

4 Access Funding Request (AFR) Form



All additional costs related to access, adjustments and inclusion on a production that cannot be accommodated in the general production budget need to be requested via this form.

Please email it to your Access Funding Contact (AFC) who for Channel 4 is your Production Finance Manager (PFM). They will work with you with the objective of reaching an approval decision within two weeks, 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 overheads associated with the access adjustment(s) you are requesting should first be discussed with your Access Funding Contact. The production fee will not apply to this funding.

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

Production company:

Production and C4 contract number:

Name of the person completing this form:

Position:

Date funding approval is needed by:

ACCESS BARRIER (What is the issue?)	ACCESS SOLUTION (What will you put in place?)	Off/On-screen talent?	Cost
TOTAL:			

Additional rows can be added as required.

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

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 facilities, location trucks with induction loops etc
Costs for adapting production spaces and facilities	Eg, Hiring an accessible portaloos, building a ramp, altering signage etc
Other	Please specify