

**DEADLINE: Friday, February 19th at 4 PM**

The Winnipeg Film Group's FIRST FILM FUND is, as its name implies, a program designed to assist aspiring or beginning filmmakers to make a first film. **There are FOUR awards available yearly.**

This is an all-inclusive fund, which provides \$3,000 in cash and \$1,100 in services towards a small film or video project. This fund supports work in narrative, experimental and documentary, or hybrid/cross-genre work. In addition to the cash and services component, FIRST FILM FUND award recipients are also provided the one-on-one mentorship of an experienced filmmaker.

Because of the size of the funding award, proposed projects should be 3 – 5 minutes in length, and no longer. **Projects that are more than 5 minutes in length are not eligible for the First Film Fund.**

**Send Completed Application to:**

First Film Fund  
Winnipeg Film Group  
304 – 100 Arthur Street  
Winnipeg MB R3B 1H3

**Further Information:**

Mike Maryniuk  
Production Program Coordinator  
(204) 925-3455  
production@winnipegfilmgroup.com

Name of Applicant (Director / Filmmaker)	
Address:	
<input type="checkbox"/> I have been a resident of Manitoba for at least six months	<input type="checkbox"/> I am a user member of the Winnipeg Film Group
E-Mail Address:	Telephone:
Film Title:	Length:
Shoot Format:	Finish Format:
In the event you are the recipient of a First Film Fund award, you will be assigned a mentor to provide you guidance and support during your award term. Applicants can also propose their own mentors; in this instance applicants <i>must</i> submit a letter of confirmation from the proposed mentor that they are agreeable to assuming this role for the applicant if successful.	
Mentor: <input type="checkbox"/> Name (attach letter of confirmation):	<input type="checkbox"/> Please assign me a mentor

**Please Enclose the Following Materials:**

- [ ] A project description (a treatment of theme, style, cast, crew, locations, format, length) (**up to 5 pgs max.**)
- [ ] A script or detailed conceptual plan (**up to 10 pages max.**)
- [ ] A synopsis of the script or conceptual plan (**1 paragraph max.**)
- [ ] A storyboard or shot list (**up to 5 pages max, on 8.5" x 11" paper**)
- [ ] A production / major activities (**up to 2 pages max**)
- [ ] A detailed budget
- [ ] Applicant's resume (**up to 3 pages max.**)
- [ ] Support material, such location photos or letters of commitment (**up to 5 pages max.**)
- [ ] Videotapes of previous work as director (**max. 1**) **VHS or DVD ONLY** \* **this is not a requirement for this fund**

\*\* Five complete copies (**no more, no less**) of the proposal and application form – by the deadline

\_\_\_\_\_  
**APPLICANT SIGNATURE**

\_\_\_\_\_  
**DATE**

## **APPLICATIONS**

There are several eligibility requirements in order to apply to the First Film Fund, they are;

- Applicant is a member in good standing with the Film Group
- Applicant is a resident of Manitoba
- Applicant has taken the introductory workshops at the Film Group, 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 JURY PROCESS**

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

The jury process for the First Film Fund includes both an assessment of the submitted application materials as well as a direct interview with the applicants. As applicants to the First Film Fund will not have a body of prior work available as samples of their vision and skills, this interview component is an essential component of the jury process.

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 \$1000 for production components, \$2000 for post production component and \$1100 in services.

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.

The Film Group does not provide retroactive funding.

<b>SAMPLE BUDGET BREAKDOWN: Cash:</b>		<b>Services:</b>
<b>PRODUCTION:</b>		
Film Stock (3 rolls)	\$ 500.00	
Equipment		\$ 800.00
Set /Location Costs	\$ 500.00	
<b>POST-PRODUCTION:</b>		
Processing and Printing	\$ 800.00	
Editing		\$ 500.00
Lab / Post / Finishing	\$1200.00	
<b>TOTALS</b>	<b>\$3000.00</b>	<b>\$1100.00</b>

## 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, Manitoba Film & Sound and the National Film Board of Canada. 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).
3. Award recipients must sign a non-exclusive distribution agreement with the Winnipeg Film Group.

## 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 Coordinator 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 Coordinator can provide feedback with reference to your budget, your support materials and other submission materials.

**The Winnipeg Film Group is a charitable, non-profit organization dedicated to promoting the arts of cinema. Through all our programs, we support the art, the artist and the audience.**

