

GRANT APPLICATION GUIDELINES

PURPOSE

IFCO grants support the spirit of independent filmmaking by helping to fund filmmakers who use the medium of film and maintain complete creative and editorial control over their work. All genres are accepted.

ELIGIBILITY

1. Eligible Applicants

Applicants must,

- (1) Be **FULL** IFCO members by the date his or her application is submitted;
- (2) Have no outstanding balances owed to the Co-operative;
- (3) Be the director, maintaining creative control of the proposed project; and
- (4) IFCO's **BASIC** members are now eligible to apply for IFCO's **Mini Grants ONLY**;

Eligible applicants fall into either one of two categories:

- (1) Emerging filmmakers; or
- (2) Mid-Career/Established filmmakers.

Emerging Filmmakers

An **emerging filmmaker** is one who has completed basic film production training and:

- (a) Has not publicly exhibited or distributed a feature length (72 minutes or more) motion picture that primarily uses film; or

- b) Has not publicly exhibited or distributed more than two short-film (under 72 minutes) motion picture projects that primarily use film.

Basic film production training includes, but is not limited to, university or college studies, workshops, and hands-on experience.

Emerging filmmakers are eligible to apply for Mini grants. **All grant projects must be shot on film, and can be finished to digital format(s); IFCO does however strongly encourage projects being finished to film.**

Mid-Career/Established

A **Mid-Career/Established filmmaker** is one who has completed basic film production training and,

- (a) has publicly exhibited or distributed a feature length (72 minutes or more) motion picture that primarily uses film; or
- (b) has publicly exhibited or distributed more than two short-film (under 72 minutes) motion pictures that primarily use film.

Mid-Career/Established filmmakers are eligible to apply for the Frank Cole Production Fund.

All grant projects must be shot on film, and can be finished to digital format(s); IFCO does however strongly encourage projects being finished to film.

2. Eligible Projects

The normal production and post-production activities of an independent film are eligible for support.

Though projects can be finished to digital format(s); IFCO does strongly encourage funded projects being finished to film.

Priority will be given to those projects that can be completed within 2 years or less.

3. Ineligible Applicants & Projects

The following types of projects are not supported:

- (1) Projects shot on video;
- (2) Industrial, corporate, or commercial television projects;
- (3) Promotional material, including public service announcements;
- (4) Projects using film to document existing artwork(s); or
- (5) Projects that transfer film finished in one format to another, without modification of the original.

4. Other Restrictions

Applicants may only apply for one project at a time and cannot apply for an IFCO grant unless they have completed previous IFCO grant-awarded projects. Applicants **MUST** also apply with their **OWN ORIGINAL** scripts.

Senior filmmakers cannot submit the same project more than twice.

GRANT AMOUNTS

Grants cover costs incurred after the application deadline and do not cover any costs incurred by a film maker before the application deadline.

Applicants may receive less than the full amount requested.

1. Eligible Expenses

Grants cover two types of expenses: (1) In-house services (Soft costs), and (2) Hard costs.

In-house services are services offered directly through IFCO, which may include:

- IFCO equipment rentals such as: camera/lenses, tripods, lighting, projectors, sound, grip, portable dolly kit, Polaroid

camera, super-8 editing kit, animation table, changing tent, and/or slate;

- IFCO post-production suite rentals, such as: Pro Tools system, Final Cut Pro studio, sound studio rental, transfers/previews, flatbed editing bench, and/or manual rewind bench;
- Use of some IFCO facilities, at the discretion of IFCO; and
- Other similar services that have been approved by IFCO.

Hard costs are those expenses incurred from sources outside of IFCO, which may include but are not limited to:

- Film stock;
- Lab costs: film processing, telecine; transfers, workprints, answer and release prints, fades, dissolves;
- Negative cutting;
- Sound production, sound mixing;
- Optical sound transfer;
- Optical effects: optically printed dissolves fades, wipes, blow-ups, subtitles;
- Vendor Supplies: magnetic sound film and media (VHS, CD, DVD, Mini DV, and DAT tapes); and
- Other similar costs that have been approved by IFCO.

2. Insurance & Taxes

Please note that amounts awarded for **In-house** services will still be subject to IFCO's equipment insurance fees. For record and budget purposes only, an applicant may identify the applicable insurance fees for the in-house services requested, with the clear understanding that any and all insurance fees will be the applicant's sole responsibility and will be ineligible for and not part of any grant award.

In-house services awarded as part of a grant are not subject to taxes. Therefore, applicants must not include taxes for requested in-house services in their budgets.

In contrast, awarded amounts for **Hard-costs** are taxable. As a result, applicants may include applicable taxes for requested hard-cost amounts in

their budgets and this will be considered an eligible expense.

3. Ineligible Expenses

The following is a list of expenses that are not covered by these grants:

- Fees for actors, performers, technicians, and other participants in the production of the film;
- IFCO's Equipment Insurance Fees;
- Acquisition costs for music and other rights associated with the project;
- Costs for locations and locations' management;
- Travel costs;
- Video to film transfers;
- Video to video transfers;
- Soft costs related to acquiring any services from outside sources that IFCO normally provides; and
- Costs related to the purchase of equipment.

4. Value of Grants

Applicants may request the following amounts, which include both In-house services and Hard costs:

Grant Type	Amount
Mini	up to \$1,250
Frank Cole Production Fund	up to \$2,500

The break down of the maximum amounts an applicant can request, in terms of in-house services and hard costs are listed below.

