

California Documentary Project

Production Grants for Film, Radio and New Media

Deadline: November 1, 2010

Noon: Deadline for electronic submission of online application and uploaded proposal narrative and budget

5 pm: Deadline for work samples to be received at CCH's San Francisco office

No late applications will be accepted

PROGRAM DESCRIPTION

The California Documentary Project (CDP) is a competitive grant program of the California Council for the Humanities (CCH). CDP Production grants support film, radio and new media projects that document the California experience and explore issues of significance to Californians. Projects must approach subject matter from a humanities perspective; enhance our understanding of California and its cultures, peoples and histories; and be suitable for California and national audiences.

The Role of the Humanities

CDP supports film, radio and new media projects in which the humanities are used to provide context, depth and perspective. The humanities spring from a fundamental interest in understanding the values and practices that inform our lives; the need to reflect on the past and the present to make critical choices; and the desire to be moved, delighted and make sense of the world in which we live.

Humanities disciplines include, but are not limited to, history, literature, philosophy, folklore, ethnic studies, religious studies, ethics, jurisprudence, and qualitative approaches in the social sciences. They emphasize analysis, interpretation, and the exchange of ideas. The CDP Production grant program is designed to increase access, understanding and awareness of the public humanities through the support of humanities-based documentary media productions.

Eligibility

Eligible applicants/project directors must:

- Have tax-exempt organizational status or a tax-exempt organization as fiscal sponsor
- Be in good standing with CCH (e.g., without unfulfilled reporting requirements), if a previous grantee
- Not have an open grant with CCH, unless a CCH-approved sponsoring organization (see FAQ for more information)

Funding Level

Film and radio projects may request up to \$50,000. New media projects may request up to \$20,000. The grant request must be matched by at least a 1:1 amount of cash or in-kind contributions from non-federal sources.

Project Requirements

Film, radio and new media projects must meet all of the following criteria:

- Be currently in production and have a work-in-progress sample (CD, DVD or web-based) available for submission
- Document the California experience and explore issues of significance to Californians
- Approach the subject matter from a humanities perspective—for example, making use of existing or new scholarship and research on the topic, incorporating a variety of perspectives, seeking to foster critical reflection and thoughtful analysis on the part of the audience

- Actively involve at least **two humanities advisors** in significant phases of the project
- Be conducted by experienced film, radio or new media producers and directors. A previously completed work sample must be submitted.
- Film and radio only: Be suitable for national broadcast and/or distribution, meeting national broadcast requirements in terms of length, format and technical quality
- New media only: Produce a publicly accessible interactive project. See FAQ for more information.

Review Criteria

Applications will be evaluated using the following criteria:

Quality

- Clarity and strength of concept, style and approach
- California and national relevance
- Depth of humanities content and approach
- Experience of project staff and advisors
- Significance of project goals and impact

Capacity

- Feasibility of budget, timeline, fundraising strategy, outreach and evaluation

Eligible Costs

Include, but are not limited to:

- Salaries and professional fees for production staff and technical consultants
- Honoraria and stipends for humanities advisors
- Production and post-production expenses
- Travel, lodging and per-diem expenses for staff, consultants, humanities advisors, and researchers
- Supplies and materials for production activities
- Equipment (rental, unless purchase cost is less)
- Administrative expenses directly related to the project, including phone, postage, photocopying and printing
- Publicity expenses, such as printing or mailing of announcements or flyers
- Public program expenses (e.g., rental of a venue for screenings)
- Fiscal sponsor or indirect administrative fees (up to 10% of your total CCH grant request)
- Project administrative salaries and fringe benefits (up to 25% of your total CCH grant request)

We Do Not Fund

- Institutional histories produced and/or partially funded by the institution itself
- Advocacy
- Projects that are primarily promotional in nature
- Projects at the research and development stage. (If you wish to apply for research and development support, please see the CDP Research & Development Grant.)
- Projects already in post-production (i.e., have already completed production)

Timeline

July 2010: Guidelines posted at www.calhum.org
September 2010: Informational grant workshops and webinars. Details will be posted on the CCH website once they become available.
October 1, 2010: Online application available at www.calhum.org
November 1, 2010: Noon: Online application deadline
5 pm: Deadline for supporting materials to be received at CCH SF office
February 2011: Grant awards announced
March 1, 2011: Grant period begins

For additional information, please see the Grants section of our website at www.calhum.org.

GUIDELINES

Please include the following information in your proposal in this order using the numbered headings at the start of each section. All responses should be single spaced and in 12 pt. font.

