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Greater Manchester Production Fund

Applicant Guidance

November 2026

Version Control

Date	Notable Changes	Initial
12.11.26	Inclusion of Industry whistleblowing and independent support - P.24	RS (GMCA)
5.11.26	Minimal changes throughout reflecting required clarifications	RS (GMCA)
9.7.26	Content changes throughout – Wider Commercial ask now appropriately reflected	RS (GMCA)

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GMCA is committed to inclusive working practices. If any of the information provided is unclear or not fully accessible, please contact us and we will do what we can to assist. Any information shared with us will be treated in confidence, and there is no requirement to disclose any specific disability or condition.

The Fund at a glance

Area	Summary
Fund purpose	To support film and television production activity that delivers economic, sector, workforce and cultural benefits for Greater Manchester.
Who can apply	UK-based production companies with a relevant track record, including broadcast credits. Applications may be from Greater Manchester-based companies or from companies based outside the region delivering meaningful activity in Greater Manchester.
Eligible productions	Feature films, including animation and documentary, and scripted or unscripted television productions. Projects must be close to production and have a clear route to market.
Typical funding request	Typical investment requests are expected to be between £50,000 and £750,000.
Maximum intervention rate	Applicants may request up to 20% of the total project budget from the Production Fund.
Funding routes	Grant funding will normally be considered for eligible Greater Manchester-based companies requesting up to £500,000. Recoupable investment will normally apply to Greater Manchester-based companies requesting more than £500,000 and to eligible companies based outside Greater Manchester.
Application process	The fund uses a three-stage process: Expression of Interest, full application by invitation only, and Investment Panel decision.
Indicative timescales	Expression of Interest outcomes are expected within 2–3 weeks. If you are invited to submit a full application, we expect a decision to be made within 8 - 12 weeks of your full application deadline.

	This timescale relates to the funding decision, not the release of funds.
Assessment areas	Applications are assessed against Regionality, Portrayal, Economic impact, and Pipeline and cultural impact. Suitability and due diligence requirements are assessed separately.
Key evidence required	Applicants invited to full application should expect to provide a completed application form, production budget, Greater Manchester qualifying spend estimate, production timeline, finance evidence, due diligence information, and any route-specific documents requested by GMCA.
Submission route	Expressions of Interest should be submitted through the Production Fund website or, where required, via ProductionFund@greatermanchester-ca.gov.uk. Applications and supporting documents should be submitted via ProductionFund@greatermanchester-ca.gov.uk, as set out in the application process section.

1. About the Fund

Introduction

The Greater Manchester Production Fund is a £10.5 million public investment programme designed to support the delivery of the Creative Industries Sector Development Plan. Its ambition is to help establish Greater Manchester as the strongest screen industry cluster outside London by 2028, evidenced through recurring series, SME growth, job creation and an increased international profile.

Background

Nationally, the screen sector continues to demonstrate strong growth, with UK film and high-end television production spend reaching £6.8 billion in 2025, largely driven by inward investment. Greater Manchester already has nationally and internationally significant screen assets, including studios, post-production, independent producers, iconic locations and a deep talent pipeline.

The Greater Manchester Production Fund launched in summer 2026 to respond quickly to market conditions and industry demand by getting investment into production at pace, at a time when competition between regions for screen activity is intensifying. The fund has been designed with scope for refinement in response to market demand and the wider production landscape. This flexibility will enable Greater Manchester to test demand, assess deal flow and refine investment criteria and funding routes in real time, while putting in place the wider support infrastructure required for long-term success. This includes establishing specialist fund management, embedding robust governance and due diligence processes, and gathering early performance data to inform future scaling. An iterative approach will help ensure that early investment delivers tangible economic impact, including production spend, jobs and skills, while maximising the effectiveness of the overall Creative Places Growth investment in the screen sector.

2. Fund Aims and Priorities

The Greater Manchester Production Fund will grow local production capacity by supporting Greater Manchester-based producers and attracting inward investment. With clear criteria and timely decision-making, the fund can help crowd in private finance, anchor spend in local studios and post-production and convert one-off productions into repeat business that grows local companies and talent over time. The fund aims to:

- Increase the volume, scale, and ambition of production
- Generate economic impact, including local spend
- Create jobs, skills, and career opportunities
- Support the growth of Greater Manchester-based companies

- Attract national and international productions
- Build a diverse portfolio of projects, recognising that different productions deliver different types of value.

3. How the Fund Works

The Production Fund is designed to respond to the changing needs of Greater Manchester's screen sector and will evolve over time as the fund matures. In its early years, the fund is expected to include a mix of grant funding and recoupable investment, with grant funding playing an important role in supporting business growth, workforce development and sector resilience. Over time, the balance may shift towards a greater use of recoupable investment in order to recycle funding and support the long-term sustainability of the fund.

The specific funding terms available at any point will be published in the fund guidance and will apply to applications submitted during that period. Applicants should be aware that funding products, assessment criteria and investment terms may change as the fund develops and in response to sector needs, market conditions, legal requirements, and available resources.

The current funding period, 2026–2027:

- Typical investment requests will be between £50,000 and £750,000.
- Applicants may request up to 20% of the total project budget from the Production Fund.
- Eligible Greater Manchester-based companies requesting up to £500,000 will normally be considered for grant funding.
- Eligible Greater Manchester-based companies requesting more than £500,000 will normally be considered for recoupable investment.
- Applications from eligible companies based outside Greater Manchester will normally be considered for recoupable investment.

Recoupable investment means funding that GMCA may recover, in whole or in part, from agreed project income or returns, in line with the terms set out in the funding agreement. In addition to repayment of the original investment, GMCA may

receive an agreed premium and a share of any net profits generated by the production. Any premium, net profit participation and associated conditions will be agreed on a project-by-project basis and set out in the funding agreement; returns are not guaranteed.

It is different from **grant funding**, which is not normally expected to be repaid where the applicant complies with the funding conditions. However, a grant funding agreement may include an overage clause requiring repayment of some or all of the grant if the production meets agreed commercial performance thresholds. Any thresholds, repayment terms and limits will be set out in the funding agreement.

However, funding decisions will take account of the overall objectives of the fund and the circumstances of each application.

4. Who Can Apply / Eligibility

Who can apply:

- UK-based production companies with a relevant track record, including broadcast credits.

Eligible productions:

- Feature films, including animation and documentary, and scripted or unscripted television productions are eligible for consideration.
- If your project is a film or television production:
    - Television can include series (any length), single programmes, or multi-part formats
    - Broadcast pilots will be considered
    - Film projects must be feature length
- Projects can be live action or animation

Your project must:

- Have a clear production timeline, including delivery or release targets
- Have a clear route to market:

  - For television: a broadcaster must be attached, either through a greenlight or a strong expression of interest
  - For film: key financiers must be in place, supported by a robust finance plan
- Deliver substantial activity in Greater Manchester (e.g. spend, filming, jobs, or facilities use)

What the Fund Does Not Support:

- Early-stage development
- Non-commercial projects
- Student or amateur productions

Where Productions Can Be Based

The fund is open through two routes:

1. **GM Productions:** For production companies based in Greater Manchester.
2. **Incoming Productions:** For companies based outside the region delivering meaningful and substantial activity in Greater Manchester.

What we expect from productions:

All projects must:

- Deliver clear benefits in Greater Manchester
- Generate production spend in the region
- Use local crew, facilities, or supply chains

We encourage projects that include:

- Skills development and training
- Inclusive production practices
- Environmentally sustainable production

5. Application Process

The fund uses a three-stage application process.

Stage 1: Expression of Interest (EOI)

The EOI stage is intended as a light-touch screening stage used to assess whether a project is eligible, sufficiently developed and aligned with programme priorities before a full application is invited. It is designed to review project readiness, potential impact, deliverability and strategic fit, rather than conducting a full appraisal.

You will be asked to submit high-level information about:

- The production
- The production company
- Budget and finance plan
- Proposed activity in Greater Manchester
- Expected impact

Applications and supporting documents need to be shared via ProductionFund@greatermanchester-ca.gov.uk

Before submitting an Expression of Interest, applicants should ensure they meet the eligibility criteria set out in Section 4. This includes confirming that the project is close to production, has a credible finance plan, and can clearly demonstrate impact in Greater Manchester.

