



GRANTEE FINAL REPORT FORM

Date Report Submitted: _____

LEF Grant #: _____

As a recipient of funding from LEF Foundation, we ask that you take the time to complete this final report and submit it to our New England office **within 90 days** of the completion of the funded phase of the project.

This report is helpful and necessary to LEF – please be sure to let us know about your successes as well as your challenges. The information you provide about your project is invaluable to us in continuing our work and planning strategically to *best support filmmakers and the creation of their work*.

It is important that you keep us updated as your film progresses and is completed. If there are local screenings, festival screenings and awards, or distribution deals, let us know so that we can attend and also share the good news with LEF contacts. **Additionally, LEF requests two DVD copies of your film when it is completed.**

Thank you for the time you spend completing this form.

Date of Award: _____

Amount of grant: _____

Grantee: _____

Fiscal Sponsor: _____

Project Title: _____

I. Narrative Report

On a separate sheet, please describe your project activity during the grant period as fully as possible. Please limit your response to three typewritten pages. The following issues should be addressed:

- 1. Please describe the way in which the funded Production phase met (or did not meet) your original planning objectives. We are interested in learning about factors that contributed to the success of your film so far, as well the challenges you may have faced. If the project has changed since your original proposal to LEF, please let us know why and how.*
- 2. Please briefly describe your next steps as you enter the next phase of production and include any updates to your timeline for completion.*
- 3. Please describe your current distribution plan, including festivals, theatrical, broadcast, DVD, VOD, online venues, etc. If applicable, please describe where the finished work or work-in-progress has been screened and the audience response to the work. If you have comments from colleagues and/or viewers, please share them.*
- 4. What is your fundraising plan as you seek funds to complete the film?*
- 5. Please tell us how this project fits into the overall trajectory of your work.*



II. Financial Report

1. Please provide the **projected** budget figure as described in the original proposal and the **actual** budget figure. Requested budget figures should relate to the production phase of the project for which you applied, **not** the total budget.

Projected Production Phase Budget \$ _____

Actual Production Phase Budget: \$ _____

If the actual budget differs significantly from the projected budget, please explain the discrepancy:

2. Were there other sponsors of the project? If so, please list names and amounts.
3. Were you able to leverage LEF's support and attract further funding for your film?
Please explain:
4. Did you create a website for your film? If so, please provide the url: _____

III. Attachments:

1. A detailed, itemized **actual** Production Phase budget
3. If available, a copy of any critical reviews on the project during the grant period

IV. Footage:

1. Pre-production grantees are required to submit **sample footage** from this stage of the project and/or a completed trailer.
2. Production grantees are required to submit **edited scenes** from the film
3. Post production grantees may submit a **rough cut or a minimum of 20 minutes of continuously edited footage**

In addition to these Final Report materials, all Moving Image Fund grantees must supply LEF with two DVD copies of their final film when it is completed.