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|  | **LONDON LESBIAN FILM FESTIVAL** | **Application 2013** |

Application Deadline: June 28, 2013

**Grant to Film and Video Artists: 2013**

The London Lesbian Film Festival is a celebratory gathering at which we project our images, challenge our politics, and reflect upon our lives. The festival aims to portray richness and diversity of lesbian experiences and to strengthen our communities.

If you have questions about this grant, application form or the application process, please contact London Lesbian Film Festival at [grants@llff.ca](mailto:grants@llff.ca).

Fill out the forms listed below, prepare the supporting documents detailed in the checklist, photocopy the required material and send the application package to:

MAILING ADDRESS: COURIER ADDRESS: London Lesbian Film Festival LLFF Grant Application c/o 217 Emery St E P.O. Box 24087 London, ON N6C 2E3 301 Oxford St. W London, ON N6H 5C3

**GRANT AMOUNT: $1000**

This application contains the following documents:

1. INSTRUCTIONS FOR APPLYING TO LLFF FILM & VIDEO GRANT page II
2. COMPLETING AND PUTTING TOGETHER YOUR APPLICATION PACKAGE pages III-IV

Please ensure your application is complete and in order.

Application items must be arranged in the order described on the checklist.

1. APPLICANT INFORMATION pages 1-4

Please fill out and sign. We need only the original of these pages.

Pages 1-4 are for LLFF use only and will not be sent to the jurors.

The personal information is confidential to the LLFF.

Please fill out each of the following and provide 6 copies of each.

APPLICATION SUMMARY page 5

PROJECT DESCRIPTION page 6

SUPPORT MATERIAL INSTRUCTIONS & LIST pages 7-8

BUDGET (available separately)

**DO NOT PHOTOCOPY THIS PAGE**

**INSTRUCTIONS FOR APPLYING TO LLFF FILM & VIDEO GRANT**

The details in this section are important. Please follow all directions.

**APPLICATION FORMS**

* Make sure you have the latest form and deadline information. Application material is dated by year, if you are applying in 2013, you must use a 2013 application.
* You must submit your application to the LLFF on paper. LLFF forms may be filled in on screen by computer then printed, or the forms may be filled in by legible printing in ink. Other written materials, such as the project description or artist statement, must be computer-generated in a type no smaller than 11-point and submitted on 8 ½ “ x 11” white paper.
* Please provide the required number of copies of the application material. We keep one set for our files and the send the other copies to the jury for assessment.

**DEADLINE AND APPLICATION POLICIES**

* We will not accept applications that have been faxed, emailed or sent on a disc or other memory device.
* Incomplete applications will go forward to the jury. We do not accept any additional materials after the deadline.

Make sure your application is complete, signed, accurate, and readable, that sections are arranged in the same order as the checklist, and the package is submitted with the correct number of copies. These requirements are your responsibility.

* We will notify you by email when we have received your application package. Ensure you have provided an email address.
* Get your application in on time. Late applications are ineligible and will be returned to you by mail at any point in the process after the deadline date.
* We will only accept applications postmarked by Canada Post or a courier company no later than the deadline date. If your application is received late you may be asked to show a dated receipt confirming date of mailing.

**DO NOT PHOTOCOPY THIS PAGE**

**COMPLETING AND PUTTING TOGETHER YOUR APPLICATION PACKAGE**

Complete all sections of this application. You may wish to have someone else review your application before you send it to LLFF to make sure it is complete.

**APPLICATION CHECKLIST** – only tick the boxes as you assemble your application

**Application Checklist** ☐ (1 copy required). Please complete and return this page.

All items below must be included when submitting your application.

**Applicant Information (pages 1-4)** ☐ To be signed (original only). This is an LLFF-prepared form.

**Application Summary (pages 5)**  ☐ (6 copies required). This is a LLFF-prepared form.

**Support Material** ☐ (1 copy required). Please see *Support Material Instructions* for details of required support material.

SUPPORT MATERIALS WILL NOT BE RETURNED

**Project Description (page 6)** ☐ (6 copies required) Please insert your own written material of answer questions in this form.