Stage 2: Full Application (by invitation only)

The application form is split into three sections:

- **Section 1: Suitability Questions**

Section 1 asks for applicant information and confirms whether the applicant meets the fund's minimum suitability requirements. The due diligence process will review the applicant's company information, financial standing, insurances, safeguarding requirements and information governance processes and procedures.

Applicants must answer all questions and be able to provide any requested evidence or confirmations upon request. Failure to provide the required information and/or evidence may result in delays to the assessment process or the application being rejected.

Suitability will be assessed on the following basis. Further information on due diligence and assessment is set out later in this document.

Suitability Questions	Assessment Methodology
Financial Standing	Pass/Fail
Insurances	Pass/Conditional Pass/Fail
Information Governance	Pass/Fail
Safeguarding (if applicable)	Pass/Conditional Pass/Fail

Financial Standing

Financial Standing is assessed on a Pass/Fail basis, in line with the methodology contained within the Application Form. The financial health assessment considers the applicant company's financial position and the risks associated with the funding requested. It draws on available credit-reference information and company accounts.

The review may consider credit ratings and indicators of financial distress or failure; turnover and profit or loss; net assets or liabilities and retained earnings; the current ratio; and any audit qualifications or concerns about the company's ability to continue operating. These findings are considered alongside the amount of funding requested.

Applicants must complete the financial standing questions in the Application Form and provide any financial evidence requested by GMCA. Further information or clarification may be required to complete the assessment. Where significant financial concerns are identified, GMCA may reject the application in accordance with the due diligence provisions in Section 7. Financial Standing is assessed separately from the weighted Key Evaluation Questions.

Special Purpose Vehicles (SPVs) and parent company guarantees

Where a Special Purpose Vehicle (SPV) is used or proposed for the production, applicants must identify the legal entity applying for funding and the entity intended to enter into the funding agreement. Applicants should explain the relationship between the SPV, the production company and any parent company, including ownership and control. GMCA may require further company information and financial evidence to complete due diligence. Any proposed change from the assessed applicant to an SPV or another legal entity must be notified to GMCA and is subject

to its prior written approval; an award cannot be transferred without GMCA's approval.

GMCA may require a parent company guarantee or other appropriate financial security where an SPV is used or where the financial standing assessment identifies a need for additional assurance. Any requirement will be considered on a case-by-case basis through financial and legal due diligence. Where required, the proposed guarantor will also be subject to assessment, and the scope and terms of the guarantee must be agreed with GMCA and documented before funding is released.

Insurances

Applicants must have, or agree to put in place at the point of award, the following insurances:

- Evidence of Employers' Liability Insurance (£5,000,000), where applicable
- Evidence of Public Liability Insurance (£5,000,000)
- Evidence of Production Insurance, dependent on the value of the production

Successful applicants will be required to provide evidence of compliance with the above.

Information Governance

GMCA requires applicants to provide details of their organisation's approach to information governance by completing the relevant questions in the Application Form. Please see Annex 4 for the information governance requirements and ensure you have read and understood them before completing your responses.

If your organisation fails any question within this section, your application will fail the Information Governance section and may be rejected in its entirety. This will be determined using the scoring criteria set out in Annex 4 of the Production Fund Guidance for Applicants.

Safeguarding

Applicants will be asked to assess their production as Low, Medium or High safeguarding risk. If you assess your production as having a Medium or High safeguarding risk, you will need to complete a safeguarding assessment. This will involve a review of your safeguarding policies, procedures and any related documents. Please refer to Annex 1 – Safeguarding Evaluation Framework for further guidance on GMCA's safeguarding framework, risk levels, assessment standards and scoring. Applicants assessed as Medium Risk should complete Annex 2 – Medium Safeguarding Checklist, and applicants assessed as High Risk should complete Annex 3 – High Safeguarding Checklist.

As part of the application assessment process, GMCA will review the applicant's selected safeguarding risk level to determine whether it agrees with the level of risk identified. If GMCA considers that the risk level should be increased, the applicant may be required to submit the relevant supporting documents within the timeframe specified by GMCA. This will be determined at GMCA's discretion.

- **Section 2: Key Evaluation Questions**

Section 2 asks applicants to provide information about their organisation, project and the anticipated benefits for Greater Manchester. Applicants should answer all questions directly and provide clear and specific evidence where requested.

Responses should focus on the project being submitted and demonstrate how it supports the objectives of the Greater Manchester Production Fund, as set out in this document. Where questions require figures, percentages, dates or forecasts, applicants should provide the most accurate information available and explain any key assumptions.

All response fields in this section must be completed. Information exceeding the stated word limit will not be considered during evaluation.

Applications will be assessed against the scoring methodology and category maximum scores set out in Section 7, Due diligence and Key Evaluation Questions, of this document.

- **Section 3: Declaration**

Section 3 must be completed by an authorised representative of the applicant organisation. This section asks applicants to confirm the accuracy of the information provided, declare any use of artificial intelligence in preparing the application, and accept the relevant conditions and undertakings. The declaration should be signed and dated before the application is submitted.

- **Additional Evidence**

If you are invited to the full application stage, you will be asked to submit the following documents alongside your completed application form:

Required documentation	Applying for Grant Funding	Applying for Recoupable Funding
Latest (dated) production budget (as a Movie Magic PDF or equivalent)	X	X
Latest (dated) estimate of Greater Manchester Qualifying Spend (as a Movie Magic PDF or equivalent breakout of the production budget).	X	X
Latest (dated) production timeline detailing all stages of production through to delivery	X	X
Latest (dated) draft recoupment schedule/waterfall		X
Latest (dated) sales estimates from the sales agent or international distributor.		X
Relevant deal memos/agreements/letters of intent/commissioning agreements from other financiers, broadcasters, sales agent, distributors, and any other market attachments.		X
Summary list of Chain of Title documents. Cast deal memos/agreements (if applicable).		X
Copy of letter of comfort or interim certificate from BFI Certification Unit in respect of relevant Cultural Test	X	X
Completion Guarantor letter of intent (if applicable)	X	X
Co-production heads of terms/agreements (if applicable)	X	X
Copy of Applicant company's registration certificate, memorandum, and articles of association or another governing instrument	X	X

Where relevant to your application, all required supporting documents must be provided alongside your completed application form at the time of submission and sent by email to ProductionFund@greatermanchester-ca.gov.uk.

6. Assessment and Decision Making

Applications are assessed through a balanced framework that considers eligibility, due diligence, quality, deliverability and the wider value a project may bring to Greater Manchester.

GMCA is not looking for every project to deliver the same type of impact. Instead, the fund aims to support a mix of productions that collectively contribute to:

- economic growth and inward investment;
- jobs, skills and workforce development;
- sector growth and local company development;
- cultural and narrative impact; and
- Greater Manchester's reputation as a production centre.

This means that different types of projects may be fundable where the case is clear and the value is strong. For example:

- a large-scale incoming production may bring significant economic impact and global visibility;
- a mid-scale project may support local supply chains and sector growth; and
- a smaller locally led project may deliver strong skills, inclusion or storytelling impact.

You will be required to report on production spend in Greater Manchester, use of local crew and suppliers, jobs, skills and training activity, and wider economic and sector impact. This ensures GMCA can demonstrate the value of public investment.

Value for money is a key consideration in all decisions. We will consider:

- The relationship between investment requested and impact delivered
- The level of additionality (what would happen without the fund)
- Whether the proposal represents a proportionate and effective use of public funding

7. Due diligence and Key Evaluation Questions

Due diligence will be reviewed ahead of the assessment panel. The outcome will inform whether an application can proceed to the panel stage.