Proposal Narrative

1. Project Description (maximum length: three pages)

- What is the story your project will tell? What topics, issues and themes will your project address? How will these topics enhance our understanding of California and its cultures, peoples and histories? How will this story be relevant and of interest to both California and national audiences?
- What is the style of the documentary and how will you develop it? Please include a short treatment detailing the style, structure and content of your project.
- New media only: What interactive elements will be used to engage online audiences?
- What is the current status of the project? When is the anticipated completion date?

2. Humanities Content and/or Approach (maximum length: one page)

- How will the humanities inform your project? For example, how will you use the humanities to frame the questions you want to raise or develop the broader social, cultural or historical context for your subject? What sources will you consult to provide insight and context? What strategies will be used to research and frame the topic?
- Explain the role the two (or more) humanities advisors will play and how they will be involved in the design and implementation of the project, (e.g., content advisor, research consultant, interview subject, rough cut reviewer, etc.)

3. Humanities Advisors

- Provide brief, **one-paragraph** bios for each advisor describing area of expertise; relevant scholarship, research or writing; and position and institutional affiliation, if applicable.

4. Project Personnel

- Project Director: Please provide a **half-page** bio and a list of production credits and major broadcast, screening, exhibition and award information.
- Key Project Personnel: Provide brief, **one-paragraph** bios and email addresses for confirmed personnel (technical staff, producer, writer, cinematographer, editor, web designer, etc.). Bios should include information about each person's technical or substantive expertise. Briefly explain each person's role in the project.

5. Goals and Impact (maximum length: half a page)

- What specific goals do you have for this project?
- What impact do you hope this project will have?
- How will these be evaluated?

6. Outreach and Audience Engagement (maximum length: half a page)

- Please describe the target audience(s) for your project, including any underserved audiences.
- How do you plan to reach and engage these audience(s)? Describe plans for outreach and audience engagement, including potential partnerships, educational materials and social media strategies. Film and radio: Please also specify plans for securing national broadcast and/or distribution. Describe plans for theatrical, festival and/or community screenings.

7. Fundraising Strategy (maximum length: half a page)

- Describe the strategy for raising additional funds necessary to complete the project.
- Provide information on all sources and amounts of project income received to date. List the status of other sources of funding currently under consideration, whether to be applied for or pending.

8. Sponsoring Organization (maximum length: one paragraph)

- Provide a brief description of the sponsoring organization. Please include the name of the organization’s executive officer.
- Explain the sponsoring organization’s role in the project.

9. Timeline (suggested length: one page)

Provide a timeline detailing major project activities (e.g. meetings with humanities advisors, production schedules, anticipated post-production dates, etc.) from the beginning of the grant period, March 1, 2011, until completion. Please note that project activities for which you seek CCH funding cannot occur prior to funding notification and that the maximum term of this grant is three years (funded project activities must conclude by February 28, 2014).

Please provide the timeline in this format:

TIME PERIOD	ACTIVITY
March 2011	Project team meeting with humanities advisors, Los Angeles Continue archival research, Huntington Library Preliminary phone interviews with potential subjects
April – May 2011	Consult humanities advisors about interview topics and approach Shoot interviews with Los Angeles-based subjects Transcribe and review interview material Shoot B-roll, Los Angeles
June 2011	Plan major location shoot, San Diego
	etc.

10. Required Sample Work and Explanation of Selection (maximum length: half a page)

Explain the selection of prior work and briefly outline what role(s) the project director played in its creation. Provide any necessary background information or context for the work-in-progress.

Required sample materials:

Film and radio applicants

- Two copies of previously completed work (DVD/CD)
- Two copies of the work-in-progress for which you seek funding, suggested length: 10 minutes (DVD/CD)

New media applicants

- Internet link(s) to a previously completed web-based project or two copies of media samples (DVD/CD)
- Internet link or two copies of the new media work-in-progress for which you seek funding (DVD/CD)

Sample work should be mailed directly to CCH's San Francisco office to be considered for review and must arrive **before** 5 pm on November 1, 2010. All work samples should be produced and/or directed by the project director and be clearly labeled with name, contact information, project title, and sponsoring organization. Work samples are weighed heavily in the review, so be sure to submit your best work and to test your samples before mailing them. Sample materials will not be returned.

11. Full Project Budget (Excel templates to be uploaded separately)

Film and radio projects may request up to \$50,000. New media projects may request up to \$20,000. The grant request must be matched by at least a 1:1 amount of cash or in-kind contributions from non-federal sources. All contributions must be reflected in your full project budget whether these funds are in place at the time of application or projected. Funds from NEH, state humanities councils or other federally-assisted programs may not be used as matching funds. See the FAQ for in-kind details.

- **The itemized project budget in Excel.** Please download and use either the film/radio or the new media budget template provided on the CCH website. The budget should reflect ALL costs associated with the project including previously spent funds, CCH grant funds, matching funds and funds yet to be secured. Be sure to provide the names of other funders and include the amount of income received or anticipated. Give an estimate of individual support (names not necessary). Indirect administrative fees can account for up to 10% of your request. For other eligible costs covered by the grant, see the FAQ. Film and radio: Instructions for completing the budget are included in the Excel template: see tab on lower left of budget form.

