Film + Video Grants: Up to $10,000

Humanities Montana

Part 1 - Application Information

Thank you for your interest in our Public Humanities Grant opportunity.

Grant Type: Film + Video grant

Funding Amount(s):

- Stage One – Up to $8,000: Research and script development.

- Stage Two – Up to $10,000: Production, including principal photography, source material acquisition, and rights clearance.

- Stage Three – Up to $10,000: Post-production including final editing, outreach, film dissemination, etc.

Cost Share Requirement: A minimum 1:1 cost match is required.

Application Deadline: August 1 - For project activities starting no earlier than October 1.

If you encounter challenges or have questions at any point in the application process, please review our online grant resources and contact our grants and evaluation director by phone at (406) 243-6067 or email at megan.sundy@humanitiesmontana.org.

Available Resources

- Online eligibility survey

- FAQs

- Recorded informational webinars

- Grant guidelines

- Forms & Links

- Scoring criteria

- Film + Video budget instructions

- Film + Video project budget template

Here are a few things to consider before getting started with your application:

- All applicants must consult with our grants and evaluation director no later than 2 weeks before the Film + Video Grant application deadline. Click here to schedule a 30-minute grant consultation with Megan Sundy.

- You may request that our grants and evaluation director review a draft of your application no later than 3 weeks prior to the application deadline.

- All applications are due by the date and time stated above and any revisions to submissions must be requested via email prior to the deadline as well.

- Our grant award process is competitive and if you are unsure about the quality of your proposal, please contact our grants and evaluation director using the contact information listed above.

- Incomplete or inaccurate information may disqualify your application.

Pro Tips!

- Copy the questions into a Word document and draft your responses there before adding them to the online application form. This also provides a backup copy of your application and can save you from having to re-write your application should something not save in our online portal.

- Note character limits and use spell-check! Grammarly is also a great editing resource and is free to download.

- Get organized! Read through the entire application in advance and collect all required supplemental materials. Don't wait until the last minute!

- Read the guidelines carefully BEFORE drafting your proposed budget. We will only accept requests for allowable expenses.

Character Limits

Please note the character limits for each text area before drafting your response. We DO NOT require you to fill character limits, they are there as a guide to indicate whether we are looking for a brief description or a more detailed explanation. Character limits include spaces and punctuation.

Part 2 - Project Summary

Project Name*

Please enter the name of your proposed project.

Character Limit: 100

Brief Project Summary*

Think of this as your 30-second elevator pitch. In 2-3 sentences tell us 1) who you are, 2) the project's primary goal and activities, 3) and why it is important.

We will use this description on our website, social media, and press releases if your project is approved. You will be able to include a full description of the project later in this application.

Character Limit: 300

Previous funding*

Have you received Film + Video grant funding for this project in the past?

Choices

Yes
No

Project Type*

Choose the media format which best describes your project:

Choices

Film/Video
Television program/series

Project Phase*

Please choose your project phase from the drop-down list below.

Stage One: Research and script development. Grants for up to $8,000. Expected outcome: shooting script or equivalent (required to progress to Stage Two funding). Applicants must submit an example of previous work (Sizzle reel, Lookbook, Mood Board, etc.) with this application.

Stage Two: Production, including principal photography, source material acquisition, and rights clearance. Grants for up to $10,000. Expected outcome: rough cut of film/video or equivalent (required to progress to Stage Three funding). Applicants must submit a completed script or detailed narrative treatment with this application.

Stage Three: Completion of product, including post-production. Grants for up to $10,000. Expected outcome: final cut of film and/or dissemination of the film through community outreach and film screenings. Applicants must submit a rough cut of the project with this application.

Choices

Stage One - up to $8,000
Stage Two - up to $10,000
Stage Three - up to $10,000

Amount Requested*

Enter the dollar amount (rounded to the nearest dollar) of funds you are requesting from Humanities Montana.

TIP: This amount should reflect the same amount requested included in your project budget.

Character Limit: 20

Part 3 - Project Management

NOTE: In the event of an award, both the Project Director and the Authorizing Official as identified in this application may be contacted at any time to discuss grant administration.

