



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

MEDIA WORKFORCE DEVELOPMENT GRANT Program Guidelines

Included in these Guidelines:

Overview/Purpose	pg. 1	Policies	pg. 3-4
Funding Source	pg. 1	Grant Application Process	pg. 4-5
Evaluation Criteria	pg. 1	Funding/Financial/Reports/Extensions	pg. 5
Eligibility	pg. 2	Detailed Criteria Explanation	pg. 5-6
Ineligible Projects/Expenditures	pg. 2	Details re: Application/Budget/Timeline	pg. 6-7
Legal Requirements	pg. 2-3	Glossary	pg. 7
Use of Funds	pg. 3	Contact Information	pg. 7

OVERVIEW/PURPOSE

The mission of the Idaho Film Office is to enhance the economic climate for the media production industry in Idaho through production support, legislation, marketing and workforce development. The purpose of this grant program is advancement of the filmmaking workforce in Idaho through hands-on production experience on an eligible project.

FUNDING SOURCE

The Division of Tourism Development is funded by a 2% tax on the sales of hotel/motel and private campground accommodations. The Idaho Film Office is funded by the Division. All programs are dependent upon available dollars from this source.

Grants are made on an annual basis with new grant funds available each year. A 20% cash match for film office funds is required. The program is highly competitive and eligibility will not guarantee funding. The program is administered and funded by the Idaho Film Office. The total amount of funds for 2010-2011 will limit the program to 4-6 grants for eligible projects, depending on amounts requested. Grant recipients will be determined by a panel of selected professionals in the industry who will use the following basic evaluation criteria to determine the merits of applications:

EVALUATION CRITERIA (See page 5 for details.)

- Artistic quality - 40 points
 - Quality of script, concept or treatment
 - Quality of previous work
- Feasibility - 30 points
 - Meets the project eligibility requirement (see Eligible Projects)
 - Budget and production schedule
 - Ability to successfully manage the grant
 - Capacity to complete the project
 - Support documents
- Professional growth - 30 points
 - Production will significantly enhance the applicant and/or production crew's career or technical ability
 - Production will result in a completed project to be used for screenings, festival submissions or reel

ELIGIBILITY

Who Is Eligible

- An emerging or established film/video professional or a non-profit 501(c)(3) organization.
- Organizations with 501 (c)(3) status must be dedicated to the media production industry.
- Individuals must be over 18 years of age and be an Idaho resident for at least one year.
- Must have an eligible project that can be completed within the grant period (November, 2010-December, 2011).
- Project must be filmed and completed in Idaho.
- Project does not need to be set in Idaho, but if it is, it must portray Idaho in a neutral to positive manner. Projects that disparage Idaho in any way will be considered ineligible.
- Applicant must provide progress reports on a regular basis throughout the grant period.
- Applicant must agree to share footage with the Idaho Film Office, Division of Tourism Development, or the Idaho Commission on the Arts for the agencies' use in marketing the state and its programs.
- Applicant must agree to a screen credit and logo in the finished product and promotional materials.

Eligible Projects

- Motion picture and video productions, internet or device gaming programs, including
 - Narrative features or short films
 - Documentary features or short films
 - Animated productions
 - Internet or device game design
 - Smartphone/iPhone applications
 - Completion of a pre-existing project (such as post-production, music and enhancements). Must include a rough cut on a DVD

INELIGIBLE PROJECTS AND EXPENDITURES

- Experimental films with no narrative
- Commercials and infomercials
- Fund-raising projects
- Any expenditure made prior to awarding of a grant
- Prizes, scholarships, free tickets, or activities to attract audiences
- The offsetting of personal or organizational debts or the payment of fines or penalties
- Activities that are primarily promotional or created for mass distribution, such as duplication of CDs, DVDs, creation of portfolios, brochures, or Web sites
- Student class projects
- Costs associated with any degree, such as tuition, fees, professional certificates
- Projects restricted to an organization's membership only
- Lobbying expenses or political initiatives
- Hospitality or promotional expenses, such as receptions, food, alcohol, flowers, gifts etc.
- Development and screenwriting/script purchase (grant is for production experience)

LEGAL REQUIREMENTS

Please read the legal requirements carefully. When you sign the application you are certifying that all facts, figures, representations, and attachments are true and correct to the best of your knowledge. An applicant's signature assures the Idaho Film Office that they will:

- Expend funds solely for the activities described in the approved application. Written approval must be received prior to changes being implemented. Grant funds not committed on the approved project must be returned to the Idaho Film Office by the end of the grant period.
- Maintain financial records, including substantiating documentation, for three years from the end date of the grant period, or until an audit, if needed, has been completed and any questions arising from it have been resolved.