Responses to due diligence questions will be assessed on either a Pass/Fail or Pass/Conditional Pass/Fail basis, as set out in the assessment criteria in Section 5 – Application Process:

- A **Pass** means the due diligence assessment has been completed satisfactorily and no material concerns or significant risks have been identified. The applicant has provided sufficient evidence to demonstrate that the due diligence requirements have been met.
- A **Conditional Pass** may be awarded where only minor improvements or changes are required. In such cases, any award may be made conditional upon the applicant implementing the required changes. GMCA will agree clear expectations and timescales for addressing these requirements.
  Where identified risks or shortcomings are considered significant, or where the required improvements cannot reasonably be addressed within the required timescales (for example, concerns relating to financial standing), GMCA reserves the right, at its sole discretion, to reject the application in its entirety rather than award a Conditional Pass. Failure to satisfy any conditions of award within the agreed timescales may also result in the application being rejected.
- A **Fail** means the due diligence assessment has identified significant concerns, risks or deficiencies that have not been satisfactorily addressed. This may include circumstances where the level of risk is considered unacceptable or where required improvements cannot reasonably be implemented within the required timescales. In such cases, GMCA reserves the right to reject the application in its entirety.
- GMCA's decision is final.

Key Evaluation Questions

Assessment criteria — maximum 100%

Score each category up to its maximum. Add the scores together for a total of up to 100%. Suitability and due diligence assessments remain separate and are not included in this percentage score.

Regionality — maximum 10%

Score (%)	Guidance
0%	No substantive base in Greater Manchester (GM).
5%	A substantive base in GM.
10%	The main office is based in GM.

Additional credit may be given where there's evidence of establishing a GM base and an auditable commitment to the region.

Portrayal — maximum 10%

Score (%)	Guidance
0%	No on-screen portrayal of GM.
2.5%	Limited portrayal.
5%	Reasonable portrayal.
7.5%	Strong portrayal.
10%	Exceptional portrayal.

Economic impact — maximum 40%

Score (%)	Guidance
0%	Negligible impact.
10%	Limited spend. Only part of the shoot takes place in GM, with key parts of production undertaken elsewhere.

20%	Reasonable spend. There's a credible economic impact, but some production spend will take place elsewhere, or key commitments aren't confirmed at application.
30%	Strong economic impact. Most production and post-production take place in GM, with notable additional local spend.
40%	Exceptional economic impact across production, post-production, cast, crew, supply chain and wider commercial activity.

Pipeline and cultural impact — maximum 40%

Score (%)	Guidance
0%	No identifiable contribution.
10%	Limited or unconfirmed sector benefit.
20%	Reasonable contribution.
30%	Strong contribution to GM's production pipeline.
40%	Exceptional, well-evidenced contribution to long-term sector growth, workforce progression, inclusion, sustainability, or the cultural and creative economy.

Balanced Decision Making

Scores will be used to inform recommendations to the Investment Panel. However, **a high score does not guarantee funding.** In making funding recommendations, the Investment Panel will consider scores alongside the outcome of due diligence, available funding, portfolio balance, strategic priorities, value for money, and the overall objectives of the Fund.

Previous Production Fund awards will not automatically disadvantage an applicant. However, previous allocations may be highlighted to the Investment Panel to support balanced and fair decision-making. The Production Fund aims to support a diverse range of productions, and where multiple applications score strongly, the Investment Panel may consider which projects are likely to deliver the greatest overall impact at that time.

The Investment Panel will make recommendations on funding decisions, with final approval resting with the GMCA Treasurer. All funding is discretionary and subject to the applicant satisfactorily completing any required due diligence and meeting any conditions of funding. Submitting an application does not guarantee receipt of funding, and GMCA reserves the right to withhold funding at its discretion.

8. Subsidy Control

As part of the UK's domestic subsidy control regime, all public funding awarded through the Production Fund must comply with the Subsidy Control Act 2022. GMCA will carry out an assessment to determine whether an award is considered a subsidy and whether it is compliant with the Subsidy Control Principles. GMCA will not be able to make an award where it does not believe this would be compliant with the Act.

A subsidy is defined as financial assistance given from public resources that confers an economic advantage on one or more enterprises, is specific to those enterprises, and has or could have an effect on competition or investment within the UK or internationally.

GMCA will carry out an assessment of the activities in your production to determine whether the award of funding is considered a subsidy, and whether the award will be compliant with the Subsidy Control Principles set out in Schedule 1 of the Act. You may be asked for further information to support this assessment. GMCA will not be able to make an award where it does not believe this would be compliant with the Act.

Minimal Financial Assistance (MFA)

Applicants should be aware of the MFA threshold, which allows public authorities to award up to £315,000 over a rolling three-year period without needing to conduct a full subsidy assessment. Applicants must declare any MFA received in the past three years.

Transparency Requirements

Subsidies above £100,000 must be published on the UK Subsidy Database. Applicants should be prepared to provide information necessary for this publication, including company details and the purpose of the subsidy.

Eligibility and Compliance

Applicants must confirm that:

- They are not subject to any recovery orders following a previous unlawful subsidy.
- They will use any awarded funding in line with the principles of the Act.
- They understand that any funding awarded may be subject to review by the Subsidy Advice Unit or challenge in the Competition Appeal Tribunal.

Due Diligence and Record-Keeping

Applicants are expected to maintain records of any subsidies received and cooperate with any audits or investigations related to subsidy control compliance.

Further Information

For more detailed guidance, applicants are encouraged to consult the UK Government's statutory guidance on the Subsidy Control Act 2022.

9. Indicative Timescales

As a guide, the process is split across the two stages:

Expression of Interest stage

- 2–3 weeks from submission to outcome

You will either:

- Be invited to submit a full application, or
- Receive feedback that the project is not progressing

Full application stage (by invitation only)

- Applicants whose Expression of Interest is successful will be invited to submit a full application at scheduled times linked to Investment Panel dates, approximately four times a year.
- 8 - 12 weeks from full application submission deadline to final decision

This includes:

- Detailed assessment
- Due diligence
- Investment Panel decision

Timescales may vary depending on:

- Project readiness
- Complexity of finance and delivery
- Speed of information provided by the applicant
- Investment Panel scheduling
- GMCA approvals

EOI are accepted on a rolling basis, and we encourage early engagement. If you are invited to the full application stage, GMCA will advise you of the next relevant Investment Panel date; however, panel dates cannot be guaranteed and may be rescheduled.

The indicative timescales above relate to the funding decision, not the release of funds. Payment schedules will be agreed separately with successful applicants.

10. If Your Application Is Successful

If approved, you will receive a formal funding offer letter, work with GMCA to enter into a funding agreement, and agree investment, recoupment and reporting terms where applicable.

Applicants should note that where the basis of the award changes, including any material change to the proposed financial impact, Greater Manchester qualifying

spend, wider benefit to Greater Manchester or deliverability of the project, GMCA may review the funding offer and this may affect whether a funding agreement is entered into or the terms on which any agreement is made.

Whilst GMCA will act at pace, it cannot guarantee when funding will be released.

11. If Your Application Is Unsuccessful

If your application is unsuccessful, you will receive a formal notification confirming the Investment Panel's decision, with a brief summary of why the application was not successful. An application can only be reviewed at Investment Panel stage once. It will not be resubmitted to a later Investment Panel unless GMCA specifically invites a revised application.

12. Payment, Monitoring and Reporting

Funding is typically paid in stages linked to production milestones. Payment schedules will be agreed between GMCA and each successful applicant following confirmation of a successful award.

13. Before You Apply / Instructions for Completion

Please ensure that you read and follow the guidance set out in this document, together with any supporting documents published as part of the Fund. Applications should provide all requested information and comply with the requirements set out in the guidance. **GMCA reserves the right not to progress applications where the**

required information has not been provided or the guidance has not been followed.

Submitting a Response

If you wish to submit an application, please complete all the required documents as set out above.

Applications must be submitted via the GM Production Fund email address: ProductionFund@greatermanchester-ca.gov.uk.

General Guidance

Applicants can apply individually or as part of a partnership or co-production, with a lead applicant responsible for submitting the application.

We know that production plans can change. You must tell us about any changes to the proposed arrangements as soon as you know. If you do not, your application may be delayed or excluded from the process.