12. Budget Narrative (to be included in proposal narrative)

New media: Clarify any budget items that need a narrative explanation. For example, if travel is budgeted at \$300, provide a breakdown of costs and explain here why this is necessary for the project (travel: 2 RT flights x \$150 for project staff travel to LA for meeting with humanities advisors). The narrative should also be used to identify other project funders and sources of income. Give an estimate of individual support (names not necessary).

Film and radio: A budget narrative is not required for film and radio submissions, however you may clarify any budget allocations in this section of the proposal if necessary.

GRANT WORKSHOPS AND WEBINARS

Grant workshops and webinars for the California Documentary Project grant will take place in September 2010. Please check www.calhum.org for more information or sign up for the California Council for the Humanities' eNews to find out about important grant deadlines, upcoming workshops, local events and more.

FREQUENTLY ASKED QUESTIONS

What types of film and radio projects are eligible for a California Documentary Project grant?

The Council seeks original film and radio projects that document the California experience and explore issues of significance to Californians. Film and radio projects must be solidly based in the humanities and be suitable for California and national audiences. While there is no restriction on subject matter, projects will be evaluated on their relevance to California and national audiences. Productions of any documentary style are eligible to apply, however historical projects should make a clear case for their subjects' relevance to contemporary audiences. Since 2003, CDP has supported a broad range of projects covering diverse subject matter in multiple styles. Please see www.calhum.org for a list of previously supported CDP film and radio projects.

What types of new media projects are eligible for a California Documentary Project grant?

The Council seeks original, interactive projects that document the California experience and explore issues of significance to Californians. New media projects must be solidly based in the humanities and be suitable for California and national audiences. Projects may incorporate a range of media formats and should capitalize on the interactive potential of the Internet, mobile technology or other digital media to engage users and cultivate user participation. The Council is particularly interested in projects that encourage active and continued collaboration between media makers and humanities advisors. Projects may be related thematically to companion films, radio documentaries, museum exhibitions, books, etc., but they should not be primarily promotional in nature. Please see www.calhum.org for a list of previously supported CDP new media projects.

Does the Council fund individuals?

No. Individuals seeking funds for a project must be sponsored by a tax-exempt organization or municipal/state agency, preferably one based in California.

Does the non-profit sponsor need 501(c)(3) status?

No, but the sponsor has to be a viable non-profit organization with tax exempt status. Although not required, the Council strongly prefers that the sponsor be based in California.

What are the responsibilities of the sponsoring organization?

The sponsoring organization must approve the submission of the proposal, be willing and able to administer grant funds in conformity with the terms of the grant agreement, and must accept full responsibility for undertaking and supporting the project as outlined in the proposal. If a grant is awarded, the authorizing official of the organization will receive the award packet and must sign the grant agreement and other required award documents before any funds can be disbursed. The sponsoring organization is the entity with overall and final accountability to CCH for the project.

Can an organization apply for more than one grant at a time?

Generally, no. However, applicants to the Public Engagement Program may also apply to the CDP Production or Research and Development programs with a new project. Otherwise, an organization can only apply for one grant per deadline unless it is an approved media fiscal sponsor (e.g., BAVC, IDA, SFFS, PRX, etc.). If you have any questions about an organization's eligibility, please contact the CCH Grants and Contracts Manager, Lucy Nguyen, at Lnguyen@calhum.org.

Who should be the project director and what is his or her role?

In most cases the project's director, producer, or executive producer should serve as the grant application's designated project director. If for any reason the individual listed as project director is not

the director, producer, or executive producer, please provide an explanation. In this case, the proposal should also clearly specify who the primary creative force behind the project will be and submit media samples that reflect this individual's work. Please note that if funded, the individual listed as project director will be CCH's official administrative primary contact throughout the grant period.

Can an individual serve as project director on more than one CCH grant at a time?

Generally, an individual can only serve as project director on one active CCH grant at any given time. If an individual is already serving as a project director on a CCH-funded project, he/she must complete the project and submit a final report before applying for another grant. Please note that final reports require approximately two weeks for approval and should be submitted well in advance of the next grant deadline. Previously-funded CDP project directors applying to the Public Engagement program are an exception. Please see the Public Engagement guidelines for more information.

What is the maximum amount an applicant can request for production?

Film/video and radio projects with national broadcast potential can request up to \$50,000. New media projects can request up to \$20,000.

Are matching funds required?

