



Idaho Film Office
 Idaho Department of Commerce
 Box 83720
 Boise, ID 83720-0093
 208 334-2470
 www.filmidaho.com

**MEDIA WORKFORCE DEVELOPMENT GRANT
 APPLICATION PACKAGE CHECKLIST
 Postmark Deadline: August 1, 2010**

Applicant Name _____ Date _____

All applicants must include **3 Copies** of all items on this checklist plus:

- Checklist - Attach this completed checklist to the **top** of your application packet.
- An adequately-sized, self-addressed stamped mailer if you want work samples returned.

Idaho Film Office Grant Checklist

- This checklist
- Completed application form
- Project budget in detail
- Project timeline/proposed schedule
- Resume or bio (your background)
- Artist statement (why this project)
- Script or 1-2 page concept*
- Supporting documents**
- Work samples***

* A production-ready script must accompany a request for a narrative project. A treatment or concept will suffice for documentaries, music videos, apps or game design.

** Supporting documents may include letters of support, drawings or storyboards showing concept or design, commitments from key crew or similar materials. Supporting documents are helpful for the review panel.

*** Work samples show quality of work and can include scripts, treatments, or DVDs

HOW TO APPLY

1. Read grant program guidelines to determine if your project will qualify.
2. Fill in application form completely and legibly.
3. Attach budget and production schedule (use the forms provided or your own).
4. Attach artist statement and resume/bio.
5. Attach script, 1-2 page concept/treatment.
6. Gather supporting documents from colleagues, key crew and financial supporters, if any.
7. Prepare work samples (DVDs).
8. Submit by the deadline. Late applications and incomplete applications will be rejected.

Mail before the deadline to:

Idaho Film Office
 Attn: Grant Program
 Box 83720
 Boise, ID 83720-0093

Or deliver personally to:

Idaho Film Office
 Attn: Grant Program
 700 W State St, 2nd Floor, Dept. of Commerce
 Boise, ID 83702