

CONSULTANCIES - TERMS AND CONDITIONS

SUBMISSION

You will be asked to submit **online only** on www.scottishdocinstitute.com

- 50 word summary
- 1 page proposal
- 1 page cv & filmography

and where available:

- Full treatment
- Budget (total & breakdown)
- Financing strategy
- Trailer
- Rough-cut

Please read our detailed guidelines on www.scottishdocinstitute.com/apply/consultancies

You will have to submit a **detailed note** (250 words minimum) on the issues you are facing with your project, the fields you wish to receive advice on and what you are trying to get out of the consultancy. Please number the fields by priority.

Only documentary projects are eligible for assessment.

Only Scottish-based filmmakers/producers are eligible.

We regret we cannot formally consult on projects by current film students in higher education.

IF SELECTED

Consultations

We aim to select about 12 projects for consultancies per year.

Applicant's obligations

Intellectual property rights

You warrant and represent that the proposed project does not in any way infringe upon or violate any copyright or any rights of privacy, nor publicity, common law rights of any third party, nor constitute a libel or slander against any person, film or company. You warrant that you, the applicant, have the right to enter into this Agreement and to grant the rights and consents herein expressed to be granted and given free from encumbrances and third party rights.

Consultancies:

You must have the rights to enter in this agreement and development period with us. Your initial submission means you agree to our terms and conditions.

You will be asked to show proof of your eligibility.

You agree to submit an online survey to us upon conclusion of your consultancy, evaluating the impact it made on your development, on our request, within reasonable time (30 days) from date received. This forms part of our own evaluation of the success of the programme.

You agree to update us on major progresses with your project on an informal basis.

Warranty:

You will be notified of your selection or rejection within reasonable time (20 days) from date of submission. If you have not heard from us within 4 weeks, please contact Flore at flore@scottishdocinstitute.com

SDI's obligations

- * We will acknowledge the receipt of your submission by email.
- * The SDI team work within a confidentiality agreement.
- * We may issue a report – depending on the most suitable consultancy, or arrange meetings in person.
- * We may arrange meetings in person with you / between you and a consultant – depending on the consultancy.
- * We may facilitate introductions, promotions & further development programmes – depending on what is most suitable.
- * We will steer a project into appropriate Docscene programmes, where appropriate.

We undertake **not** to use the information/project content for any purpose, other than for the purpose of assessment / development, without obtaining your written agreement. Project elements, reports, contact details and meetings will only be processed by our team.

For promotional purposes a public announcement of selected projects will be made on www.scottishdocinstitute.com and will only comprise the title, director's name, producer's name, the production company and 50 word synopsis submitted.

We use a standardised assessment form which all our assessors will use in evaluating your project.

We reserve the right to select the most appropriate assessor/consultant.

We reserve the right to select suitable projects and advise where we feel the project isn't ready for a full assessment or otherwise.

We will refuse any project

- *containing material or information that is defamatory, exploitative, obscene, pornographic or indecent or otherwise unlawful or that may threaten, harass, disrupt or otherwise violate the legal rights (including rights or privacy and publicity) of any third party.
- *infringing the personal proprietary rights (including intellectual property rights) of any third party anywhere in the world.
- *promoting illegal or unlawful activities.

Limitation of liability

Although every effort is taken to check the accuracy of our work, we do not accept responsibility for any consequent loss or expense arising from an error.

Responsibility for the content of websites, brochures, press releases and other work produced or processed by us rests solely with you, as we accept in good faith any reasonable information given to us by or on behalf of you.

Schedule

Assessment and/or Development period begins once the offer email is issued and within a reasonable period and depending on the chosen consultancy.

FEES

Administration fee: **£16.50** (plus VAT)

Payment

The administration fee is payable on submission via Paypal, by UK cheque or bank transfer. It is non-refundable.

Once your project has been accepted for a consultancy, we will send you an offer email confirming our Terms & Conditions.

Cancellation and refunds

Our administration fee is non-refundable. It covers our initial evaluation of the project in determining eligibility and feasibility of project for further assessment, and preparation of contracts.