Yes. Each grant request must be matched by at least a 1:1 amount of cash or in-kind contributions from non-federal sources. All matching funds and in-kind contributions must be spent on project-related activities that will take place during the grant period, i.e., between March 1, 2011 and the project end date. Cash on hand for use during the award period and/or secured commitments to provide funds, labor, equipment, services or other material support to the project during the award period are all eligible sources of matching contributions. Cash or the value of goods, services and labor spent on the project prior to March 1, 2011, however, **cannot** be counted toward the required match, although your full project budget should reflect these income sources. Applicants should include all non-CCH donors in their proposal budget when tallying cash or in-kind contributions, even after the one-to-one match requirement is met.

What does in-kind mean?

In-kind refers to any contribution of labor, materials, goods or services donated to the project. It can include the contribution of staff salaried time; volunteer hours; office space; use of equipment for administrative or programmatic purposes; materials donated for publicity, promotion or evaluation; public program items, including refreshments; and travel, lodging and meals for project staff or participants. Please note: Applicants are expected to determine the fair-market value of these contributions.

Can federal funds be used towards the match?

No. Funds from NEH, NEA, state humanities councils or other federally-assisted programs may not be used for the match.

Is there a project budget limit for this grant?

No.

How are funds disbursed?

Film and radio: 50% of the funds are disbursed upon approval of signed award documents; 40% are disbursed upon approval of an interim report; and the final 10% of funds are disbursed upon project completion and approval of a final report.

New media: 90% of the funds are disbursed upon approval of signed award documents and the final 10% of funds are disbursed upon project completion and approval of a final report.

What costs are eligible for support?

- Salaries and professional fees for production staff and technical consultants
- Honoraria and stipends for humanities advisors
- Production and post-production expenses
- Travel, lodging and per-diem expenses for staff, consultants, humanities advisors, and researchers
- Supplies and materials for production activities
- Equipment (rental, unless purchase cost is less)
- Administrative expenses directly related to the project, including phone, postage, photocopying and printing
- Fiscal sponsor or indirect administrative fees (up to 10% of your total CCH grant request)
- Project administrative salaries and fringe benefits (up to 25% of your total CCH grant request)

Is there a time limit for project completion?

Yes. The maximum term for this grant is three years. The grant period begins March 1, 2011, and ends February 28, 2014.

What are the humanities?

The humanities grow from an interest in the language, literature, thought, and history of humankind and an analytical and discursive approach to understanding and communicating the human experience. They emphasize analysis, interpretation, and exchange of ideas. The humanities include, but are not limited to, the disciplines of history, philosophy, literature, folklore, American studies, women's studies, ethnic studies, foreign languages (both classical and modern), linguistics, religious studies, ethics, cultural anthropology, ethnomusicology, jurisprudence, art history, literary criticism, and philosophical approaches to the social sciences. These fields are differentiated from the creative expression of the arts or the quantitative analysis of the sciences or social sciences.

What is meant by “Projects must approach the subject matter from a humanities perspective”?

Projects should use the humanities to approach their subject critically and analytically. A humanities-based approach makes use of existing scholarship and research on the topic, incorporates a variety of perspectives, and seeks to foster critical reflection and thoughtful analysis on the part of the audience.

Who qualifies as a humanities advisor?

- Academic scholars (individuals with an advanced degree in a humanities discipline or individuals teaching or researching in a scholarly institution, e.g., professors, some curators and librarians)
- Independent advisors (individuals who have researched, written and/or spoken about a humanities topic and are considered experts in their field, e.g., journalist, artist, curator, non-professional historian)
- Community advisors/culture bearers (individuals who by virtue of their life experience, training and/or standing in a community carry the knowledge, wisdom and collective historical records of the group, e.g., tribal or neighborhood elders or practitioners of traditional cultural forms)

Can a current Council member serve as a humanities expert on a project?

Yes, as long as they avoid any action that could be interpreted as a use of Council membership to further their own interests or those of an affiliate institution. Council members who are named in a proposal or

significantly involved with the creation of a proposal may not vote on or participate in discussion of that proposal. In addition, they may not receive honoraria, salary or other payment for consultation in a Council-sponsored or Council-funded program.

How can I locate a humanities expert?

Check with a local higher education institution (college or university), do a web search on your topic, or contact the California Documentary Project Program Officer, John Lightfoot, at jlightfoot@calhum.org.

What does technical expertise mean?

CCH requires the involvement of personnel who are knowledgeable about the medium/media your project will employ, e.g., filmmaker, radio producer, web designer, content developer, etc. Your proposal should demonstrate that project personnel have PRIOR experience in the proposed project medium/media.

When will applicants be notified of funding?

The application review process takes approximately four months. If your project receives funding, the sponsoring organization will be sent an award packet by March 1, 2011 containing documents that must be signed and returned to CCH in order for funds to be disbursed. If conditions are attached to an award, they must be satisfied before funds can be disbursed. Unsuccessful applicants will be notified in writing by March 1, 2011.

