



**SASKATCHEWAN  
FILMPOOL  
COOPERATIVE**

## **Filmmaker's Production Assistance Program Guidelines & Checklist**

Each year, the FilmPool distributes \$7,500 among applicants as recommended by an independent jury of peers ratified by the Board of Directors. In addition, up to approximately \$10,000 in equipment & facility deferrals will be awarded under the same conditions.

All applications will be reviewed and considered based on the merit of the project and the quality of the support material included in the application. It is strongly recommended that you discuss your support material and your application with the Production Coordinator.

This document is made to guide you through the application process and ensure that you have all aspects of the grant application accounted for before submitting. At the end of the document is an itemized checklist of each facet of the application.

## **Eligibility:**

Eligible applicants are full members in good standing of the Saskatchewan Filmpool Cooperative, seeking funding for an independent, non-commercial project.

Eligible non-commercial projects are those in which the filmmakers have full artistic control over all stages of the production, retain copyright of the finished production, are able to credit the Filmpool, and provide the Filmpool with a completed version of the film. This copy may be used as support material for Filmpool grant applications or in future Filmpool screenings.

## **Application Categories:**

Projects seeking funding through the Filmmaker's Production Assistance Program can apply in one of three categories: Production, Post-Production, or Distribution.

Projects applying under the production category must place themselves as either an established or emerging filmmaker. NOTE: The production coordinator or jury have the discretion to change the application category based on the submitted application.

**Emerging filmmakers** are those applicants who are student filmmakers, or those who do not meet the requirements to submit as an established filmmaker.

**Established filmmakers** are those applicants who meet at least two of the following criteria:

NOTE: Student films are not eligible to be recognized in this category.

- 2 public screenings of your work
- 2 completed works of at least 5 minutes length
- A significant body of work as submitted by your peers

## **Funding Limits:**

The amount of funding that can be received through the Filmmaker's Production Assistance Program is based on the category being applied for.

- Established applicants in the production category may apply for up to \$2,500 in funding and \$2,500 in equipment deferral.
- Emerging filmmakers in the production category are eligible for up to \$800 in funding and \$2,000 in equipment deferral.
- \* The jury may, at their discretion, shift an application to or from either the established or emerging category as they see fit.
- Post-production grants may apply for up to \$2,500 in funding and \$1,000 in facility deferral.
- Distribution grants may apply for up to \$1,000 in funding.

## **Application Guidelines:**

The application is made up of 4 sections.

- 1) Personal Information
- 2) Budget Breakdown
- 3) Support Material
- 4) Declaration

## 1) Personal Information:

This section requires your current personal contact information, as well as information about the project you are applying for. The application requires the project title, the application category being applied for, genre and expected runtime information if available, any confirmed above line crew including the applicant's anticipated role, and a brief 1 paragraph synopsis of the film's story, subject, or theme.

**Personal Information**  
How we can contact you in regards to your application.

**Name \***

**Address \***  
  
Street Address

Address Line 2

City State / Province / Region

Postal / Zip Code Country

**Email \***

**Phone Number \***  
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**Project Information**  
A brief overview of the project.

**Title \***

**Application Category \***

Production: Established  Production: Emerging  
 Post Production  Distribution

**Genre**

**Runtime**

**Confirmed Above Line Crew**

**Project Synopsis: \***

## 2) Budget Breakdown:

This section requires you to identify 3 things: your confirmed funding and unconfirmed funding for the project, as well as all expenses. This should just be a brief point by-point overview of your funding and expenses, the in depth item-by-item budget breakdown will come later in the support material section.

Under Unconfirmed funding, you must identify how much you are applying for through the Filmmaker's Production Assistance Program, as well as any equipment deferral you are looking for.

Lastly, **your funding and your expenses should match exactly**. Every dollar that will be spent should be accounted for under expenses, and where each of those dollars is coming from should be accounted for under one of the funding categories.

1 Personal & Project Information   2 Budget Breakdown   3 Support Material   4 Declaration

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### Budget Breakdown

Identify both confirmed & unconfirmed funding, as well as project expenses.

**Unconfirmed Funding \***

Saskatchewan Filmpool Cooperative: \$2,500
Sask Filmpool EQ Deferral: \$2,500
Canada Council: \$3,400
<b>Total Unconfirmed Funding: \$8,400</b>

**Confirmed Funding \***

Sask Arts Board: \$2,200
Personal Contribution: \$1,500
Fictional Example Entertainment Pictures: \$800
<b>Total Confirmed Funding: \$4,500</b>

**Expenses \***

Cast & Crew Pay: \$4,500
Equipment Rental: \$6,600
Admin Costs: \$1,100
Travel Costs: \$700
<b>Total Expenses: \$12,900</b>

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Identify the Source & the Amount. This is just a brief expense overview. A complete, itemized budget will be included later in the application.

Common Expenditure Categories: Cast and Crew Pay, Equipment Rental, Administration Fees

### **3) Support Material:**

This section comprises the bulk of your application, and it's primarily what the jury will use to decide whether or not to fund your project.

Film pool grants are competitive. When choosing your support material, ensure that you present the strongest material possible and that it has a strong relationship to your current project.

Please ensure you have supplied all of the required support material, as incomplete applications will not be considered.


#### **Cover Letter**

The cover letter introduces both you and the project application to the jury in 250 words or less.

<p><b>Cover Letter</b></p> 	<p>This letter should introduce yourself and your application to the jury. Discuss your past work and how it relates to this project moving forward.</p> <p>(250 words or less.)</p>
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#### **Description of Artistic Intent**

The description of artistic intent discusses your engagement with the project, and why you feel it is important to you to create this independent film in 250 words or less.