	In-house	Hard costs	Total
Mini	\$625	\$625	\$1,250
Frank Cole	\$1,250	\$1,250	\$2,500

Based on the table above, an applicant applying for a Mini grant, for instance, can request a maximum of \$625 for in-house services and \$625 for hard costs (for a total of \$1,250). However, an applicant's *total* budget may exceed requested amounts.

HOW TO APPLY

Applicants must complete and submit a grant application form with the required support material(s). Applicants are asked to include **4** copies (3 copies plus the original). Only one copy of the support material is necessary.

For all types of grants, please submit the following in the order listed below:

- (1) Grant application form
- (2) Detailed description of project
- (3) Balanced budget
- (4) Production schedule
- (5) Crew positions
- (6) Resume
- (7) Support material

Applications, along with support material, can be mailed or delivered in person to:

IFCO Grants
2 Daly Avenue, Suite 140
Ottawa, Ontario
K1N 6E2

All applications will be retained by IFCO. Support material(s) will not be returned unless otherwise requested by the applicant. In such cases, the material(s) will be made available for pick-up at IFCO.

DEADLINES

Completed applications and support material must be received by the following dates:

	Jan 30 th
Mini	X
Frank Cole	X

If either date falls on a weekend or a statutory holiday, the deadline moves to the next business day.

All applications must be received no later than the deadline. Applications delivered in person must be received by the end of business day. Applications received after the deadline or those sent by fax or email will not be considered.

ASSESSMENT OF APPLICATIONS

1. Assessment Criteria

The following criteria are used to assess applications:

- (1) The ability of the applicant to undertake and complete the proposed film in the prescribed time;
- (2) A balanced budget providing a realistic justification of revenues and expenses;
- (3) The merit and originality of the proposed film; and
- (4) The applicant's contribution to the filmmaking discipline.

2. Jury's Role

All applications are assessed by a panel of three qualified independent artists and arts professionals known for their work either in film or other art related disciplines. There will be three jurors on a panel.

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 applications.

Jurors are not Board members or staff.

The jury evaluates all eligible applications on a comparative basis using published assessment criteria.

The jury reserves the right not to award a grant to any of the applications submitted and is not required to recommend a minimum number of grants in each grant category.

The jury may decide to,

- (1) Award a grant in the amount requested;
- (2) Award a lower amount than requested; or
- (3) Deny an application.

3. Board of Directors' Role

In exceptional circumstances, where it can be demonstrably justified that awarding a grant will more than likely pose a substantial risk to the integrity of the organization, the Board of Directors may over-rule a jury's decision. In these circumstances, the onus of proof lies with the Board.

4. Appeal Policy

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

In cases where the Board of Directors over-ruled a jury's decision, an applicant may appeal the decision within 30 days of receiving notice of the decision. A panel, appointed by the Board of Directors will hear the appeal. The panel will be composed of at least three members—one of whom will be a Board member.

GRANT RESULTS

Applicants will be notified of the results, by letter or email, within 1 to 3 months of the deadline.

CONDITIONS

1. General

A. Grant recipients must sign and return a *Production Assistance Agreement* (“Agreement”) to the Executive Director within 3 months after receiving notice of the award. If after 3 months the Agreement has not been signed, the grant award will be deemed null and void.

B. Grants must be used for the purposes outlined in the recipient’s application. Changes that are fundamental in nature must be reported promptly to the Executive Director. In such cases, IFCO may require full or partial repayment of the grant.

C. Grant recipients must commence their projects within a year of receipt of their grant, and complete their projects within two years of receipt of their grant. If recipients are unable to do so, they must notify the Executive Director promptly.

D. Grant recipients are required to file an artistic and financial report for their project within 3 months of the film’s completion. Applications for future grants will not be considered until reports of previous grants have been received and approved by the Executive Director.

E. IFCO reserves the right to place conditions on the release of grants. Any specific conditions associated with a grant will be contained in the Agreement.

F. Grant recipients agree to provide IFCO with **Primary rights** to locally exhibit and promote the grant-supported project at an IFCO screening upon project’s completion.

G. Grant recipients are required to acknowledge IFCO’s assistance in any non IFCO public performances or events featuring an IFCO grant-supported project.

H. All grant recipients must provide IFCO with a finished copy of their film in digital format(s) for archival and promotional purposes.

2. Acknowledgement

Grant recipients must acknowledge the financial assistance of IFCO in all final release prints by using the phrase “Produced with the assistance of the Independent Filmmakers Co-operative of Ottawa Inc.”

For all printed materials, reports, signage, and publicity related to their projects, recipients may use the phrase mentioned above and/or a logo supplied by IFCO.

3. Repayment of Grant

At the discretion of the Executive Director, the grant must be repaid, in whole or in part, when the grant recipient:

- (1) Breaches any of the terms and conditions of the grant;
- (2) Knowingly provides false information;
- (3) Uses the grant for purposes not approved by IFCO; or
- (4) Fails to complete the project in the time prescribed.

CONFIDENTIALITY

The confidentiality of applicants is strictly observed by the jury, the Grant Committee, the Board of Directors, and staff.

The jury is 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 made available to each applicant.

ENQUIRIES

For further enquiries, E-mail:

grants@ifco.ca
(613) 569-1789

director@ifco.ca
www.ifco.ca