



ENTERPRISE DOCUMENTARY FUND DEVELOPMENT GRANT PROPOSAL CHECKLIST

APPLICATION DEADLINE: JULY 28, 2017

Please note where each section is either **REQUIRED or **OPTIONAL**. You will not be penalized for choosing not to submit materials marked as optional.*

1. Project Description

- a. **Logline – REQUIRED** - Provide a brief, catchy summary of your story.
Suggested Length: Approximately 2-3 sentences
- b. **Story Summary / Synopsis – REQUIRED** –What is your story and story structure? Who are the main characters and what are the potential plot points. Describe the anticipated story structure and narrative trajectory, or potential character arcs for your project, and the projected format (short, feature, multimedia, etc.). Discuss your access to the story and characters. *(1 page)*
- c. **Topic Summary – REQUIRED** – Describe why this topic is important, timely or relevant. Things to include: Why are you the best person to make a project about this? Explain the cultural or social relevance and context for the topic, and why this project is timely or urgent. Detail the topics, issues, themes, challenges, stakes, or questions that your project will cover. *(2-3 paragraphs)*
- d. **Artistic Approach – REQUIRED** – How are you going to tell this story? Describe your creative vision for the finished project – its visual look and feel. Explain your intended use of cinematic language or any particular artistic approach that informs the storytelling. *(2-3 paragraphs)*
- e. **Project Stage – REQUIRED** – What work have you completed thus far? For example, research, test shooting, a work sample? *(2-3 paragraphs)*
- f. **Journalistic Practice – REQUIRED** – Describe the specific ways in which your project or creative process will integrate journalistic practice. Journalistic practice is broadly defined and may include, but is not limited to, extensive research, accessing public records, an accountability or investigative approach, the need to protect sources or media, a heavy reliance on facts, or navigating hostile environments. *(1 page)*

2. Budget

- a. **Comprehensive Line Item Expense Budget – REQUIRED** – Should you receive a grant, describe how any granted funds would be spent and how the amount requested would help you move forward with your project.
Suggested Length: Approximately 1 paragraph
- b. **Funding to Date – REQUIRED** – Provide a list of all sources and amounts raised to date. Distinguish between potential sources of funding and secured amounts. List the status of other sources of funding currently under consideration, whether to be applied for or pending.

Example:

Source	Amount	Status
Foundation A	\$x	Secured
Private Investment	\$x	Secured
Foundation	\$x	Applied
Broadcast License A	\$x	In Negotiation
Crowdfunding Campaign	\$x	In Process (end date MM/DD/YY)

3. Key Creative Personnel

- a. **Bios of Key Creative Personnel– REQUIRED** – Provide brief biographies for the director(s), and if attached, the producer(s), cinematographer, and/or editor. Include notable credits and/or major recognition or award information. For each key creative team member, include information about relevant expertise and the individual’s role in the project. Bullet list names and titles of any attached advisors and/or consultants.
Suggested Length: Approximately 1 paragraph/short bio

4. Work Sample

- a. **Applicant’s Prior Work – REQUIRED** – Describe the sample you are submitting for consideration, including your role, its narrative, aesthetic, or communication intentions. Discuss the relevance of the work to the current project, if any. If the current project is a departure from the prior work, how will this project differ?
Suggested Length: Approximately 1 paragraph
- b. **Current Sample (2-10 mins) – OPTIONAL** – Describe the sample you are submitting for consideration. What should reviewers be looking for in your sample? Explain what is present or absent in the sample, and how it will differ as a finished project. How is it representative of the intended story, style, subject, or another aspect of the project?
Suggested Length: Approximately 1 paragraph
- c. **Upload filmography or resumé – REQUIRED**