

#### FISCAL SPONSORSHIP APPLICATION

**Application Deadline: Rolling** 

We request that you send your application by email to <a href="mailto:fiscal@phbalalancedfilms.org">fiscal@phbalalancedfilms.org</a>. (If you prefer to send your materials via regular mail other method, send us an email first.) Your subject line should be "Fiscal Sponsorship Application" along with the title of your film. We encourage you to provide links to any sample materials you would like to submit rather than sending DVD(s). Your sample may live on your website or on any online video host of your choosing.

All applicants will be notified of our decision via email. If time allows, "no thank yous" will receive brief feedback regarding why your project is not a fit for our program. No materials will be returned.

#### **REVIEW CRITERIA**

Your application will be reviewed based primarily on the following criteria:

- The merit and utility of your message as it relates to human rights;
- The relevance of your subject matter to the overall mission of p.h. balanced films;
- The quality of your proposal;
- The level of experience possessed by your key personnel;
- Your ability to fundraise and your proposed fundraising strategy;<sup>1</sup>
- Whether your budget is realistic and well-developed;<sup>2</sup> and
- Overall likelihood of project completion.

#### **APPLICATION CHECKLIST:**

Application Cover Page
Project Questionnaire
Application Fee Payment Form
Sample Materials

<sup>&</sup>lt;sup>1</sup> While you need not have started fundraising before submitting your proposal, a demonstrated ability to raise funds is a plus.

<sup>&</sup>lt;sup>2</sup> The budget you submit should be as detailed as possible and include actual dollar amounts. Do your best to include well-researched estimates for all costs you anticipate; do not list any item as "To Be Determined." We understand production-related costs may change and, if your project is selected, you will submit reasonable changes to your budget as the project progresses.



# \*Mandatory Project Title\*: Project Administrator (or primary contact for project)\*: Role in Project\*: Producer or Co-Producer Director Other: Address\*: City\*: State\*: Zip Code\*: -(w) - - (h) - - (c)\* - - Fax: \_ - -Telephone: Email\*: Website: Organization/Company: \( \subseteq N.A. \) Director of Proposed Project\*: \_\_\_\_\_ (Check if same as Project Administrator) Director phone and email: \_\_\_-\_-Project Description\* (1-2 sentences): \_\_\_\_\_ Genre\*: ☐ Documentary ☐ Narrative ☐ Experimental ☐ Transmedia Anticipated RT: minutes Film ☐ Video Shooting Format: Current Production Stage\*: Pre- Production Production Post-Production Distribution Entire Project Budget\*: \$ Cash raised to date\*: \$ ☐ Yes ☐ No Have you applied to be or been fiscally sponsored by p.h. balanced films before? If yes, what project and what year? How did you hear about our fiscal sponsorship program, please choose: ☐ Internet Search p.h. balanced films Representative Referral from Organization (name: \_\_\_\_\_) Referral from a Colleague

☐ Other: \_\_\_\_\_



#### PROJECT APPLICATION

Answer the following questions in the space you feel you need for us to understand your project.

#### 1. Introduction:

Provide a one or two paragraph overview of your film. What is your message? How will you convey it? Why is it important for your story to be told? How did you become involved with the issue you're addressing? Have other projects addressed the same topic, and if so, how is your project different?

\*You need not address all, or only, these questions—these are just examples of the types of information that we would like to see to understand you, your project, and your goals.

### 2. Project Description and Treatment (if available):

Describe the format and style of your project, your approach, its content (or the content it is likely to have), and how your material will be organized. If you have a treatment available, include all or a demonstrative part of it. This section should be as long as necessary to give us a good sense of how your project will be carried out—likely between one and three pages (not including a full treatment, if you are providing one).

### 3. Project Timeline:

Briefly outline what has been completed on your project thus far, and the approximate timelines for completing each future stage through to completion and distribution of the project.

### 4. Fundraising Plan:

Explain your fundraising goals, how they relate to your overall project budget, and how you will reach them. Tell us what fundraising, if any, you have done so far. Explain what kind of donations you will seek (i.e. monetary? In-kind?), and your strategies for seeking them. Be as specific as possible, e.g. provide specific names of bodies from which you will seek contributions, how much/what kind of contribution you will seek, whether you will approach specific individual donors and/or hold a fundraiser, etc. Indicate whether you have successfully applied for and received funding from sources in the past, whether for this project or a different one.

\*The amount you intend to seek, and that you reasonably expect to receive, should roughly meet the budget for your project. If you have not yet identified specific, appropriate funding sources, we encourage you to apply at a later date once you have been able to form a complete fundraising strategy.

#### 5. Distribution Plan:

In one to two paragraphs, describe primary audience and how you will reach them. Be as specific as possible, including what venues or distributors you will approach and why.

### 6. Project Personnel:

Describe each of your project's key personnel by providing: (1) a paragraph describing their professional experiences that will come into play during the project; and (2) a resume. If you would like, you may also include references and/or letters of recommendation.

### 7. Budget:

Outline your project's income and expenses, including both past income/expenses to date and anticipated income/expenses through the end of your project. You may use whatever format works best for you and your project—we do not want you to waste time reformatting your existing budget; however, please ensure that your budget is as specific as possible. Your budget should include categories of expenses (for example, you could divide into pre-production, production, and post-production; or you could divide by areas of expense such as salaries, fees, supplies, equipment, travel, office, etc.), and should provide subtotals for each category. Past and anticipated contributions (monetary and inkind), as well as past and anticipated expenditures, should be clearly itemized and given an actual dollar amount (no "to be determined"). We understand that production costs can be difficult to estimate and can change, so we are happy to accept reasonable updates and amendments to your budget.

\*For help creating or editing your budget, here are some helpful documents:

- http://www.tonylevelle.com/documents/28.html
- http://makingdocumentaryfilms.com/images/Budgeting Checklist.pdf
- <a href="http://www.sundance.org/pdf/artist-programs/documentary/SampleBudgetFormSpring2012.pdf">http://www.sundance.org/pdf/artist-programs/documentary/SampleBudgetFormSpring2012.pdf</a>
- http://www.documentary.org/magazine/dont-fudge-your-budget-toeing-line-items

#### 8. Work Sample Description and Links:

We recommend that you provide a work sample, ideally of a past project and for this project, if available. For each sample, provide a 1-2 paragraph description. For past project(s), include how the work relates to your current project. We WELCOME submissions by new filmmakers, so do not be discouraged if you do not yet have any samples. Instead, please provide a timeline of when you plan to have something we can see.

## **APPLICATION FEE PAYMENT FORM**

* This Application Fee is non-refundable.						
Project Administrator*:						
Project Title*:						
OPTION 1	PAYMENT BY CHEC	K OR MONEY	ORDER			
	Enclosed/I have mailed on {date] a \$50 check or money order, payable to					
	p.h. balanced films					
	for my Fiscal Sponsors	ship Application	fee.			
OPTION 2	PAYMENT BY PAYPAL					
	I paid my fee to p.h. ba	alanced films via	ı PayPal using phbalan	cedfilms@gmail.com.		
OPTION 3	PAYMENT BY CREDIT CARD Please bill the \$50 Fiscal Sponsorship Application Fee to the following:					
	☐ MasterCard	☐ Visa	☐ American Exp	oress)		
	Account Number:	//	/			
	Expiration Date:	_/				
	Security Code:					
	Cardholder Name:					
	Billing Address*:					
	Cardholder signature:					