the television and online broadcast of the ceremony in the UK and around the world;
- BAFTA commits that it will not select any clip which could be construed as a 'spoiler' for any viewer who has not yet seen the film, but otherwise requires the freedom to select suitable clips to illustrate the craft or the individual nominated and to complement the clips selected for the other nominated films/individuals;
- Part of BAFTA's charitable remit is to promote excellence to as large an audience as possible. In order to fulfil this, BAFTA intends to make clips of the nominated films available to the public on BAFTA's websites and social media channels;
- Owners of nominated films are obligated to submit to BAFTA a copy of the film in Digibeta format, no later than five days following the nominations announcement. BAFTA and/or their production company will maintain such tapes under tight security and return them immediately following the ceremony broadcast;
- BAFTA will send the entrant a clip licence to sign to confirm which clips are to be used and where;
- By entering a film for consideration, the film's owners are deemed to have conveyed to BAFTA the right to choose excerpts from the film at BAFTA's sole discretion for incorporation into the

worldwide television broadcast of the ceremony and on the BAFTA website and associated websites (including, but not limited to, [www.bafta.org/awards](http://www.bafta.org/awards), [www.youtube.com/BAFTAonline](http://www.youtube.com/BAFTAonline) and [www.facebook.com/BAFTA](http://www.facebook.com/BAFTA)) for non-commercial purposes in the context of the Awards for one year from February 2016;

- Upon entering a film via <https://entry.bafta.org/> for EE British Academy Film Awards consideration, the entrant will be asked to confirm the following:
  - That he/she has the authority, on behalf of the film and filmmakers, to agree to grant the above licence;
  - That he/she agrees to grant the above licence.
- If you foresee any problems with the granting of this licence, please contact Jim Bradshaw before entering the film [See [CONTACTS](#)].

## CONTACTS

### **Jim Bradshaw**

Head of Film

Tel: +44 (0)20 7292 5864 / [jimb@bafta.org](mailto:jimb@bafta.org)

General enquiries – all award categories

Film entry and rules

Voting procedures

Nominees

### **Bradley Down**

Senior Awards Officer

Tel: +44 (0)20 7292 5855 / [bradleyd@bafta.org](mailto:bradleyd@bafta.org)

British Short Film and Animation awards

### **Nick Williams**

**Press and Communications Officer**

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Logos/permission agreements

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