# **BBC Content Access Funding Application**

Additional costs related to access, adjustments and inclusion on a production that have not been anticipated in the general production budget may be requested via this form.

Following submission of this form the request for additional funding will be assessed on a case-by-case basis. Any approval additional cost will be payable against specific cost incurred on a contingency basis.

Please email this form to your Business Affairs Manager at the BBC. They will work with you and the BBC Disability Lead with the aim of reaching an approval decision within ten business days, therefore please ensure you make every effort to respond promptly to any requests for additional information needed to reach a decision.

There is no cap or time limit on submitting these forms, in recognition that unexpected access costs can arise at any time on a production. Any planned overheads associated with the access adjustment(s) should first be discussed with your Access Funding Contact.

Please respect confidentiality by not naming cast / crew, nor their conditions.

**Production company name:**

**Production and BBC contract number:**

**Name of the person completing this form:**

**Position:**

**Date funding approval is needed by:**

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| **Access barrier****(what is the issue?)** | **Access solution****(what will you put in place?)** | **Off/on-screen talent?** | **Cost** |
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|  |  | **Total cost:** |  |

Additional rows can be added as required.

You may want to consider the below costs. Please note this is not an exhaustive list:

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| --- | --- |
| **Cost type** | **Description/examples** |
| Access Coordinator | Overseeing and facilitating adjustments for cast and crew |
| Specialist training | Training required for cast and crew to be made familiar with any adjustment requirements |
| Human support | Eg, Support workers, BSL interpreters, additional runners etc |
| Additional travel & transport | Eg, Access travel requirements, specialist vehicles etc |
| Additional accommodation | Eg, Alternative accessible accommodation for all cast and crew to ensure everyone is on the same site; additional overnights etc |
| Additional hours filming and/or editing | Extra time needed for filming and editing |
| Specialist equipment or technology - hiring or buying | Eg Swapping fluorescent bulbs for LED, hiring chairs with arms, installing dictation software etc |
| Accessible formatting of content or documents | Eg, Easy Read call sheets, coloured paper, transcriptions of rushes, subtitling of rough cuts etc |
| Additional costs for hiring accessible production spaces and facilities | Eg, Edit suites with lifts and accessible entrances, studios with [Changing Places](https://www.changing-places.org/) facilities, location trucks with induction loops etc |
| Costs for adapting production spaces and facilities | Eg, Hiring an accessible portaloo, building a ramp, altering signage etc |