

APPLICATIONS

There are several eligibility requirements in order to apply to the **FIRST FILM FUND**:

- Applicant is a member in good standing with the WFG
- Applicant is a resident of Manitoba
- Applicant has taken the introductory filmmaking workshops at the WFG, or can demonstrate equivalent basic experience.
- The applicant must be the director or artist-creator of the project, with full artistic and financial control of the project.
- The applicant must be 18 or older.
- Students are not eligible to apply (with the exception of those completing graduate studies.)

THE JURY PROCESS

The jury is comprised of experienced filmmakers and members of the local film community.

The jury process for the **FIRST FILM FUND** involves an assessment of the submitted application and support materials.

As resources are limited, not every deserving project can be chosen for the award. The jury will base their decision on the following criteria:

1. The artistic merit of the project
2. The relevance of the project in relation to the applicant’s artistic aspirations
3. Is the applicant clear about their intentions, and will the project fulfill those intentions?
4. Does the applicant have a realistic plan?

In the event of conflict-of-interest, the jurors will self-report this to the Chair and the Chair will record this in writing. The juror in conflict will not participate in discussions related to the applicant in question.

Jury members report conflict-of-interest in the event they will or may benefit financially from the applicant’s project. Jurors can self-identify conflict of interest for other reasons, as well.

APPEALS

The jury decision is final and no appeals are allowed. The Board can, if requested, can review the process and recorded conflict of interest process at their discretion.

MENTOR

A mentor is an experienced filmmaker who can lend their experience and advice to a filmmaker's first production, and one is assigned to all award recipients.

This person will help the award recipient with their final budget and logistical plan and will assist the filmmaker in keeping their project on track.

THE AWARD

The First Film Fund award is comprised of \$1,000 for production components, \$2,000 for post production components and \$2,000 in services. The Film Group does not provide retroactive funding.

This amount is simply to shoot the picture, and the sample budget below gives an idea of how this money will cover the basics of a small production project:

SAMPLE BUDGET BREAKDOWN:	Cash:	Services:
PRODUCTION:		
Video Stock	\$ 250.00	
Technicians’ Fees	\$ 250.00	
Equipment		\$ 1,500.00
Set /Location Costs	\$ 500.00	
POST-PRODUCTION:		
Picture Editing	\$ 500.00	
Sound Editing and Mix	\$ 500.00	
Edit Suites		\$500.00
Music	\$ 500.00	
Finishing / Mastering	\$ 500.00	
TOTALS	\$3,000.00	\$2,000.00

USE OF AWARD

Cash components of the **FIRST FILM FUND** are accessed either via reimbursement of paid expenses, with submission of copies of receipts / invoices, or by direct supplier payment **WHEN PRIOR ARRANGEMENTS HAVE BEEN MADE** with the Winnipeg Film Group’s Production Coordinator.

Any expenses that fall above and beyond the award amount are solely the responsibility of the award recipient. It is also the award recipient’s responsibility to keep in touch with the WFG to ensure they are aware how much funding is still available via this fund.

As the **FIRST FILM FUND** is an all-inclusive fund, award recipients can make no additional funding requests to the Film Group for their awarded project.

OBLIGATIONS

Award recipients must ensure they meet the following obligations associated with their award:

1. Funded projects must provide appropriate on-screen acknowledgement to the Winnipeg Film Group and Manitoba Film and Music. Electronic logo files are available for this purpose.
2. A copy of the completed project must be deposited with the Winnipeg Film Group – either in print form or in a broadcast quality sub-master format (ie: DigiBeta, Beta SP or DV CAM).

TIME LIMITS

The filmmakers must complete their project in a timely fashion.

After one year, awards are reviewed by the Winnipeg Film Group. In the event there has been no activity and no communication with the Winnipeg Film Group regarding a new proposed schedule, the award status will be reviewed and re-assessed.

Potential outcomes of the re-assessment include the assignment of a new mentor, reporting more regularly to the Winnipeg Film Group or potentially – *as a last resort* – the award may be rescinded.

IN CLOSING

Applicants are expected to submit a clear, complete, well-planned application. Your submission should exhibit a high degree of professionalism, both in how well prepared your application is and in how you deal with the Committee.

Be honest about your own capabilities. The better prepared you are, the better your chances of receiving an award.

SUBMISSION CHECK LIST

- ** Submit everything in 8 ½ x 11 paper or size; font should be 11 point or larger
- ** Submit five copies of all text materials (not applicable for DVDs or photographs – one copy of these materials is all that is required)
- ** Mail or drop off applications; applications will not be accepted by fax or e-mail; submissions must be received at the Film Group offices by the deadline (**not postmarked**)
 - Project description
 - Script or detailed conceptual plan
 - Synopsis of script or conceptual plan (one paragraph)
 - Story boards or shot list
 - Production / shooting schedule
 - Detailed budget (a template can be requested)
 - Applicant's resume (no more than 3 pages)
 - Support Materials (letters of agreement, etc)
 - VHS or DVD support materials

Consulting with the Production Programs Manager well in advance of your application development can help you ensure your submission is best it can be, in light of the program requirements.

The Production Programs Manager can provide feedback with reference to your budget, your support materials and other submission materials.