- Submit a mid-project report to the Film Office on or before May 1, 2011 plus a final financial and narrative report to the Film Office within 30 days after completion of the project, or at the end of the grant period, whichever comes first. Applicant will forfeit the 10% final payment and cannot apply for another grant until the final report is submitted. Report forms will be available on www.filmidaho.com.
- Comply with *Title VI of the Civil Rights Act of 1964*, which provides that no person in the United States shall, on the grounds of race, gender, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal funding.
- Comply with the *Fair Labor Standards Act* regarding the employment of professionals and laborers employed for a project, and the health, safety, and sanitary laws of the state.
- Comply with the *Drug-Free Workplace Act of 1988*.
- Meet the requirement of *Section 504 of the Federal Rehabilitation Act of 1973*, which provides that no otherwise qualified handicapped individual of the United States . . . shall, solely by reason of that handicap, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.
- Comply with the *Americans with Disabilities Act of 1990*, which requires that persons with disabilities must have access to public programs or services on an equal basis with the general public. Further, *Section 504, the 1973 Rehabilitation Act* mandates that any program or service that receives federal or state funding must be accessible to persons with disabilities.
- Comply with the *National Historic Preservation Act of 1966*, as amended. This applies to any federal funds that would support either the planning or major renovation of any structure eligible for or on the National Register of Historic Places.
- Comply with the *National Environmental Policy Act of 1969*, which applies to activities that may have environmental implications.

POLICIES

- **USE OF STATE FUNDS**

The State of Idaho prohibits the use of state agency funds for lobbying. Recipients shall not use grant funds for lobbying and must segregate grant funds from those used for that purpose. Recipients may be required to disclose lobbying activities and to certify that grant funds are not used for that purpose.

- **FREEDOM OF EXPRESSION AND COMMUNITY STANDARDS**

The Idaho Film Office intends that taxpayer-funded projects exhibit a sensitivity and responsiveness to community standards. The Department of Commerce recognizes the need for public support of emerging industries. Grantees must understand the responsibilities that accompany the allocation of public funds.

- **CONFLICT OF INTEREST**

State law and agency policies provide for conflict of interest statements to guide an agency's decision-making. Staff members, advisory board members and panelists may not use their positions to influence decisions that will financially benefit themselves or an organization with which they have a monetary or policy-making interest for the duration of their employment or advisory status. They must disclose any organizational affiliations and refrain from participating in discussion and voting on proposals related to individuals or organizations with which they have an affiliation. Such conflict could render the application ineligible.

- **PERMISSIONS, ACKNOWLEDGMENTS, CREDITS, AND PUBLICITY**

Beyond adhering to the policies set forth for the grant program, applicant must provide the following once the project is completed:

- Acknowledge the funding agency by including the Idaho Film Office logo in the credits and using the statement "Produced with partial funding from the Idaho Film Office."
- Publicity materials must include the Idaho Film Office logo, including but not limited to, posters, postcards, and screening invitations in print or on the web.
- Provide the Idaho Film Office selected clips from the film (see next section).

- **COPYRIGHTS AND RIGHTS OF PROMOTION BY THE FUNDING AGENCIES**

The Idaho Film Office will not expect to collect royalties or hold copyrights to artistic products resulting from eligible grants; however, it will retain legal authority to use or reproduce clips with credit for nonprofit, official, promotional, or educational purposes. The Idaho Film Office or the Division of Tourism Development may feature the work of recipients in its publications, displays, and Web site. If you document your activities with photographs or slides, we would appreciate receiving digital high resolution files.

- **APPEALS PROCESS**

To appeal a decision made by the Idaho Film Office or the grant panel, an applicant must express the concern in writing to the Idaho Film Office within 30 days of notification. The amount or conditions of the grant may not be appealed unless the applicant can demonstrate a misinterpretation or misunderstanding by the review panel of the information submitted.

GRANT APPLICATION PROCESS - GRANTEE RESPONSIBILITIES

First-time applicants are encouraged to communicate with staff at the Idaho Film Office in advance of submitting an application. Read the “How To Apply” section before filling out your application and use the appropriate forms.

- **HOW TO APPLY**

Applications are limited to one for each fiscal year per individual, company or organization. A comprehensive, well-crafted, complete application package provides all the information necessary for panel review. Incomplete applications will be rejected - fill out and include the checklist to make sure you have included everything. Answer all questions on the application form, and include the required artist statement. This narrative is your opportunity to communicate with the panel. It must NOT exceed one page. The published evaluation criteria can serve as a guide. See the Hints and Tips Sheet for further explanations.