Project Director Name*

The project director administers the entire project and is responsible for submitting fund requests and the final report to Humanities Montana at the end of the grant period.

Character Limit: 200

Project Director Email Address*

Character Limit: 254

Project Director Telephone*

Character Limit: 100

Authorizing Official Name & Title*

Please enter the name, and title of the applicant organization's authorizing official with the authority to approve requests for federal financial assistance, provide fiscal oversight for this project, and acknowledge the terms and conditions of entering into a subaward partnership agreement with Humanities Montana for the purpose of carrying out project activities.

NOTE: This is your organization's Executive Director, Board Chair/President, or Executive Administrator Overseeing Project and CANNOT be the same person listed as the Project Director.

TIP: If you are both the Project Director and Executive Director, please list your Board Chair/President as your authorizing official.

Character Limit: 100

Authorizing Official Email Address*

Character Limit: 254

Authorizing Official Telephone*

Character Limit: 100

Project Leadership & Personnel*

Please tell us about your project leadership and primary project personnel, their planned roles and responsibilities, and their relevant qualifications.

Character Limit: 4000

Humanities Scholars*

Please tell us about the humanities experts* contributing to this project.

- Name, title, description of their expertise and roles and responsibilities for your project.

EXAMPLE: Jane Smith, Montana Historian, Montana Historical Society, expertise in the history of Nevada City, will help develop and execute panel discussion, and will be responsible for selecting panelists.

Explanation: Humanities scholarship is critical to developing and supporting inclusive, meaningful programming grounded in rich, well-vetted humanities content and engages diverse audiences with humanities ideas. All projects must be grounded in humanities scholarship and incorporate an approach that is thoughtful, balanced, and analytical. Additionally, projects should involve humanities scholars representative of the film project's themes, content, and audience.

NOTE: At least one humanities scholar must be engaged in your project. Humanities scholars/subject experts are not isolated to individuals with terminal degrees in a humanities field but also include subject experts and local community experts. To learn more about humanities scholarship, please refer to our FAQs.

TIP: Include confirmed and committed scholars in this section. You are required to include a letter of commitment from scholars listed here in the final section.

Character Limit: 2000

Part 4 - Project Details

Character Limits

Please note the character limits for each text area before drafting your response. We DO NOT require you to fill character limits, they are there as a guide to indicate whether we are looking for a brief description or a more detailed explanation. Character limits include spaces and punctuation.

Logline*

Describe the plot in a captivating way and state the main concept of the story in a few concise sentences.

Character Limit: 500

Project Description / Synopsis*

Please provide a synopsis of the project's story. This is the most critical element of the film + video project proposal because it highlights compelling humanities content and reveals how

passionate and dedicated the applicant organization and filmmaker are to the success of the project.

NOTE: Please note the character limit in this section. You are not required to fill in the character limit. Your response, if drafted in Word beforehand, should be no longer than one page with 1.5 line spacing.

Character Limit: 8000

Required Supporting Materials*

Please share a link or upload a copy of the required work samples / supporting materials specific to the funding stage for which you are applying.

- **Stage 1 - example of previous work** such as a Sizzle Reel, demo, etc. (no longer than 10 minutes), a Lookbook or Moodboard (collection of photographs arranged to provide a visual representation of the mood, tone, or feeling of the film) to demonstrate the artistic/technical quality of the production and the humanistic content/themes of it as adequately as possible.

- **Stage 2 - script or detailed treatment** (a multi-page document written in prose, that tells the story that happens in the film and includes details of directorial style)

- **Stage three – rough cut of film** (teaser or trailers also accepted with pre-approval)

TIP: If your file size is too large or your file format is not compatible, please include a link to your materials (Box, Dropbox, Google Drive, OneDrive, Vimeo, YouTube, etc.) or email your materials to megan.sundy@humanitiesmontana.org.

REMINDER: Provide a password, if required for video links.

Character Limit: 500 | File Size Limit: 5 MB

Project Need*

Please describe the project's relevance and importance to advancing the humanities in Montana and the proposed impact on and value to local communities.