If my application is unsuccessful, can I apply again with the same project?

Yes, subject to other conditions and eligibility requirements. Should you wish, you may contact the California Documentary Project Program Officer to receive feedback on the application.

How many times can a project receive a California Documentary Project Production Grant?

Once.

Can I apply for this grant if my project is already in post-production?

No. The project must still be in production.

Can grant funds be utilized for post-production expenses?

Yes, but not solely for post-production. The California Documentary Production Grant is designed to propel projects towards completion while involving humanities advisors at the earliest date possible. The Council expects grantees to utilize funds primarily, but not exclusively, for production expenses.

Can I apply for support for more than one documentary project at a time?

Generally, no. You can only submit ONE application per California Documentary Project funding cycle. The exception to this rule applies to previously-funded CDP project directors who wish to apply to the Public Engagement program.

If funded, what are your reporting requirements?

CCH requires grantees to submit: 1) an interim report, including a narrative of project activities conducted to date, and an interim expenditures report showing outright fund amounts and local/in-kind matching amounts, and 2) within 90 days after the termination of the grant period, a final report consisting of an evaluation report, a final expenditures report summarizing all expenditures of CCH grant funds and local matching amounts (whether cash or in-kind); and five copies of any final tangible product(s) resulting from the project.

How should we acknowledge CCH if funded?

Any tangible product of grant activity (film/video/audio productions, websites, public reports, exhibits, etc.) must credit the California Council for the Humanities. If funded, specific credit language and logo requirements will be detailed in the grant agreement.

Does the Council conduct informational grants workshops and webinars?

Yes. The Council will offer informational workshops and webinars in September 2010. Information on grant workshops will be made available on the CCH website.

Must I submit an electronic application?

Yes. An applicant must submit an online grant application form and attach the required documents.

Can I use my own budget form?

No. Please download and submit the Excel budget form provided at www.calhum.org. Not all fields may apply to your project and you may leave line items blank. Please note that project budgets are weighed heavily in the review and all expenses should be accurately noted. If you have questions, please contact the California Documentary Project Program Officer.

Can I personally deliver supporting materials to CCH?

No. Applications or supporting materials hand-delivered by applicants will not be accepted. All supporting materials must be delivered by U.S. mail, FedEx, UPS or other courier services.

What is the deadline for this grant?

Applications must be submitted electronically via the CCH website by noon on Monday, November 1, 2010. Sample work must be received by mail in CCH's San Francisco office by 5 pm on November 1.

When will the online application be available?

An application form will be available on the CCH website on Friday, October 1, 2010. (The guidelines, including the proposal narrative requirements, are available for review on the website now.) Applicants have one month, from October 1, 2010 until noon on November 1, 2010, to complete and submit their application and all electronic supplemental materials (narrative and budget). The online application will be removed from the CCH website promptly at noon on November 1.

How much time should I allow to complete my online application?

Please allow at least two hours to complete the application.

What should I mail to the CCH San Francisco office?

Film and radio applicants:

- Two copies of previously completed work (DVD/CD)
- Two copies of the work-in-progress for which you seek funding, suggested length: 10 minutes (DVD/CD)

New media applicants:

- Internet link(s) to a previously completed web-based project or two copies of media samples (DVD/CD)
- Internet link or two copies of the new media work-in-progress for which you seek funding (DVD/CD)

Please send work sample to:

California Documentary Project Production Grant
California Council for the Humanities
312 Sutter Street, Suite 601
San Francisco, CA 94108

Please do not use sticker labels directly on DVDs and CDs.

How will I know that my application was received?

Applicants will be notified of receipt of their proposals by e-mail. If your e-mail provider uses spam blocking, **please put Inguyen@calhum.org on your "safe list"** so that our e-mails will be received.

When will awards be announced?

The review process takes approximately four months. Applicants will be notified in February, 2011. The grant period officially begins on March 1, 2011.

Where can I learn more about the Council?

More information about the Council is located on our website: www.calhum.org.

Whom should I contact if I have questions about eligibility, grant guidelines and requirements, or the CDP grant program in general?

Contact John Lightfoot, Program Officer, at jlightfoot@calhum.org.

Whom should I contact if I have technical questions about the online application process and reporting requirements?

Contact Lucy Nguyen, Grants and Contracts Manager, at Inguyen@calhum.org.

APPLICATION PROCEDURE

The online application for this grant will be available here on our website on October 1, 2010. The application window for this grant is from October 1 to November 1, 2010.