It is important that applicants check that they understand GMCA's requirements before submitting. There may not be an opportunity to submit a revised application later in the process or to negotiate requirements after submission.

All responses must be completed in English.

Your application must be completed in full, signed and dated. Failure to return a completed application may invalidate your submission.

Applicants must complete and submit all information in the format that it has been supplied (such as Word, PDF and Excel) without changing, locking or restructuring any of the questions.

Please ensure that responses remain within the stated word limit for each question. To ensure consistency and fairness for all applicants, any content submitted in excess of the word limit will not be taken into account during the assessment process.

Please note that additional documentation should not be uploaded alongside your response or embedded within it unless specifically requested, and this includes marketing material or brochures. Unless specifically requested, links or references to websites must not be provided as an answer in response to any question. Such unrequested documents will be disregarded. Where any specific documentation is required, it will be clearly stated in the question.

14. Communications and Clarifications

For any queries during the EOI stage, please use the Contact Us page on the GM Production Fund website. Once submitted, the Fund Manager will respond directly.

During the full application stage, you can ask clarification questions by emailing ProductionFund@greatermanchester-ca.gov.uk. We will respond to clarification questions only and cannot advise on, draft or contribute to applications.

We will respond to all reasonable clarification questions as soon as possible. An anonymised record of the questions asked and the responses provided will be shared with all prospective applicants via the FAQs document on the website, unless the information is confidential. If an applicant wishes GMCA to treat a clarification as confidential and not issue the response to all applicants, this must be stated when submitting the clarification.

If GMCA considers that a clarification is not confidential, we will inform the applicant and give them an opportunity to withdraw it. If the clarification is not withdrawn, the response may be shared with all applicants.

Industry whistleblowing and independent support

- Whistleblowing: Creative Industries Independent Standards Authority (CIISA)

People working in film and television who wish to raise concerns about workplace behaviour can find information about making an external disclosure, and the matters covered, on the Creative Industries Independent Standards Authority (CIISA)

whistleblowing webpage or contact CIISA by email at whistleblowing@ciisa.org.uk. CIISA does not resolve individual workplace disputes or provide legal advice, and legal protection depends on the circumstances.

- Independent support: Film and TV Charity

For free, confidential support with bullying, harassment or discrimination, the Film and TV Charity's 24-hour Support Line is available on 0800 054 0000.

These services are separate from the Fund's application clarification process.

15. GMCA Rights, Reservations and Applicant Obligations

GMCA reserves the right:

a) Not to enter into any funding agreement with any applicant, or at all;
b) At any time, to vary, add to, delete, withdraw from, suspend or terminate the process, or any part of the process; and/or
c) To change the date of any event occurring on or forming part of the process.

GMCA may, at its discretion, exclude any applicant from further involvement in the Production Fund process where the applicant:

a) Fails to comply with any instruction, condition or requirement or breaches procedural requirements in the process.
b) Is guilty of a material misrepresentation in supplying any information requested in these documents or otherwise in connection with the process.
c) Commits a breach of any undertakings in its response.
d) If the applicant (or any holding company of the applicant) goes into receivership, administration or liquidation (other than on a bona fide restructuring of its business), becomes insolvent or enters into any composition, scheme or arrangement with its creditors or ceases or threatens to cease to carry on its business or does or threatens to do any similar or analogous act in any jurisdiction.

e) Directly or indirectly canvasses any member or representative of GMCA, or any organisation involved in this process, concerning the award of funding.
f) There is a conflict of interest that puts an applicant at an unfair advantage that cannot otherwise be avoided, or the applicant refuses to take steps to avoid it.
g) There is evidence of corruption or collusion between applicants or between applicants and others.

GMCA will not be liable for any costs, fees or expenses incurred by an applicant in preparing or participating in this process.

Each applicant is responsible for ensuring that it is fully aware of all relevant statutory, regulatory and other requirements, guidance and codes of practice concerning or relevant to its activities. By submitting an application, applicants are deemed to accept the terms and conditions set out in the application form and guidance document, subject to any amendments agreed by GMCA.

The GMCA reserves the right to require an applicant to provide additional information supplementing or clarifying any of the information provided in response to the requests set out in this process.

Where any information supplied as part of the process becomes inaccurate, incomplete or materially changes before or after submission, award or entry into a funding agreement, the applicant must notify GMCA as soon as possible, together with a full explanation of the change and the reasons for it. For the purposes of this guidance, a material change means any change that could affect eligibility, assessment score, award value, risk, deliverability, public benefit, value for money or compliance with the requirements of the Production Fund. This includes, but is not limited to, changes to the production budget, finance plan, production schedule, key delivery milestones, Greater Manchester qualifying spend, proposed locations, use of local crew, suppliers or facilities, ownership or control of the applicant, insurance arrangements, safeguarding or information governance position, subsidy control position, or any other matter that may affect eligibility, deliverability, value for money, risk or the anticipated benefits to Greater Manchester.

If a material change occurs after an award has been approved but before the funding agreement has been signed, GMCA may review the award and may amend, defer, withdraw or reissue the funding offer, or require additional conditions to be satisfied before entering into an agreement. If a material change occurs after the funding agreement has been entered into, the funded organisation must comply with the change control, reporting and approval requirements set out in the funding agreement. GMCA may require further information, revised outputs, updated evidence or formal approval before any change is accepted.

Failure to notify GMCA of a material change or proceeding with a material change without GMCA's prior written approval where approval is required, may result in GMCA taking action in accordance with the funding agreement and the wider terms of the fund. This may include withholding payment, varying milestones or outputs, suspending funding, reducing the award, requiring repayment of funding already paid, terminating the funding agreement, or excluding the applicant or funded organisation from further participation in the Production Fund process.

Applicants and funded organisations must notify GMCA of any change to the project finance package, including the loss, reduction, delay or variation of any confirmed or anticipated third-party finance, broadcaster commitment, distributor arrangement, sales agent arrangement, tax credit, co-production finance, private investment or other funding source. GMCA may require an updated finance plan, cashflow, budget or evidence of funding before confirming whether the award can proceed.

GMCA must be notified of any change to key creative, commercial or production attachments where those attachments formed part of the assessment or funding decision. This may include changes to the producer, director, writer, principal cast, broadcaster, streamer, distributor, sales agent, completion guarantor, co-producer, production company, post-production provider or other key delivery partner.

Applicants and funded organisations must notify GMCA of any actual or potential issue affecting rights, chain of title, ownership, permissions, clearances or the ability to produce, complete, distribute or exploit the production. GMCA may require further legal evidence, updated documentation or professional advice before proceeding with, varying or continuing an award. For recoupable investment, funded organisations must notify GMCA of any proposed change to recoupment, revenue

sharing, waterfall, sales estimates, distribution arrangements, exploitation rights, repayment assumptions or other commercial terms that may affect GMCA's ability to recover funding or receive agreed returns. Any such changes may require GMCA's prior written approval and may require a revised funding agreement or side agreement.

16. Confidentiality and Freedom of Information

Information provided as part of this funding opportunity must not be disclosed to any third party without the prior written consent of GMCA. Copyright in this guidance and associated materials is vested in GMCA and may not be reproduced, copied or stored without GMCA's prior written consent.

The applicant shall not undertake, cause or permit to be undertaken at any time any publicity in respect of this process in any media without the prior written consent of GMCA.

Subject to GMCA's disclosure policy set out below, GMCA will protect any confidential information provided by the applicant to the same standard as GMCA protects its own confidential information, provided that:

- The information or document is clearly marked as confidential;
- Where applicable, the applicant has provided a statement of reasons, setting out what harm may result from disclosure and the time period applicable to the sensitivity and the information is:
    - secret, substantial and identifiable; and
    - not in the public domain.

GMCA may disclose the applicant's confidential information to its professional advisers or where it is required to do so:

- by a court or regulatory body; or
- pursuant to a request under the Freedom of Information Act 2000 (FOIA) or the Environmental Information Regulations 2004 (EIR).

GMCA is committed to open government and meeting its legal responsibilities under FOIA and the EIR. Any information created by or submitted to GMCA in relation to the Production Fund and its process, including confidential information, may need to be disclosed by GMCA in response to a Request for Information.