Briefly respond to the following questions:
- Why is this film project relevant and timely for communities in Montana?
- How do you know this topic is important to Montanans?
- Describe any key partnerships or collaborations involved in this project.

TIP: Cut and paste the bulleted list into the text box to help guide your answers.

Character Limit: 2000

Primary Audience and Filming Locations*

Our grants are intended to increase access to public humanities programming in Montana and increase collaboration and cross-cultural understanding among Montana communities and cultures.

Please identify the primary communities represented in the film, specific filming locations (Montana towns, cities, tribal territories, or other defined areas where the principal photography takes place), and intended viewing audiences.

Consider these questions:

- What age groups are included in your target audience (adults, children, families, seniors, young adults)?

- Who is your target audience in Montana?

- Which communities are represented in the film?

- Is there community involvement in the design and planning of your project?

- Where will the filming take place?

- If your project serves or is led by, any of the following under-resources groups*, how are representatives of this group involved in the project?

Under-resourced communities may include, but are not limited to: rural communities, youth/children, communities of color, Indigenous communities, LGBTQ communities, incarcerated people, people with disabilities, and people whose first (or only) language is not English.

NOTE: If your project involves Native American or other underrepresented communities or cultures, describe how those community representatives are being consulted and involved in your project. It is highly recommended that you document involvement and commitment from your partners through letters of support uploaded to this application.

Character Limit: 2000

Accessibility*

The majority of projects we support are free and open to the public making the content accessible for as many people as possible.

In some cases, projects may require minimal and reasonable fees to support the basic and necessary costs of the program. For example, fees collected through ticket sales or publication sales are allowable if 1) they are not cost-prohibitive or exclusive of lower-income groups/individuals, and 2) all cash income generated from collection of these fees are used to pay for expenses related to this specific project (funds cannot be allocated to other program, projects, or general operating expenses for your organization). Fundraising events are not

allowed.

Please explain how you will create public access to your program (free admission, support for those with different abilities, translation or language support, rebroadcast or reposting of recorded programming, etc.). Explain why and how the funds will be used if an admission fee is required.

Character Limit: 1000

Part 5 - Project Work Plan

Grant period start date*
When do your project activities officially start?

The <u>start date</u> should reflect when your project has confirmed funding and is ready to execute.

NOTE: Please refer to the grant guidelines for more information about start dates.

Character Limit: 10

Grant period end date*
When do your project activities officially end?

The <u>end date</u> is the date you will have completed all aspects of the project as articulated in your project application.

NOTE: Most organizations set their end date 30 days after all project activities have concluded. *All project activities must be completed within 12 months of the project start date.*

Character Limit: 10

Project Schedule, Key Activities, and Responsible Parties*
Please provide a complete and detailed description of research, production, and post-production, the relevant schedule, and the individuals responsible for each activity.

- **Stage 1 – Research**: Clearly state research and writing goals, planned outputs, key activities, and estimated date(s) of completion.

- **Stage 2 – Production**: Clearly state production goals, planned outputs, key activities (Principal Photography Days), key crew (producer, director, writer, director of photography, sound editor, etc.) responsible for each activity, estimated date(s) of completion. The schedule should include realistic timeframes and include plans to mitigate unforeseen circumstances that may impact filming.

- **Stage 3 – Post production**: Clearly state post-production goals, planned outputs, key activities, and estimated date(s) of completion.

Character Limit: 8000

Marketing & Distribution Plan*

Please describe the overall marketing strategy, specific distribution goals, methods for project distribution, and management of publicity for this film project.

TIP: Identify your intended distribution platform (e.g., broadcast, festivals, international, self-distribution, social media, theatrical, VOD or streaming platform, etc.)

NOTE: Projects with plans for broadcast syndication or film festival screenings should include letters of support from the relevant entities in their application. This section should also include plans to acknowledge funding from Humanities Montana.

NOTE: For Stage 1 projects, please do your best to describe your marketing and distribution goals after the film or video is complete.

Character Limit: 3000

Project Evaluation Plan*

Please describe how you will evaluate the project's success.

TIP: Include a description of how the results of your evaluation will inform further development of your project.