<p><b>Description of Artistic Intent</b></p> 	<p>Describe your purpose for creating this project. What are you exploring? Why do you feel it is important to create this film in the way you've envisioned it?</p>
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## **Treatment**

While all support material is important, the treatment is perhaps the most important as it conveys your understanding of the story and core of your project and gives the jury insight into how the film will unfold before it actually exists. This does not apply to distribution grants.

**Treatment**

A prose telling of the film's story. A longer, more detailed outline that may include some directorial style details. Treatments read like a short story, but occur in the present tense and describe the events as they happen.

## **Script**

If you are applying for a production grant, provide up to 10 pages of the screenplay (or an expanded treatment for documentary/experimental projects). This does not apply to post-production or distribution grants.

**Screenplay**

No file selected.

Please attach a PDF of up to 10 pages of the project's script. If your project is documentary or experimental, please upload an expanded treatment of the project.

## **Budget**

This will be your full and complete itemized list of expenditures. Absolutely every dollar spent on the production should be accounted for. An example budget spreadsheet is provided from Telefilm's Microbudget program and can be opened in Microsoft Excel, Apple Numbers or Google Sheets.

**Budget**

No file selected.

Please upload a PDF spreadsheet showing all expenses and revenues, deferrals, and applications from other funding sources both confirmed and pending. The budget should be broken down and itemized so the jury can see exactly what money is needed, and where during each stage of the project.

## **Production Schedule**

The production schedule lists all of your production dates, location information and a general timeline of the full scope of your project, from pre-production, to shooting, to editing, to release. This does not apply to post-production or distribution grants.

#### **Production Schedule**

No file selected.

Please upload a PDF or Text Document that includes location information, production dates and the expected completion date of the project.

#### **Distribution Schedule**

The distribution schedule lists all planned routes for the film following release, including festival names and dates, potential broadcasters and any other exhibitors or venues that may be considered.

#### **Distribution Schedule**

No file selected.

Please upload a PDF or Text Document that includes a distribution plan for your film, including planned festival dates and other potential venues.

#### **Cast & Crew List**

In addition to providing a list of all confirmed cast and crew for the project, provide a C.V. for yourself, and any other key cast or crew. Also feel free to describe why the people you've chosen for your cast and crew are uniquely suited to work on this project. This does not apply to post-production or distribution grants.

#### **Cast & Crew List**

No file selected.

Please upload a PDF or Text Document that includes a list of confirmed cast and crew in key positions. Also includes CVs for yourself and cast and crew.

Regarding equipment deferral, the Production Coordinator must deem crew capable before access will be granted.



### **Audio & Visual Support Material**

Audio and visual support material should not exceed 5 minutes of footage. It can be made up of past projects, concept art, storyboards, rushes or any other content that you think makes a strong support case for you as a filmmaker as well as your project.

Due to limitations of the submission platform, no file may exceed 10MB and the total size of all submitted files may not exceed 20 MB.

If any of your files exceed these numbers, please feel free to submit a PDF linking to the material on a streaming platform (Vimeo, YouTube, etc.) The links provided should go directly to the exact content you want the jury to see. Alternatively, you may provide a physical drive to the FilmPool containing the support material.

<b>Audio/Visual Support Material</b> <input type="button" value="Browse..."/> No file selected.	Please limit material to 5 minutes or less.  Include at least one example of past work.
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### **Support Letter**

If your production grant falls under the emerging artist category, please provide a support letter from a filmmaker or artist established in the community who can speak on your behalf in regards to this project.

<b>Support Letter</b> <input type="button" value="Browse..."/> No file selected.	Please upload a PDF or Text Document from a person who is familiar with your work and ability as a filmmaker, and has knowledge of your current project. This letter should come from someone established in the community.
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### **Additional Files**

Three additional file uploads have been made available in case you have multiple files for an earlier category, or support material you'd like to include that may not strictly fit an earlier category. This may also be used if you'd like to upload the entire grant application as a single, all encompassing PDF file.

<b>Additional Files</b> <input type="button" value="Browse..."/> No file selected.	If there is any other support material you'd like to provide that perhaps doesn't fit any category directly, or is supplementary to files in an earlier category, feel free to upload it here.
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#### **4) Declaration:**

This section simply acts as a sort of digital signature, acknowledging that you've read and agreed to abide by the rules and guidelines set out on this page.

## Checklist

A full and complete application for the Filmmaker's Production Assistance Program will contain:

- Your Personal Contact Information
  - Name
  - Address
  - Email
  - Phone Number
- Project Information
  - Title
  - Application Category
  - Project Synopsis
  - Genre (Optional)
  - Runtime (Optional)
  - Confirmed Above Line Crew (Optional) \*
- Budget Overview
  - Unconfirmed Funding
    - Filmpool Funding
    - Filmpool EQ Deferral
    - Other Sources
  - Confirmed Funding
    - Personal Contribution
    - Other Sources
  - Expenses
    - Cast & Crew
    - Equipment
    - Administration
    - Other Sources
- Support Material
  - Cover Letter
  - Artistic Intent
  - Treatment \*\*
  - Screenplay \*
  - Budget
  - Production Schedule \*
  - Distribution Schedule
  - Cast & Crew List\*
    - Self C.V.
    - Others C.V.
  - Audio/Visual Support Material
  - Support Letter\*\*\*
  - Declaration