



MOVING IMAGE FUND

PRE- PRODUCTION APPLICATION

Application Requirements

Due Dates: There are two opportunities for submitting requests for Pre-Production support.

Friday, 18 June 2010

Friday, 18 September 2010

Proposals are due at the LEF Office no later than **5:00pm**.

These are **not** postmark dates.

Include: All items listed on the application checklist.

One copy of all materials in an envelope, **not** stapled or bound.

Questions? Call Sara Archambault at LEF New England (617)492.5333 or email sara@lef-foundation.org.

Application Checklist

- I. **Application Coversheet** (typed or printed clearly)
- II. **Project Narrative** (not to exceed three (3) typewritten pages)
- III. **Budget Template** (you may also submit your own budget and a short, one page budget narrative)
- IV. **Support Materials**
 - A. One copy of sponsoring organization's 501(c)3 letter of tax-exemption status received from the Internal Revenue Service. *Note: Even if we have worked with an organization in the past, a copy **must** be submitted with your application.*
 - B. The résumés, filmographies, or short bios of key creative project personnel.
 - C. **Work Sample:** A DVD sample of a complete previous work. This sample is a **requirement** for Pre-Production applicants. If you would like to submit footage from your current work, you are welcome to. Both of these samples must be:
 - **Labeled** with your name and the title of the sample – both the DVD *and* the case
 - Accompanied by a **Work Sample Annotation Form**
 - You may supplement with materials *related* to the proposed project: a treatment, script, etc.
 - D. One copy of any *relevant* press clippings or PR material

Work samples and publications will be returned provided that you send a self-addressed stamped envelope. Should your project be selected, we will retain materials for our archives.

Do not send original or archival copies.



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I. Cover Sheet

In completing this form, please confine responses to space provided.

1) Individual Applicant

Name:

Address:

Email:

Phone:

2) Fiscal Sponsor

Organization:

Contact Name:

Address:

Email:

Phone:

3) Project Title:

Project Website:

Estimated total running time of film: _____

Final Format of Film: _____

4) Summary of Project:

5) List the element(s) of the project that LEF funding will be applied towards:

6) Budget summary

a. Estimated **total** cost of project \$ _____
(Pre-production, Production, Post-Production, Distribution)

b. Total cost of pre-production \$ _____

c. Amount requested from LEF \$ _____

7) Previous LEF Foundation support (within the last three years)

Title, date, amount:



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II. Project Narrative

In your Project Narrative, describe your project as fully as possible. Please limit your proposal to (3) typewritten pages and use clear formatting that will allow reviewers to read the narrative easily. **Do not assume that reviewers are familiar with your body of work.** Be as descriptive as possible so they can visualize the proposed project.

To be competitive, address the following topics in your proposal:

- 1) **Project concept:** *What will the film explore?*
 - 2) **Aesthetic treatment and artistic voice:** *What will the film look like?*
 - 3) **Project timeline:** *Estimated schedule for development, production, and distribution*
 - 4) **Key project personnel:** *Highlight unique qualifications of key creative personnel involved in this film*
 - 5) **Relevance and timeliness of project**
 - 6) **Intended audience and distribution strategies**
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III. Budget Information

Please use the LEF Budget Template to describe the costs associated with your project. Please highlight the items for which LEF support is requested and provide a detailed breakdown for these items (you may add lines to the template where you need to). Limit budget information to (2) pages. You may submit your own formatted budget in addition to the template if you wish.



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Work Sample Annotation Sheet

Please complete and submit one copy of this sheet per work sample. For example, if you are submitting both a previous and a current work sample, you need to submit *two* completed **Work Sample Annotation Sheets**.

Applicant name: _____

Title of work: _____

Completion date: _____

This is a: ___ Past work sample ___ Sample of the work for which I am applying

Shooting format(s) of sample work: _____

Total running time of sample work: _____

Please indicate time segment or chapter you would like panelists to view (up to 10 minutes)

Example: 5'30" – 15'45" - start and end time codes of segment; Chapter 6 of the DVD

Two-sentence summary description of your work sample:

In a few sentences, please describe why you chose this work sample. How does it relate to your proposed project? What role did you play in the production of the sample?