By submitting an application, each applicant acknowledges and accepts that information contained in the application may be disclosed under FOIA or EIR, either without consulting the applicant or following consultation with the applicant and having considered its views.

17. Conflicts of Interest

Applicants are responsible for notifying GMCA immediately of any actual, potential or perceived conflict of interest they believe may exist between themselves and GMCA. More information on conflicts of interest can be found in the Cabinet Office's Policy Guidance: Guidance: Conflicts of Interest - GOV.UK.

In the event of any actual, potential or perceived conflict of interest, the GMCA shall in its absolute discretion decide on the appropriate course of action.

We reserve the right to:

- Exclude any applicant that fails to notify the GMCA of an actual, potential or perceived conflict of interest, or where an actual conflict of interest exists.
- Request further information from any applicant and require any applicant to take reasonable steps to mitigate a conflict of interest. This may include requiring any applicant to enter into a specific conflict of interest agreement with the GMCA. Failure to do so may result in the applicant being excluded from participating in, or progressing as part of, the process.

GMCA strongly encourages applicants to raise any concerns as soon as possible via productionfund@greatermanchester-ca.gov.uk should they have any concerns regarding actual, potential or perceived conflicts of interest.

18. Information Governance

The GMCA Privacy Notice sets out how GMCA will collect, use, store and share personal data in relation to the Production Fund.

Key Information

Data controller:	Greater Manchester Combined Authority, Tootal House, 56 Oxford Street, Manchester M1 6EU
Applicant enquiries contact details:	**OfficeOfDPO@greatermanchester-ca.gov.uk**
Data Protection Officer:	Marcus Connor, Information Governance Lead, Greater Manchester Combined Authority

1. This Privacy Notice sets out how the Greater Manchester Combined Authority (GMCA) will use information in relation to the Production Fund.

What personal data are we collecting?

2. As part of the application process, we will be collecting the following data from applicants:
    a. Business Address
    b. Contact Email Address
    c. Contact Telephone Number
    d. Name of day-to-day contact
    e. Company financial information
    f. Any additional personal data submitted in the project description

Why are we collecting your personal data?

3. Your personal data is being collected as an essential part of the application process. Your personal data will help make sure your application is reviewed

appropriately and to ensure that we contact the right people regarding the outcomes of the process.

How will your data be used?

5. Applications will be collected via the Production Fund website and dedicated email then stored in a secure SharePoint folder.
6. Applications will be reviewed by an evaluation panel, comprised of GMCA and GM Local Authority representatives.
6. We will use your personal data to contact you regarding your application.
7. If your application is successful, we will share information from your application with 3rd parties who will be delivering wraparound support as part of this programme. These third parties would use your personal data to contact you in order to deliver these functions.
8. We will share information with fraud prevention agencies that will use it to prevent fraud and money laundering and to verify your identity.

Legal basis for processing your personal data

9. The GMCA will process all data according to the provisions of the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).
10. The lawful basis that applies to this processing is Article 6 (1) (e) of the UK GDPR; that processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.
11. The lawful basis that applies to our processing of special category data (collected in the Diversity and Monitoring section of the application form) is Article 9(2)(g) Substantial public interest; namely ensuring equality of opportunity or treatment.

How long will we keep the personal data for?

12. If your application is successful, you agree to sharing your data with the GMCA and any third parties delivering wraparound support for programme participants.

13. We will maintain your personal data until the completion of the post project evaluation, no later than 7 years following your application. This date may be subject to reasonable change and the GMCA will keep you informed of any such changes.
14. If your application is unsuccessful, GMCA will erase your personal data within 6 months of the Investment Panel decision. This date may be subject to reasonable change, and GMCA will keep you informed of any such changes.

How will we ensure the security of your data?

The GMCA is committed to the security of the information we collect, and we use reasonable measures to prevent unauthorised access to that information. We are required to demonstrate that our solutions meet the required levels of personal, procedural, policy, data, and technical security. We will only process personal information for the purposes it has been collected or subsequently authorised.

International Transfers

15. All personal data collected by the GMCA in relation to the Production Fund will be stored in the United Kingdom.

Automated Decision Making

16. We will not use your data for any automated decision making.

What rights do individuals have?

17. The GMCA must comply with the UK General Data Protection Regulations (UK GDPR) and the Data Protection Act 2018. Under data protection law, your rights include:
    a. Your right of access - You have the right to ask us for copies of your personal information.
    b. Your right to rectification - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
    c. Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

d. Your right to restriction of processing - You have the right to ask us to restrict the processing of your information in certain circumstances.
e. Your right to object to processing - You have the right to object to the processing of your personal data in certain circumstances.
f. Your right to data portability - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

18. You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.
19. If you wish to make a request, please contact us at:

    Email: OfficeOfDPO@greatermanchester-ca.gov.uk

    Post: Office of the DPO GMCA, Tootal Buildings, 56 Oxford Street, Manchester, M1 6EU

Making a complaint

- If you are not satisfied with how the GMCA is using the information we hold about you, please contact our Data Protection Officer by emailing OfficeOfDPO@greatermanchester-ca.gov.uk
- If you are still not satisfied with the GMCA's response to any request to exercise your individual rights, or if you believe that the GMCA is not processing your personal data in accordance with the law, you can contact the Information Commissioners' Office:
- Telephone: 0303 123 1113.
- Online: **https://ico.org.uk/make-a-complaint**
- Post: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF

Annex 1

SAFEGUARDING EVALUATION FRAMEWORK FOR PRODUCTION FUND APPLICATIONS

CONTENTS

1. **Context**
2. **Safeguarding Standards**
3. **Levels of Risk**
4. **Scoring Matrix**
5. **Reportable Incidents**
6. **Further information and Signposting**

1. CONTEXT

Safeguarding is firmly embedded within the duties and responsibilities of the Greater Manchester Combined Authority, especially where we work with children, young people and adults at risk. There is, however, a distinction between providers' responsibilities to provide safe and high-quality care, and commissioners' responsibilities to assure themselves of the safety and effectiveness of the services they have commissioned.

It remains the responsibility of every GMCA funded organisation to ensure that the principles and duties of safeguarding children and adults are effectively applied. The wellbeing of children, young people and adults at risk to whom services are provided, on GMCA's behalf, is at the heart of what we do.

Although it is vital to develop policies, procedures and processes to keep children, young people and adults at risk safe, this is not all that is needed. It is important that safeguarding measures sit within a range of other policies, such as those covering compliance and disciplinary measures, effective governance, health and safety and codes of conduct. Safeguarding, like all aspects of a well-run organisation, is an ongoing responsibility that involves continuing commitment from all involved in order to create and maintain a safer environment for everyone.

Statutory Responsibilities:

Safeguarding partners:

A statutory safeguarding partner in relation to a local authority area in England is defined under the Children Act 2004 (as amended by the Children and Social Work Act, 2017) as: (a) the local authority (b) an integrated care board for an area any part of which falls within the local authority area (c) the chief officer of police for an area any part of which falls within the local authority area.

Local authorities have a general duty under section 17 of the Children Act 1989 to safeguard and promote the welfare of children within their area who are in need. Section 47 of the Children Act 1989 creates a specific duty for local authorities to

make enquiries to determine whether a child is or is likely to suffer significant harm, and what action to take to safeguard and promote a child's welfare. NHS bodies have a duty to assist the local authority with those enquiries, where reasonable to do so.

Local authorities have a specific duty under section 42 of the Care Act 2014 to make, or cause to be made, enquiries to identify whether an adult in their area is experiencing, or at risk of, abuse or neglect to determine what action should be taken and by whom to protect the individual.

The local authority also has specific responsibilities under the Mental Capacity Act 2005 in the day-to-day operation of the Deprivation of Liberty Safeguards. Section 6 of the Care Act 2014 places a specific duty on NHS bodies to co-operate with the local authority in its enquiries.

2. SAFEGUARDING CORE STANDARDS:

Every GMCA-funded organisation needs to ensure they have sufficient safeguarding arrangements in place for them to fulfil their statutory duties, where providing services to children, young people and/or adults at risk. They should regularly review their arrangements to assure themselves that they are working effectively to the safeguard their service users.