A complete application requires both electronically submitted and mailed materials. All must be received by **MONDAY, NOVEMBER 1, 2010**:

1. Electronically submitted by noon November 1:

- Online application form
- Proposal narrative
- Budget (Excel template)

2. Received by mail by 5 pm November 1:

Film and radio applicants:

- Two copies of previously completed work (DVD/CD)
- Two copies of the work-in-progress for which you seek funding, suggested length: 10 minutes (DVD/CD)

New media applicants:

- Internet link(s) to a previously completed web-based project or two copies of media samples (DVD/CD)
- Internet link or two copies of the new media work-in-progress for which you seek funding (DVD/CD)

Please send work sample to:

California Documentary Project Production Grant
California Council for the Humanities
312 Sutter Street, Suite 601
San Francisco, CA 94108

PROJECT BUDGET FORM

Download the appropriate Project Budget Form (File Format: Excel) from the Grants section of our website at www.calhum.org, or use the appropriate Project Budget Form included in this PDF.

CALIFORNIA DOCUMENTARY PROJECT | PRODUCTION GRANT | FILM AND RADIO BUDGET

	A	B	C	D	E	F	G	H	I	J
1	Project Title:									
2	Project Director:									
3	Sponsor Organization:									
4	Total Project Budget:									
5	BREAKDOWN OF INCOME									
6	INCOME SOURCE						AMOUNT		RCV'D TO DATE	BALANCE
7	Previous CCH R&D Funding									
8	CCH									
9	Producer Out-of-Pocket									
10	Other Funder 1 - ADD NAME HERE									
11	Other Funder 2 - ADD NAME HERE									
12	Other Funder 3 - ADD NAME HERE									
13	Other Funder 4 -ADD NAME HERE									
14	Other Funder 5 - ADD NAME HERE									
15	Other Funder 6 - ADD NAME HERE									
16	Other Funder 7 - ADD NAME HERE									
17	Other Funder 8 - ADD NAME HERE									
18	In-Kind Donations									
19	TOTAL									
20	BREAKDOWN OF EXPENSES									
21	Producing Staff	#	UNIT	RATE	SPENT TO DATE	COST TO COMPLETE	TOTAL COST		CCH	OTHER FUNDERS/CASH/ IN-KIND DONATIONS
22	Executive producer									
23	Director									
24	Producer									
25	Associate producer									
26	Writer									
27	Advisors/Consultants									
28	Other: (please specify)									
29	Other: (please specify)									
30	Benefits		%							
31	TOTAL									
32										
33	Pre-Production and Development	#	UNIT	RATE	SPENT TO DATE	COST TO COMPLETE	TOTAL COST		CCH	OTHER FUNDERS/CASH/ IN-KIND DONATIONS
34	Research		flat							

CALIFORNIA DOCUMENTARY PROJECT | PRODUCTION GRANT | FILM AND RADIO BUDGET

	A	B	C	D	E	F	G	H	I	J
35	Development travel		flat							
36	Consultants		hrs							
37	Humanities advisors									
38	Other: (please specify)									
39	Other: (please specify)									
40	Other: (please specify)									
41	Other: (please specify)									
42	Other: (please specify)									
43	Other: (please specify)									
44	Other: (please specify)									
45	TOTAL									
46										
47	TOTAL ABOVE THE LINE									
48										
49	<u>Crew and Personnel</u>	#	UNIT	RATE	SPENT TO DATE	COST TO COMPLETE	TOTAL COST		CCH	OTHER FUNDERS/CASH/ IN-KIND DONATIONS
50	Production manager									
51	Camera									
52	Sound									
53	Production assistant									
54	Production assistant									
55	Transcriber									
56	Editor									
57	Assistant editor									
58	Graphic design									
59	Other: (please specify)									
60	Other: (please specify)									
61	Other: (please specify)									
62	TOTAL									
63										
64	<u>Production Expenses</u>	#	UNIT	RATE	SPENT TO DATE	COST TO COMPLETE	TOTAL COST		CCH	OTHER FUNDERS/CASH/ IN-KIND DONATIONS
65	Video or audio tape									
66	Camera equipment rental									
67	Sound equipment rental									
68	Lighting									
69	Other: (please specify)									
70	Misc.									