**LLFF Budget Form (separate form provided)** ☐ (6 copies required). This is an LLFF-prepared form. Please read the instruction sheet before completing the form. It is strongly suggested that you also submit your own detailed budget. Indicate where the LLFF funds will be applied, and how much of the total budget will be paid to you.

Keep a copy of the budget for later use. If your application is successful, you will need to use this copy of the budget when it is time to submit your final report.

**Résumé**  ☐ (6 copies required) Please insert your own material.

Outline any relevant training and/or artistic activity and experience that you have. If there are key collaborators or participants, include their résumés as well.

**Support Material List (page 8)** ☐ (6 copies required) This is an LLFF-prepared form. List the support material you are submitting on this form. Clearly label your corresponding support materials.

**Signed Letters of Agreement (if applicable)** ☐ (6 copies required) Please insert your own material.

Provide signed letters of agreement for the use of any material over which you do not hold copyright (story, script, images, music, etc.). A documentary about specific people must be supported by a letter of agreement confirming their willingness to participate and to provide access to related material.

If you wish to use technologies with which you are unfamiliar, you may work with the assistance of a specialist or mentor. Please include letters confirming this type of assistance.

You must include 6 copies of letters of agreement with your application. We will not return the letters to you.

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**INSTRUCTIONS:**

* After completing your application, sort the copies into 6 individual sets.
* Each set should contain all the items in the same order as they appear on the checklist above. Please number the pages.
* Attach the **Application Checklist** and **Applicant Information** to one set. The Applicant Information is kept in our files. The other 5 sets will be sent to the jury members for assessment.
* **DO NOT STAPLE OR BIND THE APPLICATION**
* Send the entire application package to the program name and address on the cover page of this application.
* Remember to make a copy of the complete application for your files.

**ELIGIBILITY CRITERIA**

* Applicant self-identifies as a woman.
* Applicant is a Canadian citizen or permanent resident of Canada.
* Applicant is a graduating student in the year 2013 from:

1. Fanshawe College of the Advanced Film Making Program ***or***
2. Western University with a Three-Year General BA or a Four-Year Honours BA from the Film Studies program (Western University students must have successfully completed Film 3370 *Advanced Film Aesthetics).*

* Proposed film/video project must contain lesbian content.
* **Proposed film/video project of a duration of five (5) minutes or less.**
* Applicant is the main creative lead for this project.

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| **PART 1: APPLICANT NAME** | | | | | |
| **First name:** **Last name:**  *(If the application is successful, a cheque will be made out to the above individual. You must be able to cash a cheque in this name.* ***Cheques will not be issued to production companies****)* | | | | | |
| Salutation for correspondence:  ☐ Ms. ☐ None ☐ Other specify | | | | | |
| Declaration – Must be completed  I permit London Lesbian Film Festival to include my name for grant promotion (email, website and print materials). ☐ Yes ☐ No | | | | | |
| **PART 2: APPLICANT FULL ADDRESS** | | | | | |
| Suite/Apt./Floor | Number and street name | | | R.R.#/Postal station | |
| City/Town/First Nation | | Province | | Postal code | |
| Phone number  ( ) - - | | Fax number  ( ) - - | | | |
| Email address | | Website | | | |
| **PART 3: APPLICANT MAILING ADDRESS, IF DIFFERENT FROM THE ADDRESS ABOVE** | | | | | |
| Suite/Apt./Floor | Number and street name | | | R.R.#/Postal station | |
| City/Town/First Nation | | | Province | Postal code | |
| **PART 4: ALL THREE SECTIONS MUST BE COMPLETED** | | | | | |
| 1. I self-identify as a woman | | | | | ☐ Yes |
| 2. I am a Canadian citizen or a permanent resident of Canada | | | | | ☐ Yes |
| 3. In 2013, I will graduate from *Advanced Film Making*, Fanshawe College.    **OR**  In 2013, I will graduate with a Three-Year General BA or a Four-Year Honours  BA from Western University's Film Studies program (Western University  students must have successfully completed Film 3370 *Advanced Film*  *Aesthetics).*  *Proof of graduation, in the form of a letter, from the respective Film Studies Department must be provided by September 30, 2013.*  *Western University students should contact the department’s Administrative Assistant Ms. Jennifer Tramble to request proof of graduation.* | | | | | ☐ Yes  ☐ Yes |

**PROJECT DETAILS**

Working Title of Project:

Project Summary: In two or three paragraphs give a brief summary of the proposed project.

