

# PROJECT SUMMARY SHEET

DATE REQUEST INITIATED \_\_\_\_\_

A. PROJECT DIRECTOR

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Day No.: \_\_\_\_\_

Eve No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

E-mail : \_\_\_\_\_

Company Name (If applicable): \_\_\_\_\_

Tax I.D or SS# (required): \_\_\_\_\_

B. PROJECT DIRECTOR'S POSITION ON THE PROJECT:

\_\_\_\_\_

C. PROJECT TITLE: \_\_\_\_\_

D. A DESCRIPTION OF PROJECT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FORMAT (ie. Film, DV, HD etc.): \_\_\_\_\_

E. STATUS:

\_\_\_\_\_ Complete      \_\_\_\_\_ Work in Progress (approx. due date \_\_\_\_\_)

What portion of the work has been completed? \_\_\_\_\_

F. TOTAL PROJECTED BUDGET: \_\_\_\_\_

AMOUNT OF FUNDING TO DATE: \_\_\_\_\_

G. FUNDING SOURCES TO DATE:\* AMOUNT

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*Please note that we are unable to support projects funded by private investors. See the frequently asked questions on our website for more information.

The undersigned has read and understands the requirements for receiving a grant from Flickers to be funded by a source other than Flickers and that actual fundraising is the sole responsibility of the filmmaker.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## **PROPOSAL**

The proposal should be in a narrative format -- not broken down by question and not posed as a letter to the Committee. The goal is to use your submitted proposal as a “boiler plate” proposal that you will then use to submit to foundations, corporations and etc. for funding. The proposal should cover the following areas and address the following questions.

- Synopsis of the film.
- Bios of key personnel and/or advisors
- What is the general subject being covered?
- Why do you think this subject is important?
- Why do you choose this approach to explore the subject?
- Why is a film necessary rather than use of another less expensive medium?
- What are the aesthetics of your project? How will it look, and what is the style?
- How long do you predict that it will take to make this film once funding is received? What is your total production time line?
- Who do you plan to approach for funding? What is your overall funding strategy?
- Who is the audience for your film? (This should be described in specific terms.)
- How do you plan to reach your audience? What do you have in mind for distribution?

## **FISCAL SPONSORSHIP PROGRAM REQUIREMENTS**

### **A. IDENTIFICATION OF PROJECT DIRECTOR**

1. A Project Director is the individual or the legal representative of an organization who signs the “Agreement” with the Flickers Arts Collaborative (FLICKERS).
2. A Project Director accepts legal and fiscal responsibility for the sponsored project and agrees to comply with Flickers' Sponsorship requirements as described below.
3. Two or more persons may be considered Project Directors only if all such persons sign the “Agreement” with Flickers.

### **B. MEMBERSHIP STATUS REQUIREMENTS**

1. If Project Director(s)' membership expires during the period of fiscal sponsorship, they will be allowed thirty (30) days from the date of expiration to renew membership. If membership is not renewed within thirty (30) days, Flickers' relationship with the project will be terminated.

### **C. REPORTING REQUIREMENTS: PROJECT STATUS**

1. Project Director(s) must complete, sign and submit a Semi-Annual Project Report to Flickers on June 30 and December 31. Projects receiving \$50,000 or more from a single funding source must submit Project Reports on a quarterly basis. Due dates for quarterly reporting are March 31, June 30, September 30 and December 31.
2. Upon written request, a thirty (30) day grace period may be granted to allow for any delays in receiving the Project Report. If the Project Report is not submitted to Flickers by the end of this thirty (30) day period, the project is in risk of being terminated from the Fiscal Sponsorship Program.

### **D. TERMINATION**

1. The relationship between Flickers and the project may be terminated at any time and termination may be initiated by Project Director(s) or by Flickers provided that such is in compliance with the terms of any grant received in connection with the project.
2. In order to terminate the relationship for any reason, Project Director(s) must submit a signed and dated personal letter or Project Report notifying Flickers of his/her decision to terminate, stating the legal ability to do so under the grant and holding Flickers harmless for any claims arising by virtue of such termination.
3. To terminate due to the Project Director(s)' refusal to comply with Flickers' membership and/or reporting requirements, Flickers must submit a signed and dated termination notice to the Project Director(s).

## **FISCAL SPONSORSHIP PROGRAM INFORMATION**

### **A. GENERAL INFORMATION**

1. Any Flickers member may apply to Flickers' Fiscal Sponsorship Program with a film project that, if approved, will be funded to the extent that the maker is successful in obtaining grants for such funds from other organizations or individuals.
2. Any such project must be controlled by a Project Director(s) who is a member of Flickers. This requirement is in place to aid Flickers in tracking the project once funding takes place.
3. All applicants must submit three (3) copies of the following:
  - (a) Project Summary Sheet (filled out completely),
  - (b) A Narrative Proposal, this includes a synopsis of the project, short bios of the principal production staff (e.g., producer, director, camera person), letters of support (if available), etc.
  - (c) A complete line-item Budget.
4. Flickers charges a fee of 5% for private and foundation contributions and a fee of 8.25% for government awards to cover the administration costs of monitoring the monies granted in connection with specified sponsored projects.

### **B. SELECTION AND SCREENING PROCESS**

1. All decisions regarding Flickers acceptance of a film or video project are made by a Screening Committee. Decisions are made based upon the review of the submitted written materials and, at the option of the Committee, a personal interview with the Project Director(s).
2. The Screening Committee performs to the best of its ability that the decision against sponsoring a project does not reflect on the merit of the project.
3. The Screening Committee may be in contact with the Project Director(s) during the review process to ask for clarification or revision of the submitted materials. If revisions are requested, the applicant has 1 year from the date of the request to make such revisions. If the Project Director(s) fails to revise by that time Flickers will terminate the application process.
4. Flickers will keep all materials and information submitted during the application procedure and screening interview. If the project is not accepted, Flickers will return all materials to the Project Director(s) if requested to do so. All project files will be kept confidential and are not available to the public.

### C. GRANT ADMINISTRATION

1. Money is raised by the filmmaker. When received by Flickers, funds will be disbursed to the maker upon written request once each calendar quarter: January - March, April - June, July – September, and October - December. This does not apply to federal monies received.
2. Only cash contributions can be received by the Flickers. In-kind donations cannot be received as a charitable contribution through the Flickers. All contributions made to the project must be payable to The Flickers Arts Collaborative/ Flickers.
3. Project Director(s) must submit a Semi-Annual Project Report on the form provided or similar format pursuant to the schedule for the individual project.

**Semi-Annual due dates are: June 30  
December 31**

Projects receiving \$50,000 or more from a single funding source are required to submit Project Reports on a quarterly basis.

**Quarterly due dates are: March 31  
June 30  
September 30  
December 31**

These dates are critical to Flickers in monitoring funds, particularly federal funds whether received directly or indirectly. If requested by you in writing, a thirty (30) day grace period will be granted for good cause.

4. The monitoring requirements of federal funds received are far stricter than funds received from private and foundation contributions. Flickers will inform you of all the details once you are a recipient of a government award.