CALIFORNIA DOCUMENTARY PROJECT | PRODUCTION GRANT | FILM AND RADIO BUDGET

	A	B	C	D	E	F	G	H	I	J
71	Misc									
72	TOTAL									
73										
	Travel and Related Expenses	#	UNIT	RATE	SPENT TO DATE	COST TO COMPLETE	TOTAL COST		CCH	OTHER FUNDERS/CASH/ IN-KIND DONATIONS
74										
75	Car rental									
76	Gas									
77	Hotel									
78	Per diem									
79	Plane tickets									
80	Other: (please specify)									
81	Other: (please specify)									
82	Other: (please specify)									
83	Miscellaneous (repairs, supplies, etc.)									
84	TOTAL									
85										
	Post-Production	#	UNIT	RATE	SPENT TO DATE	COST TO COMPLETE	TOTAL COST		CCH	OTHER FUNDERS/CASH/ IN-KIND DONATIONS
86										
87	Back-up tapes/CDs/DVDs (clones)									
88	Dubbing costs for clones									
89	Stock for edit copies									
90	Dubbing charges for edit copies									
91	Edit suite off line									
92	Edit suite on line									
93	Sound design, edit and sweetening									
94	Audio studio and sound mix, incl. editor									
95	Broadcast/screening master and clone									
96	DVD/CD dubs									
97	Other: (please specify)									
98	Other: (please specify)									
99	Other: (please specify)									
100	Other: (please specify)									
101	Miscellaneous									
102	TOTAL									
103										
	Rights, Music & Talent	#	UNIT	RATE	SPENT TO DATE	COST TO COMPLETE	TOTAL COST		CCH	OTHER FUNDERS/CASH/ IN-KIND DONATIONS
104										

CALIFORNIA DOCUMENTARY PROJECT | PRODUCTION GRANT | FILM AND RADIO BUDGET

	A	B	C	D	E	F	G	H	I	J
105	Composer (performance, composition)									
106	Music sync rights									
107	Footage rights									
108	Narrator									
109	Music research and admin. fees									
110	Still photo or audio sampling rights									
111	Other: (please specify)									
112	Other: (please specify)									
113	Other: (please specify)									
114	Other: (please specify)									
115	TOTAL									
116										
	Insurance	#	UNIT	RATE	SPENT TO DATE	COST TO COMPLETE	TOTAL COST		CCH	OTHER FUNDERS/CASH/ IN-KIND DONATIONS
117										
118	General liability insurance		policy							
119	Errors and omissions insurance		policy							
120	Equipment and video/negative insurance		policy							
121	Worker's compensation		flat							
122	Other: (please specify)		m							
123	TOTAL									
124										
	Office and Administration Costs	#	UNIT	RATE	SPENT TO DATE	COST TO COMPLETE	TOTAL COST		CCH	OTHER FUNDERS/CASH/ IN-KIND DONATIONS
125										
126	Production office		month							
127	Xeroxing		month							
128	Postage/couriers		month							
129	Location phone		month							
130	Legal costs		hrs							
131	Other: (please specify)									
132	Other: (please specify)									
133	Other: (please specify)									
134	Other: (please specify)									
135	Miscellaneous supplies, etc.									
136	TOTAL									
137										
	Website Design and Production	#	UNIT	RATE	SPENT TO DATE	COST TO COMPLETE	TOTAL COST		CCH	OTHER FUNDERS/CASH/ IN-KIND DONATIONS
138										

CALIFORNIA DOCUMENTARY PROJECT | PRODUCTION GRANT | FILM AND RADIO BUDGET

	A	B	C	D	E	F	G	H	I	J
139	Web designer									
140	Web master									
141	Hosting fees									
142	Other web charges									
143	Other web charges									
144	Other web charges									
145	Other web charges									
146	TOTAL									
147										
148	Outreach, Promotion and Distribution	#	UNIT	RATE	SPENT TO DATE	COST TO COMPLETE	TOTAL COST		CCH	OTHER FUNDERS/CASH/ IN-KIND DONATIONS
149	Graphic Designer, postcards, posters, etc.)									
150	Printing									
151	Copying									
152	Postage									
153	Conference/festival registration fees									
154	Conference/festival airfare									
155	Conference/festival lodging									
156	Conference/festival per diems									
157	Other: (please specify)									
158	TOTAL									
159										
160	CCH Required Items	#	UNIT	RATE	SPENT TO DATE	COST TO COMPLETE	TOTAL COST		CCH	OTHER FUNDERS/CASH/ IN-KIND DONATIONS
161	Fiscal sponsorship (up to 10% request)									
162	Bookkeeping									
163	10 CD or DVD copies									
164	Publicity Stills									
165	Other: (please specify)									
166	TOTAL									
167	CATEGORY TOTALS									
168	ABOVE THE LINE				SPENT TO DATE	COST TO COMPLETE	TOTAL COST		CCH	OTHER FUNDERS/CASH/ IN-KIND DONATIONS
169	Producing Staff									
170	Pre-Production and Development									
171	TOTAL ABOVE THE LINE (A)									