Character Limit: 3000

Part 6 - Budget, Cost Share, & Fiscal Management

Budget Instructions

Failure to follow Project Budget and Allocations instructions and to accurately itemize and calculate the $ amount may disqualify your application. We strongly urge you to request that our Grants and Evaluation Director review your draft budget table and budget narrative prior to submitting your application.

For a complete description of allowable and unallowable expenses and definitions of each expense category, please refer to the Grant Application Guidelines.

Questions? Contact Megan Hill Sundy by phone at (406) 243-6067 or by email at megan.sundy@humanitiesmontana.org.

Humanities Montana requires a one-to-one match for all grants. If you request $4,000 you must match that amount with another $4,000 using in cash, in-kind value, (e.g., the value of your

time (not compensated for by the grant, equipment, office space, etc.) or a combination of both. .

In-Kind is the value of good and services donated to this project (e.g., volunteer time, portions of staff salaries, facility rentals, supplies, etc.)

Other Cash Income is non-federal cash contributions to the project not covered by this grant (e.g., allowable expenses paid for by your organization, grant funds from another non-federal organization in support of the project, private donations, etc.)

For more information regarding eligible expenses, please refer to the grant application guidelines and FAQs section located on our website. We also strongly advise you to contact our Grants and Evaluation Director if you have ANY questions about the budget section prior to submitting this application. Call or email Megan Sundy at (406) 243-6067 or megan.sundy@humanitiesmontana.org.

- To learn more about calculating the value of volunteer time, please refer to the Independent Sector website for guidance.

- Before listing personnel expenses, please identify any potential conflicts of interest such as HM board members serving as contracted scholars/advisors.

- For organizations WITHOUT federally negotiated indirect cost rates (NICRA) no more than 10% of your overall request award amount may support indirect expenses such as the depreciation on buildings, equipment, and capital improvements; operations and maintenance expenses; accounting and legal services; and salaries of executive officers.

- For institutions WITH federally negotiated indirect cost rates (NICRA), please read the grant guidelines carefully and call (406) 243-6067 with questions.

Proposed Project Budget*
Please upload your proposed project budget as an Excel (xlsx) document. You must use our template.

Step 1: Read the Film + Video grant application guidelines. Use the link below to download a copy.
- **Film + Video grant application guidelines**

Step 2: Read Film + Video budget instructions. Use the link below to download a copy.
- **Film + Video Budget Instructions**

Step 3: Download the Project Budget Template by clicking on the link below:

- **Film + Video Project Budget Template**

Step 4: Add project income and expenses to the budget template and save as an Excel file.

Step 5: Upload your revised project budget form to this application by following the prompt below.

File Size Limit: 5 MB

Indirect Cost

If you choose to include indirect costs in your budget and your organization has a current federally negotiated indirect cost rate (NICRA), upload your NICRA document verifying the appropriate rate, the base, the name of the agency with which you negotiated, and the date of that agreement.

If you <u>did not</u> include indirect expenses in your request and <u>do not</u> have a NICRA, you do not need to upload anything here and may move on to the next question.

Organizations that wish to include indirect costs in the budget but have never had a NICRA may elect to charge a de minimis rate of 10 percent of modified total direct costs (MTDC). MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first $25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of $25,000.

Upload your NICRA document here:

File Size Limit: 2 MB

A. Total Humanities Montana Funds Requested*

Enter the amount requested from Humanities Montana. *This figure must match the Amount Requested on your budget form.*
Character Limit: 20

B. Total In-Kind Contributions*

Enter the amount of in-kind project cost share, such as the value of equipment, time, donated space, etc. *This figure must match the Expense Subtotal for In-Kind Costs on your budget form.*
Character Limit: 20

C. Total Other Cash Income*

Enter the projected amount of funds from other sources used as project cost-share. *This figure must match the total Expense Subtotal for Other Cash Costs on your budget form.*

Character Limit: 20

Total Project Cost = A + B + C*

Enter the total project cost (HM funds requested + In-Kind + Other Cash). *This figure must match the amount listed for Total Project Expenses on the budget form.*

Character Limit: 20

Budget Justification Narrative*

Using your Proposed Project Budget, accurately itemize how you plan to expend the grant funds for each income and expense entry included on your budget form. Include descriptions for expenses listed as in-kind or other cash income too!

