



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: July 8, 2011**

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 (no forms - create your own).
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, 2<sup>nd</sup> Floor, Dept. of Commerce  
 Boise, ID 83702