This framework and accompanying guidance is designed to provide a clear structure for evaluating the adequacy of safeguarding arrangements for Production Fund applicants. GMCA is committed to safeguarding children, young people and adults at risk against abuse and neglect and recognises that this is an important part of its funding and due diligence processes. Applicants must demonstrate that safeguarding is embedded in their organisation where relevant to the proposed production.

We apply the following standards in our approach to evaluation of safeguarding arrangements within provider organisations.

Core Standards

Standard 1

Leadership and Accountability – Named leads who are able to take decisions on behalf of their organisation and they hold their own organisation to account on how effectively they participate and implement the local arrangements.

Standard 2

Suite of Safeguarding and related policies and procedures – To ensure that measures are in place to protect children, young people and adults at risk. Policies and practices are in place that provide an environment that supports the welfare of staff and service users.

Standard 3

Safer recruitment, induction, training and supervision – Safe practices are used to recruit staff and volunteers, introduce them to their role, and help them carry out their duties safely.

Standard 4

Dealing with Complaints, Allegations and Whistle-blowing – Clear mechanisms for staff, volunteers, service users and others to raise concerns and have these addressed.

Standard 5

Information Sharing, Communication & Confidentiality – Personal or sensitive information about children, young people and adults at risk and their families is recorded and stored appropriately and securely. Policies and practices that support effective information sharing and working with other agencies are embedded in the organisation's safeguarding arrangements.

Standard 6

Listening to Children, Young People and/or Adults at Risk - Informing, listening to and supporting the workforce and users of your service.

Standard 7

Providing Safer Services and Activities - Arrangements are in place to ensure that the risks associated with the activities undertaken by children, young people in the group or organisation are identified and managed. There is an organisational commitment to protect health and safety.

Each of these standards has component elements which form the basis of GMCA's evaluation. Applicants may be required to submit evidence to demonstrate compliance with each relevant element.

3. LEVELS OF RISK:

It is recognised that not all productions will involve significant levels of direct access to children, young people and/or adults at risk. Applicants are required to submit evidence based on the nature of the proposed production and the level of safeguarding risk identified. Applicants should identify where the evidence can be found, including the relevant document name, section and page reference where applicable.

For safeguarding purposes, the risk is set at:

- Medium Risk – this refers to service provision where there is no direct access to children, young people and/or adults at risk. However, there will be opportunities to gain that access based on environment in which the service provider operates e.g. electrician accessing college premises for repair work.

- High Risk - this refers to service provision where there is direct and/or unsupervised access to children, young people and/or adults at risk e.g. learning support adviser working with young people.

This framework does not cover any low or no risk service provision where there is no/insignificant access to children, young people or adults at risk.

Level of Risk	Level of Contact with	Safeguarding Requirements	Safeguarding Questions	Minimum Contract

	Adults, Children & Young People		for Application Packs	Management Arrangements
Medium	All services or works that have contact with the public but do **NOT** provide a direct service to children, young people and/or adults at risk. However, there may be contact with these groups as part of service provision.	Requirement to report/raise any 'reportable' issues regarding the safety of individuals Safeguarding Medium Risk Checklist – (Annex 1)	How any one-off direct contact would be managed within the organisation. Medium Risk Checklist	Management of reported issues. Maintain log of reported issues as part of contract monitoring process.
High	All services or works that have contact with the public and **DO** provide direct, unsupervised services.	Safeguarding High Risk Checklist -(Annex 2)	Additional Pass/Fail Questions* High Risk Checklist	Management of reported issues. Annual review: ● Updated policies ● Review of reported incidents

EXAMPLE OF ADDITIONAL PASS/FAIL QUESTIONS FOR HIGH RISK:

	Safeguarding Pass/ Fail	

a.	Does your organisation have a Safeguarding Vulnerable Adults and Children's Policy? Providers will be expected to have a comprehensive understanding of safeguarding in relation to the client group they are working with however they will also be expected to have an awareness of safeguarding in relation to other groups. If successful, applicants will be asked to provide copies of their policy documents.	Yes / No
b.	Does your organisation ensure all checks with the Disclosure Barring Service (DBS) are undertaken on all staff (both those working directly with vulnerable people and those who do not work directly with vulnerable people such as office staff) prior to working for your organisation?	Yes / No
c.	How often are DBS (Disclosure and Barring Service) checks undertaken on individual staff members?	
d.	Please confirm whether your organisation undertakes enhanced DBS checks on individual staff members	Yes / No
e.	Do all your staff have up to date knowledge of Safeguarding Procedures and know how to raise safeguarding alerts?	Yes / No
Please note the attached Safeguarding Assessment template and all supporting policies/documents MUST be completed and attached for this question.		

4. **Scoring methodology matrix**

SCORING CRITERIA

0	Unsatisfactory	0 parameters
1	Poor	1- 4 parameters met
2	Weak	5 – 9 parameters met
3	Satisfactory	10 - 13 parameters met
4	Good	14 – 16 parameters met
5	Excellent	All parameters met

OVERALL SCORING MATRIX

Score	Comment	Parameters Met	Scoring Guidance
0	Poor	0 - 4	Does not have adequate safeguarding arrangements in place. Does not demonstrate an understanding of what is required from them regarding safeguarding and related policies and practices.
1	Weak	5 - 8	A response that is not entirely relevant and which only addresses some of the essential requirements in regard to safeguarding. Lack of adequate policies and practices.
2	Satisfactory	9 - 12	An acceptable response that broadly addresses the essential requirements with some room for improvement in terms of policies and practices. Basic safeguarding arrangements in place but could be enhanced in a few areas.
3	Good	13 - 16	A good response that addresses majority of essential requirements with a good level of understanding of safeguarding requirements. Good policies and practices in place that demonstrate a good understanding of safeguarding.
4	Excellent	All	An excellent response which shows comprehensive organisational arrangements and policies related to safeguarding. There is clear understanding of the safeguarding requirements and robust practices which address safeguarding requirements holistically.

Note: Feedback provided on bids that score 0 and 1 to provide the basis for scoring, where requested.

5. REPORTABLE INCIDENTS

Definition of a reportable third-party incident: Regulation 13 – Safeguarding service users from abuse and improper treatment

Providers must have robust procedures and processes to prevent service users from being abused by staff or other people they may have contact with when using the service, including visitors. Abuse and improper treatment includes care or treatment that is degrading for people and care or treatment that significantly disregards their needs or that involves inappropriate recourse to restraint.

Where any form of abuse is suspected, occurs, is discovered, or reported by a third party, the provider must take appropriate action without delay. The action they must take includes investigation and/or referral to the appropriate body. This applies whether the third party reporting an occurrence is internal or external to the provider.

There will be incidents of serious harm or risk of abuse which poses serious reputational damage for GMCA, on whose behalf the services are being provided. The third party provider is required to report these to the GMCA commissioning/contract lead, along with information on actions taken to resolve/mitigate the risk.

Examples of where reporting of serious incidents is required is listed below. However, the list is not exhaustive. When in doubt, the provider must seek advice from their GMCA contract/commissioning lead.

- A beneficiary or other individual connected with the provider's activities has/alleges to have suffered serious harm
- Allegation that a staff member has physically or sexually assaulted a service user
- A senior staff member has been suspended pending the outcome of an investigation into their alleged sexual harassment of a fellow member of staff
- Allegation that a trustee, staff member or volunteer has been sexually assaulted by another trustee, staff member or volunteer
- A staff computer is found to contain images of child pornography
- An internal investigation has established that there is a widespread culture of bullying within the provider's organisation
- A beneficiary or individual connected with the provider's activities has died or been seriously harmed; a significant contributory factor is the provider's failure to implement a relevant policy

- Provider failed to carry out DBS checks which would have identified that a member of staff, volunteer or trustee was disqualified in law (under safeguarding legislation) from holding that position
- Provider discovers that an employee or volunteer coming into contact with children or at risk adults is on the sex offenders register
- Provider is subject to official investigation by another regulator in relation to safeguarding issues e.g. Ofsted, Police, UK Visas & Immigration, Ofcom, Information Commissioner, Care Quality Commission etc

6. SAFEGUARDING INFORMATION AND GUIDANCE:

RELEVANT LEGISLATION:

- The Care Act
- Children's Act
- Working Together to Safeguard Children
- Rehabilitation of Offenders Act and Exceptions Order
- Safeguarding Vulnerable Groups Act
- Equality Act
- Data Protection Act

INFORMATION ON LOCAL SAFEGUARDING BOARDS:

The overall role of Safeguarding Boards is to ensure that there are robust local inter-agency arrangements in place that promote the welfare of children, young people and adults at risk and to ensure the effectiveness of those arrangements.