**TERMS AND CONDITIONS** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please read carefully the following terms and conditions before signing this document.

**TERMS AND CONDITIONS FOR THE APPLICANT**

**Indemnification:** The applicant agrees that the LLFF is not responsible for loss or damage, however, caused, to applications and to support materials.

**Consent to Release:** The applicant consents to the release of project information and any reports associated with this application to LLFF assessors and other granting agencies where the applicant has also applied.

**TERMS AND CONDITIONS FOR THE RECEIPT OF LLFF FUNDS** If you are successful in receiving a grant, the following terms and conditions apply. Your signature on this document indicates that you agree to the terms and conditions as outlined below.

**Purpose and Use of the Grant** LLFF funds will be used only for the purposes outlined in this application.

The film/video project:

* must contain lesbian content.
* must be of a duration of five (5) minutes or less, excluding credits.
* applicant must be the main creative lead for this project (i.e. writer, director, producer).
* must be submitted to the LLFF by January 31, 2014 for consideration at the 2014 festival.

If the project is delayed or changed substantially for any reason you will notify the LLFF in writing before the changes take place.

If the project does not go forward, you will return to the LLFF the funds granted for the proposed project.

**Audit Requirements** You must maintain accounting records detailing the receipt and disbursement of funds received from the LLFF.

**Reporting Requirements** You are required to submit a final report on how you used the grant. Guidelines telling you how to prepare this report will be provided with your grant cheque. This report must be submitted by the date identified in your grant notification letter. If you fail to submit a report, the LLFF may request that you repay the grant.

**Acknowledgement**  You are required to acknowledge LLFF’s support of your project either by use of LLFF’s logo, or as written acknowledgement, as outlined in your grant notification letter.

Synopsis: Attach a 1-page detailed outline of project: including documentary or narrative (comedy, drama, etc), characters, main issue, basic sketch (beginning, middle & end).

**AUTHORIZING INFORMATION AND SIGNATURE**

**I agree to the following:**

* I have read and understand all the terms and conditions above.
* The information given in this application for funding assistance is true, correct and complete in every respect and that, in the event that a grant is awarded, I agree to the terms and conditions described above.
* **I understand that later applications or applications that do not meet the eligibility criteria for the program will be withdrawn from the grant application process and returned to me at any time in the process.**
* I understand that no further information can be added once I have submitted this application.
* I have included 1 copy of:

Application Checklist

Applicant Information

Support Material

* I have included 6 **COLLATED\*** copies of the following items:

Application Summary

Project Description

LLFF Budget Form

Résumé

Support Material List

Signed Letters of Agreement

**\*COLLATED** means that the above items are sorted into 6 sets, where one complete set contains a copy of each item, assembled in the order they appear on the checklist.

* I self-identify as a woman.
* I understand that any extra material not accepted in this program will be removed and not forwarded to the jury.
* I understand that support material will not be returned.
* I am a Canadian citizen or permanent resident of Canada.

* I will submit the completed film/video project to the LLFF by January 31, 2014 for consideration at the 2014 festival.

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| Applicant signature |  |
| Date |  |

**APPLICATION SUMMARY**

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| **Name** | **Location – City/Town** | | |
| Applicant – First and Last |  | | |
| Project title | LLFF Grant amount:  $1000 | | Total project expenses (from budget page)  $ |
| Project Summary (25 words or less) | | Applicant creative role(s) in proposed project:  ☐ Writer  ☐ Director  ☐ Producer | |

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| **Activity Schedule** | Start  Month/Year | Finish  Month/Year |
| Development/script: |  |  |
| Preproduction: |  |  |
| Production: include location(s) |  |  |
| Postproduction: |  |  |

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| Proposed Project Category | |
| ☐ Animation | ☐ Drama |
| ☐ Comedy | ☐ Experimental |
| ☐ Dance film/video | ☐ Narrative |
| ☐ Documentary | ☐ Other (specify): |
| ☐ Other (specify): | |
| Length of proposed project (i.e. running time – maximum 5-minutes): |  |
| Project Format (e.g. 16 mm , 35 mm, DV, miniDV, HD, etc.): |  |
| Exhibition Format(s): |  |

