



## FILMMAKERS OF DIVERSITY HANDS-ON-FILM SERIES GUIDELINES

### PURPOSE

The Independent Filmmakers Co-operative of Ottawa (IFCO) is committed to conducting outreach to Ottawa's ethnically diverse communities. IFCO has created a targeted Hands-On-Film Workshop Series for these respective communities, so as to increase their participation within IFCO and encourage them to make films rooted in their ethos, ideas, culture and vision.

### ELIGIBILITY

#### Eligible Applicants

The Filmmakers of Diversity Hands-On-Film Workshop Series is open to all Canadians from various ethnically diverse backgrounds, who live within a 100 kilometre radius of the city of Ottawa and are 18 years or older.

### HOW TO APPLY

Applicants must complete and submit a Filmmakers of Diversity Hands-On-Film Series application form with the required support material(s). Applicants are asked to include a total of 4 copies of all (4 copies including the original) support material, essay and artist(s) resume (outlining relevant media art or other artistic experience).

All applications must be postmarked or received no later than the application deadline. Applications delivered in person must be received by the end of business day.

Applications, along with support material, can be mailed or delivered in person to the address listed below:

All applications will be retained by IFCO. Support material will not be returned unless otherwise indicated.

### ASSESSMENT OF APPLICATIONS

All applications are assessed by the Cultural Equity Committee's appointed jury. The panel will include qualified independent artists, arts professionals and filmmaking members from Ottawa's Ethnically Diverse communities. There will be three jurors on a panel. The jury will include one (1) Cultural Equity Committee member.

Jurors are chosen on the basis of their experience, knowledge, and open-mindedness. All jurors must be capable of making a fair and informed assessment of applicants.

Jurors evaluate all eligible applications on a comparative basis.

#### Appeal Policy

All juror decisions are final. However, if there is evidence that normal procedures were not followed, applicants may make a formal complaint to IFCO's Board of Directors.

## Assessment Criteria

The following criteria are used in assessing applications:

- Interest in filmmaking;
- Personal and artistic goals;
- Program's ability to contribute to the individual's artistic and personal development;

## DEADLINES AND TIMELINE

**The registration deadline for the Filmmakers of Diversity Hands-On-Filmmaking Workshop Series is Friday, October 22nd, 2010.**

Completed applications and support material must be postmarked or received by the following date: **Friday, October 22nd, 2010.**

If either date falls on a weekend or a statutory holiday, the deadline moves to the next business day. Applications sent after the deadline, or incomplete applications will not be accepted.

### Timeline

The call for applicants will be released at least one month in advance of the deadline for submission.

The Cultural Equity Committee appointed jury must submit their recommendations to the Board at no more than one month after the application deadline.

The Board must be informed of the jury's recommendations before the successful applicants are contacted.

The successful participants must be notified no less than three weeks in advance of the **Filmmakers of Diversity Hands-On-Film Workshop Series** start date.

## PARTICIPANT RESULTS

All applicants, successful or otherwise, will be notified of the results at least three weeks before the start date of the Filmmakers of Diversity Hands-On-Film Series.

## CONFIDENTIALITY

The confidentiality of applicants is strictly observed by jurors, the Cultural Equity Committee, the Board of Directors, and staff.

Jurors are required to treat both the contents of applications reviewed and their deliberations as confidential. The identity of unsuccessful applicants is not revealed.

After the completion of each competition, the names of jurors are available to applicants upon request.

## ENQUIRIES

For further enquiries, contact:

(613) 569-1789

Website: [www.ifco.ca](http://www.ifco.ca)

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