Local safeguarding partner arrangements for children - The overall role of these arrangements are to coordinate local work to safeguard and promote the welfare of children and to ensure the effectiveness of what the member organisations do individually and together.

Local Adult Safeguarding Board -The overarching purpose of a SAB is to help and safeguard adults with care and support needs. It does this by assuring itself that local safeguarding arrangements are in place as defined by the Care Act 2014.

Annex 2

Medium Risk Safeguarding Checklist

REQUIREMENTS	EVIDENCE
You have a clear written Safeguarding Policy which demonstrate your organisation's commitment to keeping children, young people and/or adults at risk safe. Your staff /volunteers who may come in contact with children, young people and/or adults at risk have access to and use of safeguarding policies and procedures.	Name of document: Section: Page Nos:
You have designated safeguarding leads named in the safeguarding policy/procedures who are responsible and accountable for implementing safeguarding arrangements within your organisation.	Name of document: Section: Page Nos:
You set ground rules for appropriate behaviours for staff, volunteers where applicable e.g. a code of conduct, which set out clear expectations for staff/volunteers working or having contact with children, young people and/or adults at risk.	Name of document: Section: Page Nos:
You provide guidance to staff/volunteers about how to respond to a disclosure, including guidance on information sharing, confidentiality and consent.	Name of document: Section: Page Nos:
You have clear procedures and support systems in place to enable all staff/volunteers to report in confidence any suspicions concerning the	Name of document: Section: Page Nos:

conduct of others or of the organisation itself. E.g. a whistleblowing policy, complaints policy etc.	
You have disciplinary and grievance procedures for staff which comply with the ACAS (Advisory, Conciliation and Arbitration Service) Code of Practice.	Name of document: Section: Page Nos:
You have a policy and procedure which ensures that all potential staff/volunteers who have contact with children, young people or adults at risk are subject to a safe recruitment and selection process, including appropriate DBS checks, where applicable.	Name of document: Section: Page Nos:
You ensure that all staff/volunteers attend regular and ongoing safeguarding training appropriate to their role.	Name of document: Section: Page Nos:
You ensure that all activities being provided are properly planned, organised and risk assessed to ensure that all reasonable steps are taken to prevent children, young people or adults at risk being harmed whilst participating in the organisation's activities.	Name of document: Section: Page Nos:

Annex 3

High Risk Safeguarding Checklist

	AREA	ESSENTIAL CRITERIA	EVIDENCE
ACCOUNTABILITY			
1	**Leadership and Accountability**	You have designated safeguarding leads named in the safeguarding policy/procedures who are responsible and accountable for implementing safeguarding arrangements within your organisation.	Name of document: Section: Page Nos:
POLICIES			
2	**Suite of Safeguarding and related policies and procedures**	You have a clear written Safeguarding Policy which demonstrate your organisation's commitment to keeping children, young people and/or adults at risk safe. Your staff /volunteers who may come in contact with children, young people or adults at risk have access to and use of safeguarding policies and procedures.	Name of document: Section: Page Nos:
3	**Suite of Safeguarding and related policies and procedures**	You set ground rules for appropriate behaviours for staff, volunteers where applicable e.g. a code of conduct, which set out clear expectations for staff/volunteers working or having contact with children, young people and/or adults at risk.	Name of document: Section: Page Nos:
4	**Suite of Safeguarding and related policies and procedures**	You have clear procedures and support systems in place to enable all staff/volunteers/service users to report in confidence any suspicions concerning the conduct of others or of the organisation itself, for example a Whistleblowing Policy.	Name of document: Section: Page Nos:

5	**Suite of Safeguarding and related policies and procedures**	You have disciplinary and grievance procedures for staff which comply with the ACAS (Advisory, Conciliation and Arbitration Service) Code of Practice.	Name of document: Section: Page Nos:
STAFFING			
6	**Safer recruitment, induction, training and supervision**	You ensure that all staff/volunteers attend regular and ongoing safeguarding training appropriate to their role.	Name of document: Section: Page Nos:
7	**Safer recruitment, induction, training and supervision**	You have a policy and procedure which ensures that all potential staff/volunteers who have contact with children, young people or adults at risk are subject to a safe recruitment and selection process, including appropriate DBS checks, where applicable.	Name of document: Section: Page Nos:
8	**Safer recruitment, induction, training and supervision**	For roles which involve safeguarding, you provide all staff with a job description/role profile, as appropriate, outlining their main responsibilities. This should include a requirement to comply with the organisation's safeguarding policy.	Name of document: Section: Page Nos:
9	**Safer recruitment, induction, training and supervision**	For roles involving safeguarding, you have an induction programme for staff/volunteers which includes information on the relevant policies and procedures.	Name of document: Section: Page Nos:
10	**Safer recruitment, induction, training and supervision**	You ensure that all paid staff are given regular supervision by their line manager. Where you have volunteers, you provide volunteers with support sessions, this could include one to one or group support, mentoring or shadowing opportunities. E.g Appraisal policy.	Name of document: Section: Page Nos:

11	**Dealing with Complaints, Allegations and Whistle-blowing**	You have a process for managing allegations made against staff/volunteers. E.g. Managing allegations procedure	Name of document: Section: Page Nos:
12	**Dealing with Complaints, Allegations and Whistle-blowing**	You provide guidance to staff/volunteers about how to respond to a disclosure, including guidance on information sharing, confidentiality and consent.	Name of document: Section: Page Nos:
13	**Information Sharing, Communication & Confidentiality**	You have arrangements in place to work effectively with other organisations to safeguard and promote the welfare of children, young people and/or adults at risk including arrangements for sharing information	Name of document: Section: Page Nos:
14	**Information Sharing, Communication & Confidentiality**	You set out clear procedures for recording, monitoring and reviewing concerns, suspicions and allegations of abuse or harm and reporting these to your designated lead persons and appropriate external agencies.	Name of document: Section: Page Nos:
15	**Providing Safer Services and Activities**	You actively promote the safety of children, young people and/or adults at risk, as applicable. E.g Health & Safety policy	Name of document: Section: Page Nos:
16	**Providing Safer Services and Activities**	You ensure that all activities being provided are properly planned, organised and risk assessed to ensure that all reasonable steps are taken to prevent children, young people or adults at risk being harmed whilst participating in the organisation's activities. E.g. Risk Assessment templates	Name of document: Section: Page Nos:
17	**Listening to Children, Young People and/or Adults at Risk**	You are committed to the participation of service users and can demonstrate that the organisation's services are shaped by their views.	Name of document: Section: Page Nos:

QUESTION	**RESPONSE**

PASS/FAIL – A response of 'no' to either of the following questions will result in a fail and the overall rejection of your bid, as per the scoring methodology detailed within this document.		
a.	Does your organisation have a Safeguarding Vulnerable Adults Policy? Providers will be expected to have a comprehensive understanding of safeguarding in relation to the client group they are working with. If successful, applicants will be asked to provide copies of their policy documents.	Yes No
b.	Does your organisation ensure that checks with the Disclosure Barring Service (DBS) are undertaken on all staff working directly with vulnerable people?	Yes No
FOR INFORMATION ONLY		
c.	How often are DBS (Disclosure and Barring Service) re-checks undertaken?	

Annex 4

Information and Data Governance Guidance for Production Fund Applicants

Our due diligence questions are designed to make the application process simpler and less onerous for applicants.

