

Program Overview

The Winnipeg Film Group's **PRODUCTION FUND** is designed to assist Winnipeg Film Group members in the development of their artistic careers by providing support towards the production of film projects in the form of cash and service awards.

This award fund is geared to filmmakers who have made at least one independent production (on film, video or digital media) as director or artist / creator.

The **PRODUCTION FUND** has two rounds annually, one the spring and one in the fall. Applications for production and post production components are considered during both rounds, but each individual application must be for one component only.

Effective the fall of 2011, this program will provide cash grants in one of two increments - either \$1,000 or \$2,000. WFG services will be awarded in similar increments. The maximum award available to a project during any one application round is \$2,000 in cash and \$2,000 in services. The maximum total award available to any project in total through this fund is \$4,000 in cash and \$4,000 in services.

Additionally, applicants are eligible to apply for a William F. White production equipment package award through this program.

The Winnipeg Film Group acknowledges the generous support of **Manitoba Film & Music** in directly funding this production funding award program.

Program Objectives

1. To assist members to create film, video or digital projects
2. To assist members to use film, video and / or digital media as a means of artistic expression
3. To assist members to further develop their careers as filmmakers
4. To contribute to the overall development of filmmakers in Manitoba

Eligible Applicants

- A user member of the Winnipeg Film Group (in good standing) for at least three months prior to application
- Residents of Manitoba
- Independent filmmakers who have completed at least one independent work as director or artist/creator (on film, video or digital media)
- Director / Creator of the proposed project, who has and will retain full artistic and editorial control
- Applicants who have not completed at least one independent film or video as director / creator can apply to the post-production phase of the Production Fund, provided they meet all other eligibility requirements and submit a complete application
- Those who do not already have an open Production Fund or First Film Fund; an award is considered closed when a final report has been received and approved by the Winnipeg Film Group.

Eligible Projects

- Eligibility is limited to projects where other funding sources do not compromise the artist's creative control
- Priority is given to proposals from artists whose work demonstrates the development of an individual style or an expressive approach and / or a commitment to questioning and expanding the formal language of the medium
- Projects finished on film or any broadcast quality video / digital format can be considered
- Projects seeking post production funding must submit a rough cut or a set of dailies (16 mm print, VHS or DVD) of the project in question, along with their application
- Projects can be submitted to consideration to each component of the Production Fund (production or post production) up to two times only. Once a project has been awarded any funding or services from one component, the project cannot be resubmitted to the same component for further funding or services.
- Narrative, experiment, documentary and hybrid/ mixed-genre works will be considered

Ineligible Projects

- Projects commissioned by any government agency or private company
- Projects where the director / artist-creator does not have or retain full artistic control
- Instructional projects
- Music videos
- Projects of a strictly commercial or promotional nature
- Industrial projects
- Projects that have received funding support from the Winnipeg Film Group's Manitoba Emerging Filmmaker Award or First Film Fund

* ALSO: the award cannot be used to purchase equipment or be put towards any other capital costs



Application Requirements

A total of five complete copies of the application package must be delivered to the Winnipeg Film Group by the 4 pm on the deadline date (for VHS/DVD support material, only one copy of each item is required per application).

Written materials should be on 8½x11 paper, using a font 11 points or larger. Materials should not be bound or punctured. Materials may be paper clipped, however.

Submit only copies of your written materials, not originals, as materials may be lost or damaged.

APPLICATIONS AND SCRIPT MATERIALS CAN BE SUBMITTED IN FRENCH.

The following is considered a complete application package:

1. A completed and signed application form
2. A project summary: including (a) genre, (b) format, (c) length, (d) shooting location, and (e) project timeline, as well as any other production notes that may be appropriate (ie: confirmed cast and crew, etc.)
3. A description of the artistic vision of the project: including visual and sound elements (ie: director's notes, visual & sound treatment), as well as providing any other artistic context for the project that may be appropriate.

While this section should be thorough, it should also be concise and not overly long.

4. Script materials:
 - A one to two paragraph synopsis
 - For dramatic projects: a complete script in proper format is required, storyboards are also highly recommended
 - For other projects: a detailed conceptual plan, outline, treatment and / or storyboard, as appropriate
 - For post-production applications: a rough or fine cut of the work in-progress or a set of dailies (print, DVD or VHS format)
6. A schedule of major activities to be undertaken during the project.
7. A balanced budget, showing all expenses and revenues (for confirmed sources, attach proof), including deferrals and in-kind items. It is expected that the total budgeted expenses will exceed the amount requested; therefore applicants should list other sources of funding being sought.
8. A résumé detailing relevant training and / or artistic activity and experience.
9. Letters of agreement pertaining to the use of any material included in the project where copyright is not held directly by the applicant (ie: script, images, music, etc.).
10. Where appropriate, documentary proposals should be supported by a letter of agreement from the subject(s) confirming the applicant's access to the proposed materials.
11. Supporting audio/visual materials are mandatory (up to 2 max., VHS, DVD or reel):
 - Independent projects where the applicant holds credit as director and / or creator, and which demonstrate the applicant's artistic vision.