- **All applications MUST include 3 copies of following to be considered complete:**

- Completed application form
- Detailed project budget - IFO form or film budgeting software
- Detailed production plans/timeline
- Resume or bio of applicant; or organization mission/history/officers
- Script and/or 1-2 page treatment/concept
- Artist statement - 1 page statement of personal goals for project
- Supporting documents - letters of support or commitments to project
- Work samples - 3-5 min. samples of previous project(s) for panel review
- Checklist

- Read the legal requirements carefully and note that submission of this signed application verifies that you have read and agree with all rules, regulations, policies, laws, terms, and conditions. Keep a copy for your files.

- **SUBMISSION**

Applications must be postmarked or hand-delivered by the deadline printed on the application. Deadlines are strictly enforced and late applications will not be considered. All eligibility requirements must be met on the date of application - no documents will be accepted at a later date. Applications or support materials cannot be submitted by fax or other electronic methods. Three copies of application materials are required for distribution to panelists. Applications are reviewed for eligibility and completeness by the Idaho Film Office. Accepted applications are then sent for panel review and recommendation..

GRANT APPLICATION PROCESS - AGENCY/PANELIST RESPONSIBILITIES

- Applications will first be reviewed for eligibility and completeness. Incomplete or ineligible applications will be rejected.
- All applications will go through a rigorous review process by professionals in the industry. Copies of applications will be sent to panelists for their review. The final review will be a

public meeting with all panelists. Staff from the Idaho Film Office will be available but will refrain from scoring applications.

- Panelists will evaluate applications based on evaluation criteria on pg. 1 (detailed explanations on pg. 6-7) of these guidelines and make funding recommendations to the Idaho Film Office. While the final decision will rest with the funding agency and the Idaho Travel Council, scores by panelists will largely determine all final funding decisions.
- Applicants are encouraged to attend the public meeting to gain a better understanding of how the process works and hear panelist comments.

FUNDING PROCESS

- All grants are contingent upon availability of funds. Panelists may vote to fund a project at the amount requested or less, depending on funds available.
- Applicants will be notified about funding as soon as possible after approval.
- Funds will be allocated during the production/post-production process on a schedule to be determined by the production timeline and budget.

FINANCIAL RECORDS/TAX IMPLICATIONS

- Because these funds are taxable as income, consult a tax preparer for further information on the impact of your tax return.
- Keep pertinent records for a minimum of three years.
- Ten percent (10%) of the funds will be held until the final report is submitted.
- Monies not used for the project must be returned to the grant program.

REPORTS

- The grant year begins November 1 and ends December 31 of the following year.
- Final reports from grantees are a critical part of the agencies' reports to their management, the Idaho Legislature and/or the Office of the Governor. Applicants must submit regular project progress reports and submit a final financial and narrative report within 30 days after completion of the project, or at the end of the grant period, whichever occurs first.
- Grantees who fail to file a final report will forfeit the final 10% payment and will not be eligible to apply for future funding.
- Report forms will be available in the grants section of www.filmidaho.com.

GRANT EXTENSIONS

Extension requests for an additional three months must be submitted in writing prior to December 20, 2011 to the Idaho Film Office, P.O. Box 83720, Boise, ID 83720-0093; Street address: 700 W State St., Boise, ID 83702.

DETAILED EXPLANATIONS IMPORTANT TO THE SUCCESS OF YOUR APPLICATION

CRITERIA

- **Artistic quality - 40 points**
 - Quality of script, concept or treatment
 - Is it a good story or idea?
 - Did the script, concept or treatment hold the interest of the panelists?
 - Quality of previous work
 - Panel will look to work quality to determine potential of grant project
- **Feasibility - 30 points**
 - Meets the project eligibility requirement (see Eligible Projects)
 - Budget and production schedule
 - Forms will be supplied by the Idaho Film Office but budget/schedule on industry software will certainly be accepted

- Budget areas include talent, key crew, equipment, camera rentals, post-production, etc.
 - Crew should consist mostly of Idahoans
 - Ability to successfully manage the grant and complete the project
 - Previous experience with grants or number of previous completed projects
 - Capacity to complete the project
 - A professional-looking application can indicate work ethic, seriousness
 - Support documents
 - An application will be stronger with additional financial support, commitments from key crew and in-kind donations of goods & services
- **Professional growth - 30 points**
 - Production will significantly enhance the applicant and/or production crew's career or technical ability
 - Using young people or students on the crew
 - Number of Idahoans on the crew
 - Production will result in a completed project to be used for screenings, festival submissions or reel
 - The goal is a finished project, not a partially-completed project
 - Unused funds must be returned to the grant program
 - Accurate financial records must be kept