**PROJECT DESCRIPTION**

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| Synopsis – 1 paragraph summarizing the content, subject or storyline. |
|  |
| Rationale – you may wish to address: why this particular project is important to you or to the subject or community that is involved; how the project will help you to develop your artistic expression and/or your career as an artist; how the project relates to your previous work; and how the project contributes to the development of the art form (No more than 1 page) |
|  |
| Detailed outline, as appropriate for your project:  For *Documentary projects* – an outline of the research that you have completed for your project; a  description of the production, including your visual and sound treatment (camera movement, lighting,  music or audio, etc.); and a general story outline. (No more than 5 pages).  For *Dramatic/comedic projects* – a description of the structure of the production, including your visual and  sound treatment, and/or storyboard. (No more than 5 pages). And the full script.  For *Animation projects* – a storyboard and a description of the content and how it will be exhibited  (include sketches if needed) and a plan for execution. (No more than 5 pages).  For *Experimental projects* – a description of the structure and themes; your working process and your  planned visual and sound treatment. (No more than 5 pages). |
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**DO NOT SUBMIT THIS PAGE**

**SUPPORT MATERIAL INSTRUCTIONS**

You must send support material with your application. There will be no extensions for the receipt of support material.

Support material is very important. It shows your creative approach and your ability to execute ideas and projects.

**The following support material is required**:

Submit at least 1 and no more than 2 completed works, in DVD format, in which you played a major creative role (i.e. writer and/or director) and which is reflected in the credits.

Jurors have limited time to view support material (usually a total of 5 minutes for each submitted work sample), so provide directions to the DVD section(s) (i.e. time stamp) that you feel most relevant to your current application. Make note of any elements in your support material that are of special relevance to your proposed project.

**Do not send excerpts or demo reels**; jurors must have the option to view other sections of a piece of work.

**Do not send masters or originals**; the LLFF will not be responsible for their loss or damage.

**Do not send printed promotional material** (i.e. press clippings, reviews, posters, postcards, etc.).

**INELIGIBLE SUPPORT MATERIAL WILL NOT BE SCREENED FOR THE JURY.**

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| **Eligible Support Material √** | **Ineligible Support Material X** |
| * Previous work that you created or for which you were the principle artist/creator * Animation * Dance/music video * Documentary * Drama/comedy * Experimental * Web-based video projects | * Work that someone else directed * Clip reels or demo reels * Commissioned projects * Promotional projects * Television projects * Video games * Public service announcements * Documentation of existing work * Journalistic or reporting-style documentary projects * Websites * Written materials (e.g. screenplays for other projects) * Contracted projects |

**SUPPORT MATERIAL LIST**

Submit at least 1 and no more than 2 completed works, in DVD format, in which you were the director and which is reflected in the credits.

Support material is an important part of the assessment process. Please take the time to fill out all of the relevant sections of this form.

**Support material will not be returned.**

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| **Applicant Name** (First and Last) |  |

**Important note**: If you would like us to view a specific portion of the support material sample provided, please provide notes to indicate the portion that should be viewed on the DVD.

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| Example #1 | | | | |
| Title of Work |  | | | |
| Applicant’s credit/role in the project (must include director) |  | | | |
| Completion date |  | | Student Work: ☐ Yes ☐ No | |
| Sound  ☐ Yes ☐ No | # minutes |  | QuickTime  Video | ☐ Yes  ☐ No |
| Viewing Instructions |  | | | |
| Describe how this support material is relevant to your current project |  |  |  |  |
| Example #2 | | | | |
| Title of Work |  | | | |
| Applicant’s credit/role in the project (must include director) |  | | | |
| Completion date |  | | Student Work: ☐ Yes ☐ No | |
| Sound  ☐ Yes ☐ No | # minutes |  | QuickTime  Video | ☐ Yes  ☐ No |
| Viewing Instructions |  | | | |
| Describe how this support material is relevant to your current project |  | | | |