- One piece per item. Demo reels are not acceptable.
- **Without supporting material, applications will be considered incomplete.** The only exception is for applications requesting post-production funding for a first film project where no funding has been provided by the WFG for earlier components.

All audio/visual support materials must be clearly marked with the following:

- (a) Applicant's name
- (b) Applicant's role on production (ie: director)
- (c) Project title
- (d) Production date
- (e) Running time
- (f) Any special instructions regarding the viewing of the work

* *Audio/visual support materials should also be appropriately cued.*

Adjudication

Jury Process

Jurors are independent film and/or video artists, curators or other experts in the field, recognized for their expertise and artistic accomplishment.

Jury Chairs are administrative facilitators and do not have voting privileges.

Jurors and Chairs cannot sit on a jury during a round for which they have submitted a Production Fund application.

In the event of conflict of interest related to a juror, they will declare this to the Chair, the Chair will record this in writing and the juror will not participate in discussions related to the application in question. Conflict includes (but is not limited to):

- *The juror has a financial stake in the production*
- *Any other reason a juror believes themselves to be in conflict-of-interest related to a specific project or applicant*

Assessment Process

Jurors assess the following **THREE ESSENTIAL CRITERIA** to evaluate proposals:

1. Artistic merit of the proposed project.
2. The significance of the proposed project on the development of the applicant's artistic career
3. Whether the applicant can successfully carry out the proposed project.

Please note that the three essential criteria can only be assessed when an applicant has submitted a complete application package.

Notification of Results

Applicants will receive written notification of the results approximately 10 weeks following the application deadline. Results will not be disclosed over the phone.

The jury decision is final and no appeals are allowed.

Should an individual applicant believe that a breach in process has occurred (such as an undeclared conflict of interest), the Board will conduct a review of the jury's decision-making process upon receiving a written request to do so. Such a written request should specify the breach in process which is believed to have occurred.

Following their review, the Board will notify the applicant in writing of its decision and any action taken, if any.

Award Logistics

Requests can be submitted for funding in \$1,000 or \$2,000 increments, for cash and WFG services awards, to a total maximum request per round of \$2,000 in cash and \$2,000 in services.

Additionally, applicants can also request that their application be considered for a William F. White production equipment package award. One award is available per round.

Applicants can apply only *twice* to the each component of the production fund (production or post-production) for the same project. Once a project has been awarded funding from one component (either production or post production), that project cannot be submitted for consideration under the same component a second time.

Applicants can hold production funding from the Winnipeg Film Group for *only one project at any given time*. Production funding programs include the First Film Fund and Production Fund.

Cash awards are provided with a percentage withheld, contingent on receipt of a final report (including copies of expense receipts / invoices).

Services awards can be used for in-kind services provided by the Winnipeg Film Group at member rates, including equipment rentals, studio rentals and edit suite rentals.

Obligations

The applicant must carry out the production as proposed in the application; any major changes (including change of shooting and / or finishing format, as well as significant conceptual changes) must be reviewed and approved by the Winnipeg Film Group's Production Programs Manager prior to the changes being made.

The applicant will not use funding to purchase equipment, or for any other capital expenses.

The Production Fund cannot be used for retroactive expenses. Eligible costs are those incurred after the round deadline.

The applicant (or the project's producer) must sign a non-exclusive distribution contract with the Winnipeg Film Group for the awarded project.

The successful applicant must acknowledge the support of the Winnipeg Film Group and Manitoba Film & Music – where confirmed by the award notification letter – with an on-screen credit on all prints and tapes of the production, as well as provide credit in any promotional materials produced in association with the project. Electronic logo files are available for this purpose.

The Winnipeg Film Group reserves the right to showcase the production and / or the name of the applicant, at no cost, in relation to its own promotional and member activities.

A copy of the final production must be deposited with the Winnipeg Film Group (print or broadcast-quality video sub-master).

The applicant must complete their project in a timely fashion after receiving a Production Fund award, ideally within 18 months. If there is no activity on the project after 18 months, or if the applicant has ceased work on the project, the award may be rescinded.

Cash awards are provided with a percentage withheld, dependent on receipt and approval of a final (including copies of financial receipts / invoices).

Failure to submit a final report to the approval of the Production Programs Manager will leave the applicant ineligible for further funding from the Winnipeg Film Group.

While a funding award should be closed off within 18 months of confirmation of funding, extensions can be requested. Requests for extension should be made to the Winnipeg Film Group's Production Programs Manager for approval.