CALIFORNIA DOCUMENTARY PROJECT | PRODUCTION GRANT | FILM AND RADIO BUDGET

	A	B	C	D	E	F	G	H	I	J
172										
173	BELOW THE LINE				SPENT TO DATE	COST TO COMPLETE	TOTAL COST		CCH	OTHER FUNDERS/CASH/ IN-KIND DONATIONS
174	Crew and Personnel									
175	Production Expenses									
176	Travel and Related Expenses									
177	Post-Production									
178	Rights, Music & Talent									
179	Insurance									
180	Office and Administration Costs									
181	Website Design and Production									
182	Outreach, Promotion & Distribution									
183	CCH required items									
184	TOTAL BELOW THE LINE (B)									
185										
186	TOTAL A + B									
187	TOTAL INCOME									
188	TOTALS									

**CALIFORNIA DOCUMENTARY PROJECT
PRODUCTION GRANT - NEW MEDIA
PROJECT BUDGET**

PROJECT TITLE:					
PROJECT DIRECTOR:					
SPONSOR ORGANIZATION:					
	Spent to Date	+ CCH Funds Requested [up to \$20K]	+ MATCH	cash/in-kind	= PROJECT TOTAL
I. Project Personnel					
Salaries & Benefits (itemize)					
Project director					
New media/web producer					
Humanities experts					
Associate producer					
Production assistant(s)					
Other (please specify)					
Other (please specify)					
Professional fees (itemize)					
Web designer					
Videographer					
Editor					
Graphic designer					
Sound design/post audio					
Writer					
Researcher					
Other (please specify)					
Other (please specify)					
subtotal personnel					
II. Project expenses					
Administrative (itemize):					
Phone					
Postage					
Internet					
Misc office (please specify)					
Research					
Travel					
Consultants					
Transcription					
Other (please specify)					
Supplies & materials (itemize):					
Video tape & supplies					
Audio supplies					
Photography supplies					
Other (please specify)					
Equipment & software (itemize):					
Computer - hardware					
Computer - software					
Camera					
Lighting					

Grip				
Audio				
Editing				
Photography				
Other (please specify)				
subtotal project				
III. Outreach & Promotion				
Webmaster/site maintenance				
Web hosting				
Domain registration				
Graphic design (postcards/flyers)				
Printing/copying				
Postage				
Online outreach & promotion				
Curriculum guide development				
Other (please specify)				
subtotal outreach & promotion				
Indirect (up to 10%)				
TOTAL EXPENSES				

**Please provide a budget narrative of the line items above and any added items, fees and expenses in the proposal narrative.

APPLICATION HELP

If you encounter technical difficulties while using the online application, please try the following solutions. If you're still having problems, contact Lucy Nguyen, CCH Grants and Contracts Manager, at lnguyen@calhum.org or 415-391-1474, ext. 315.

I did not receive confirmation of application submission.

Issue: A confirmation e-mail is automatically sent to the project director when an application is successfully submitted. However, because of spam filters, some applicants may not receive this e-mail.

Solution: Put lnguyen@calhum.org on your "safe list" so that CCH e-mail communications will get to you.

I cannot access the grant application because "cookies are not supported."

Issue: Some applicants who bookmark the grant application URL may get the following error message when they attempt to log in to the application using the bookmark:

The following error has occurred: Your browser is not configured to support cookies. In order to access this online application, you must adjust your browser settings to allow cookies.

This problem typically occurs because the grant application site tests for cookies by adding characters to the URL; if your browser does not properly save cookies, this error occurs.

Solution: To access the application, type the correct URL—exactly as it appears here—in your web browser's address bar:

Production Grant Application:

https://www.GrantRequest.com/SID_348?SA=SNA&FID=35020

Research & Development Grant Application:

https://www.GrantRequest.com/SID_348?SA=SNA&FID=35017

I cannot return to my in-progress application.

Issue: After you start an application, you have the option of saving it and creating a user account. The user account allows you to return to edit partially completed applications and to review applications already submitted. When you create an account, you will receive an automated e-mail message containing your login information and a link you can use to return to your application.

Solution: Click on the following URL to return to your account login page and manage your existing application: https://www.GrantRequest.com/SID_348?SA=AM. Sign in using the e-mail address you provided. If you have forgotten your password, click on "forgot your password" for assistance.

I cannot upload certain files to my online application.

Issue: The upload process appears to proceed normally, but when you return to the "Attachments" page, no file has been uploaded. In some cases, you receive a message similar to one of these:

Technical Support Info: [Attachment Upload] Error #300. Arguments are of the wrong type, are out of acceptable range, or are in conflict with one another.

Technical Support Info: [Attachment Upload] Error #3005

Technical Support Info: [Attachment Upload] Error #3001. Arguments are of the wrong type, are out of acceptable range, or are in conflict with one another.

Solution: Upload the file again. If the error still occurs, edit the attachment so that its file size is reduced and try to upload it again.

For Mac users with Safari or Firefox as your Internet browsers, please check to make sure you're using the latest versions of Safari or Firefox to avoid problems when uploading files.

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