They are intended to make the evaluation process more consistent and equitable for all organisations, irrespective of their size or available resources.

To do this, applicants must respond clearly to the stated pass/fail criteria for each question.

Please note the following guidance before completing your responses:

- Ensure that your response is within the maximum word count for each question; only text within the maximum number of words will be evaluated.
- To avoid any risks of breach of confidentiality, do not provide information about your employees or organisational structures unless this is specifically required in the application question, for example your Data Protection Officer.
- If you respond to a question with N/A, please explain why it is not applicable.
- Please do not provide any links to any external cloud / storage services for documents to be accessed as these links may be blocked by our organisation's firewalls.

Question and Guidance	Pass Criteria	Fail Criteria
A – ICO Registration Status If your organisation is registered with the Information Commissioner's Office (ICO), confirm your Registration Number and expiry date. If you are exempt, please explain which exemption applies and why. For guidance on valid exemptions see Exemptions | ICO Your current registration status can be verified on the ICO website -	**You will pass this question if:** ● Your Organisation is registered with the ICO and the registration is in date and can be verified on the ICO website. OR; ● Exemptions are explained and in line with ICO guidance.	You will fail this question if: ● Your Organisation is required to register and has not or has allowed registration to lapse (without a valid reason). ● The exemption and reasons do not adhere to ICO exemptions provided in link. ● Registration expired on ICO register ● No response is provided.

Information Commissioner's Office - Register of data protection fee payers	Note: If you are not currently registered with the ICO and have a legitimate exemption please be advised if the production for which you are seeking funding involves any personal data you will be required to obtain ICO registration prior to contract award should you be successful.	
***Example only* Please insert your response here:** **(Free type max 50 words)**		

Question and Guidance	Pass Criteria	Fail Criteria
B – Data Protection Governance & Policy **Part 1** Please confirm who within your organisation holds primary responsibility for Data Protection and governance. **Part 2** Please describe your approach to ensuring Data Protection compliance with relevant legislations e.g., UK GDPR and Data Protection Act 2018. Please ensure your response highlights the below key measures: 1. Data protection 2. Records management 3. Individual Rights	You will pass this question if: **Part 1** The application confirms the role of the person or team with primary responsibility for data protection and governance in the organisation. <u>Large organisations</u> ● Dedicated Data Protection roles identified with overall responsibility at board, or senior management level. <u>Small / Medium organisations</u> ● Owner / Managing Director or appropriate senior individual has overall responsibility for data protection and	You will fail this question if: **Part 1** <u>Large organisations</u> ● The application does not identify key individuals or teams. <u>Small / Medium organisations</u> The application does not identify key individuals. **Part 2** ● The application response references the wrong legislation or regulations showing inappropriate or outdated knowledge and understanding.

4. Data Breaches and data protection complaints 5. Training **Part 3** Please provide a copy of your organisation's **Internal Data Protection Policy.** <u>Guidance</u> Redacted versions can and should be submitted instead of leaving the request unmet. Please ensure that your application contains only the documents requested, for example your Internal Data Protection Policy. Please ensure that your application response contains only the documents which have been requested, e.g. your Internal Data Protection Policy. Please do not provide any links to any external cloud / storage services for documents to be accessed as these links may be blocked by our organisation's firewalls.	information governance. **Part 2** ● The application response gives clear evidence of how compliance is achieved, including references to the appropriate legislation; and ● The explanation covers the 5 key measures or references dedicated policies in place to evidence a process in place and available to employees. **Part 3** ● Internal Data Protection Policy provided as an attachment, and ● Internal Data Protection Policy is up to date with relevant legislation highlighting the key points for employees to abide by and how this should be done. Policies	● The approach described does not cover all 5 key measures. **Part 3** ● The Internal Data Protection Policy is not aligned to UK GDPR (General Data Protection Regulations) / DPA 18 legislation or ICO guidance, or any new relevant legislation. ● No or limited assurance on how the organisation and employees abide by relevant legislation outlined in your Internal Data Protection policy.

	and procedures | ICO Please Note: Please ensure that your internal Data Protection Policy aligns with your Data Protection Compliance approach described in your response to the Part 2 question.	
***Example only* Please insert your response here:** **Free type max 500 words - Please provide your response in the space opposite. Please be advised that your submission for Part 3 is exempt from the word count restriction. Responses to Part 1 and Part 2 must not exceed a combined total of 500 words.**		

Question and Guidance	Pass Criteria	Fail Criteria
C – Privacy Notice Please provide a copy of your organisation's External Privacy Notice (or link to webpage) Guidance Please ensure that your application contains only the documents requested, for example your External Privacy Notice. As these documents are usually in the public domain, this should help address any concerns about confidentiality. Please do not provide any links to any external cloud / storage services for documents to be accessed as these links may be	You will pass this question if: ● External Privacy Notice evidenced covers all of the following key measures as described by the ICO- Right to be informed | ICO.	You will fail this question if: ● External Privacy Notice has limited information and does not cover all of the key measures as described by the ICO. ● External Privacy Notice is not supplied. ● No response is provided.

blocked by our organisation's firewalls.		
***Example only* Please insert your response here:**		

Question and Guidance	Pass Criteria	Fail Criteria
D – Data Storage and Processing Please confirm that the data you store/process is kept within the UK / EU and if not please state the country used and explain what security arrangements are in place? If you respond to a question with N/A, please explain why it is not applicable. Do not attach or provide links to policy documents or similar documents, even if they contain sections that answer the application question, as these will not be considered for this question.	You will pass this question if: ● **If Yes answer** - confirmation that the data stored and processed is kept within the UK / EU. ● **If No answer** - Provision of assurances about security arrangements for the transfer in place and any actions taken to address variation from UK practice and legislation. If there is a Transfer Risk Assessment in place, we will take this into account. ● **If N/A answer** - explanation provides confidence in security arrangements.	You will fail this question if: ● The application response does not confirm or provide assurances about where data is held. ● The application response states the country used for storing data but does not provide assurance that appropriate transfer safeguards or transfer risk assessments are in place where required. **In addition to the above:** ● No response is provided. ● Organisation is unable to confirm what security arrangements are in place. ● The application submission does not state where the data is stored and/or processed.

***Example only* Please insert your response here: (Max 250 Words)**	

Question and Guidance	Pass Criteria	Fail Criteria
E – Working with subcontractors Please confirm if your organisation subcontracts any processing of personal data to third party organisations. Please confirm how your organisation ensures that subcontractors provide the same level of compliance and assurance?	You will pass this question if: ● Confirmation is provided that your organisation does not use subcontractors for processing data. If using subcontractors**:** ● The application response outlines the contract clauses with subcontractors and confirms that a contract or SLA is in place with a data protection compliant approach under Article 28 UK GDPR; and ● The application response confirms how your organisation seeks assurance that your third parties are compliant i.e., governance, audit,	You will fail this question if: ● No response is provided or if the organisation is unable to confirm that they use subcontractors. If using subcontractors: ● No clear contractual clauses or assurance measures are in place to ensure secure data transfer and compliance with UK GDPR and the Data Protection Act 2018 by subcontractors, or no adequate explanation is provided.

	monitoring meetings etc, or will be compliant with the same clauses you abide by with our organisation.	
***Example only* Please insert your response here: (Max 250 Words)**		

Question and Guidance	Pass Criteria	Fail Criteria
F – Breach / Incident procedure Please outline your personal data breach / security incident procedure with reference to: 1. Liaison with GMCA 2. Investigation process 3. Reporting Mechanisms 4. Identification of lessons learnt 5. Assessment of risk Please do not attach further documents to support your response, as these will not be considered.	You will pass this question if: ● The application response outlines the process to respond to a breach incident provided with the following information included: 1. Specific steps of a response 2. Escalation / reporting mechanism identified 3. Consideration of internal and external reporting 4. Report means to share and embed lessons learnt if appropriate to incident	You will fail this question if: ● No response is provided. ● The application response does not cover all 5 listed criteria

	5. Identify a defined risk assessment method	
***Example only* Please insert your response here: (Max 500 words)**		