PRODUCTION FUND: Application Form

Deadline: Friday, Oct 28, 2011 @ 4 PM

(note the complete application packages must be at our office – not postmarked – by the deadline)

Submit to: Production Programs Manager, Winnipeg Film Group, 304 – 100 Arthur Street, Winnipeg MB R3B 1B3

APPLICANT NAME:	
Applicant Address:	
City:	Postal Code:
Tel:	E-mail:

PROJECT TITLE:	Genre
REQUEST (either production <u>OR</u> post production – not both)	Length:
<input type="checkbox"/> Production <input type="checkbox"/> Post-Production	Shoot Format:
→ <i>Cash:</i> <input type="checkbox"/> \$1,000 <input type="checkbox"/> \$2,000	Finish Format:
→ <i>WFG Services:</i> <input type="checkbox"/> \$1,000 <input type="checkbox"/> \$2,000	Project Timeline:

Applications will be considered for production OR post-production component funding, but not both at the same time. Applicants can request up to a maximum of \$2,000 in cash and \$2,000 in WFG services for either component, for a total maximum award request of \$4,000. The Whites services award is in addition to this.

WHAT ARE YOUR PLANS FOR THIS AWARD? Please provide a context for your request for funding in two - three sentences. For example <i>"I would like funding to finish my film. I have recently completed a rough cut and require funding towards picture edit, sound and finishing"</i>

Declaration

- I have been a user member in good standing of the Winnipeg Film Group for at least the last three months
- I am a resident of Manitoba and am 18 years of age or older
- I do not have an open production award (Production Fund, First Film Fund or Manitoba Emerging Filmmaker Award) with the Winnipeg Film Group currently
- I have read, understand and agree to abide by the Production Fund Guidelines

OPTIONAL: William F. White Service Award

- I would like to be considered for a Whites services award, valued up to \$1,250. This award is in addition to the Winnipeg Film Group services award. I acknowledge that, if successful in obtaining this award, I must purchase production insurance for this equipment.

APPLICANT SIGNATURE: _____

DATE: _____

WINNIPEG FILM GROUP PRODUCTION FUND
Application Check List

- A completed and signed Application Form
 - A Project Summary: including (a) genre, (b) format, (c) length, (d) shooting location, and (e) project timeline, as well as any other production notes that may be appropriate (ie: confirmed cast and crew, etc.)
 - A Description of the Artistic Vision of the project: including visual and sound elements (ie: director's notes, visual & sound treatment), as well as providing any other artistic context for the project that may be appropriate
 - Script Materials:
 - A one to two paragraph Synopsis
 - For dramatic projects: a complete script in proper format is required, storyboards are also highly recommended (ONLY IF APPLICABLE)
 - For other projects: a detailed conceptual plan, outline, treatment and / or storyboard, as appropriate (ONLY IF APPLICABLE)
 - For post-production applications: a rough or fine cut of the work in-progress or a set of dailies (print, VHS or DVD format)
 - A Schedule of Major Activities to be undertaken during the project.
 - A Balanced Budget, showing all expenses and revenues (for confirmed sources, attach proof), including deferrals and in-kind items. It is expected that the total budgeted expenses will exceed the amount requested; therefore applicants should list other sources of funding being sought.
 - A Résumé (MAX 3 PAGES) detailing relevant training and / or artistic activity and experience
 - Letters of Agreement pertaining to the use of any material included in the project where copyright is not held directly by the applicant (ie: script)
 - *Where appropriate, documentary proposals should be supported by a letter of agreement from the subject(s) confirming the applicant's access to the proposed materials.*
 - Supporting Audio/Visual Materials are **mandatory** (up to 2 max., VHS/DVD or reel):
 - Independent projects where the applicant holds credit as director and / or creator, and which demonstrate the applicant's artistic vision.
- One piece per item (DVD/VHS).
 - Demo reels are not acceptable.
 - Without supporting material, applications will be considered incomplete. (The only exception is for applications requesting post-production funding for a first film project)
- All audio/visual support materials must be clearly marked with the following:
- *Applicant's name*
 - *Applicant's role on production (ie: director)*
 - *Project title*
 - *Production date*
 - *Running time*
- All audio/visual support materials must be cued.

REMINDER

It is the applicant's responsibility to ensure applications are complete, clear, well-laid out, **not unnecessarily long**, and that they provide the necessary materials for jurors to make an informed decision.

All application materials must be submitted by the deadline date and time, without exception. Late supporting materials will not be assessed.

DO NOT BIND APPLICATIONS; they can be clipped with paper clips.

Materials should be no larger than 8½ x 11 in size, except for tapes, discs and reels.

QUESTIONS?

Contact Mike Maryniuk, Production Programs Manager
at (204) 925-3455 or mike@winnipegfilmgroup.com

WINNIPEG FILM GROUP PRODUCTION FUND
Description of Support Materials

ITEM 1

Title:

Applicant's Role:

Production medium: ***video or film***

Format of support material: DVD VHS 16 mm 35 mm

Running Time:

Completion date:

Synopsis:

How does this support material relate to the submitted proposal?

ITEM 2

Title:

Applicant's Role:

Production medium: ***video or film***

Format of support material: DVD VHS 16 mm 35 mm

Running Time:

Completion date:

Synopsis:

How does this support material relate to the submitted proposal?