You may type your narrative in the space provided <u>or</u> upload a separate document using the "Upload" button below.

TIP: Copy and paste the budget entries from your budget form and provide detailed justifications for each. See examples for the format to explain how the $ amounts will be expended. You may also write your justification in a narrative format.

EXAMPLE:
PERSONNEL: $1,000 honoraria for John Smith, humanities subject expert #1
TRAVEL: $65 for RT travel from Roundup to Billings for John Smith to attend and present at the March 3 event. (100 miles @ .655 cents/mile)
PROJECT ACTIVITIES – Promotion: $100 for newspaper and website advertisement of the event.
Project Activities - Facility/Equipment Rental: $50 venue rental fee contributed/donated by the Moss Mansion.

Character Limit: 5000 | File Size Limit: 5 MB

Fiscal manager name and title*

Humanities Montana requires the involvement of a fiscal manager who is <u>not</u> the project director/applicant. We recommend the fiscal manager be a qualified accountant or bookkeeper. The fiscal manager submits a final financial report at the conclusion of the project. If you are with a university, this is usually someone in your Office of Research and Sponsored Programs.

Character Limit: 250

Fiscal manager mailing address*

Character Limit: 250

Fiscal manager telephone*

Character Limit: 100

Fiscal manager email address*
Character Limit: 100

Reporting Requirement Acknowledgement*
Humanities Montana requires all subrecipient organizations to track, account for, and report their expenses as they pertain to this project. If awarded funds, Humanities Montana will require the submission of a final financial report after the project's period of performance. The sponsoring organization is responsible for maintaining and retaining supporting documentation for all reported expenses paid for with Humanities Montana funds for at least 5 years following the project end
date.

By clicking on this button, the applicant and fiscal agent agree to be responsible for all financial information supplied in financial reports.

Choices
Yes, I agree.

Part 7 - Additional Information, Attachments, & Certifications

Letters of support - Community Partners (optional, but recommended)
Upload all letters of support in a combined file (pdf,doc,dox).

TIP: If your distribution plan includes partnering with a film festival or broadcasting entity like PBS, please include a letter of support from each partner.

TIP: If your project involves representation (people, cultures, places, etc.) of an underrepresented community in the humanities (See guidelines), you must include a letter of support from that community.
File Size Limit: 5 MB

Letters of Committment - Humanities Subject Experts*
File Size Limit: 5 MB

Approval and certification of sponsoring organization*
This application is not considered complete until Humanities Montana receives this letter of approval certifying full compliance with federal legislation regarding nondiscrimination, debarment from participation, research misconduct, and other matters. These regulations are here.

This letter must be signed by the sponsoring organization's executive director/CEO.

Download, print, sign, scan, and upload or mail your sponsoring organization's CEO's letter of approval and certification. Please use our CEO Approval & Certification template form.

File Size Limit: 5 MB

Unique Entity ID (UEI)*

Humanities Montana cannot administer subawards to organizations without UEIs. The <u>Unique Entity ID (UEI)</u> is a 12-character alphanumeric ID assigned to an entity by **SAM.gov**.
For any questions about this requirement, please contact our grants office at (406) 243-6067.

Enter your 12-character alphanumeric UEI.

Character Limit: 12

Employer Identification Number (EIN)*

An <u>Employer Identification Number (EIN)</u> is also known as a Federal Tax Identification Number and is used by the IRS to identify a business entity. The EIN you provide in this space should match the EIN listed on your organization's **Form W9**.

Enter your 9-digit EIN below.

Character Limit: 10

Form W9*

Please upload a pdf copy of your organization's most recent **Form W9**. To learn more, visit the IRS website.
TIP: Your final form must be signed **AND** dated!

File Size Limit: 5 MB

Applicant/Project Director electronic signature*

By typing your name below, you indicate that this application is complete and true to the best of your knowledge.

Character Limit: 250