APPLICATION

- Your application consists of 9 documents or samples, including the checklist provided to help ensure a complete application. Complete list on page 4. **3 COPIES OF EACH ARE REQUIRED.**
- The application form and checklist are provided. Budget and schedule forms are provided but you are not required to use our forms. Use of industry budgeting & scheduling software is welcome. Other components of your application will be created by you: resume/bio, script, treatment or concept, artist statement, supporting documents and work samples.
- Resume may be up to two pages and can include education, work history, honors and awards.
- Scripts are required for narrative projects; a treatment or concept is required for documentaries, smart phone apps and game design.
- A grant to complete an existing project requires a DVD/CD of the work-in-progress.
- The artist statement is a one-page document outlining your personal passion and perspective for the project and its relationship to your career goals.
- Supporting documents indicate community support for the project and may include letters of commitment from crew, key locations and financial supporters. They may also include articles, brochures, letters from mentors, etc.
- Work samples must on a DVD or CD. Panelists will have a limited time to examine work samples - the strongest clips should be shown first. Do not refer panelists to web sites or any other materials not in your application packet.
- Make sure you utilize the checklist - it will help you to submit a complete application.
- Applications must be postmarked by the application deadline or delivered personally to the Idaho Film Office by the application deadline.

BUDGET

- Present a thorough project budget in an understandable manner. Part of the evaluation criteria panelists will consider is the submission of a clear and realistic budget.
- Be sure to use the either our form or film industry budgeting software.
- Double-check your math; total expenses must equal total funding - grant funds plus cash match and other funds. The objective is a completed project. If you run out of money and cannot complete the project, you will not be able to apply for future grants.
- Round amounts to the nearest dollar. Do not forget the 20% applicant cash match.

TIMELINE

- Present the project timeline broken down on our form or film scheduling software.
- Funds will be released based on the budget and timeline of your project, not the date of grant award.

GLOSSARY

- **Applicant Cash:** Funds applicant has available to meet project expenses.
- **Authorizing Official:** The person with the authority to legally obligate the applicant.
- **Capital Expenditures:** Expenses for purchase of equipment for use in the production such as cameras, lights and computers. Such purchases are not allowed in this grant.
- **Contributions - cash and in-kind:**
Cash match may be from applicant funds, contributions from private persons, foundations or corporations, or proceeds from fund-raising events. Applicant must identify the source of the contribution and keep appropriate documentation on file.
In-kind contributions - donated services and real or personal property - demonstrate community support of the project. In-kind contributions may be listed in the application and are considered favorable but documentation is not required in the final report.
- **Documentary:** Work that tells a true story of an issue, person or event.
- **Employer Identification Number (EIN):** Number assigned by the IRS necessary to process grant payments to all organizations. Social Security number is used for individuals
- **Expenses:**
Production: For production crew plus talent, costumes, sets, lights, props, talent, and so forth. Space Rental: project-specific payments for the rental of office, rehearsal, stage, and other space. Remaining Operating Expenses: All project-specific expenses not listed elsewhere, such as construction materials, and equipment rental. Travel: All appropriate costs associated with the applicant's project.
- **Media:** For our granting purposes, this includes motion picture productions shot on either film or video or software applications listed in the eligible projects.
- **Narrative:** Works which tells a story, either fiction or based on a true story but not a documentary
- **Outside Fees and Services:** Project-specific payments to other professionals not normally employed by the applicant. Rates for equipment rental or professional services should be calculated at their prevailing rates.
- **Performing Artists:** Includes dancers and choreographers, actors, playwrights, set and costume designers, composers, and performers.
- **Reports:** A mid-project report will be required - the date to be determined by the project timeline. A final descriptive report must be submitted to the Film Office within the fiscal year of the grant or within 30 days after completion of a project.
- **Revenue:** Funds derived from screenings or DVD sales and other revenues.
- **Work Sample:** Items required and necessary for panel to evaluate quality of any previous work associated with an application. This includes scripts, treatments, slides, digital images, photographs, DVDs, audio tapes, manuscripts, etc.

Questions?

Contact the film office at least three weeks prior to application deadline. 334-2470

Peg Owens: peg.owens@tourism.idaho.gov

Diane Norton: diane.norton@tourism.idaho.gov.