

# CUTV Member Production Sponsorship Program Policy

## 1. PROGRAM DESCRIPTION

1.1 The Member Production Sponsorship Program is a grant program providing experienced and talented Producers with the financial support towards the completion their productions. The program will provide specific grants to a limited amount of short fiction or documentary works. Intended recipients are members who have demonstrated strong creative, technical and organizational skills, and who are ultimately capable of completing a film.

1.2 The Program is administered by the Production Committee, which is a committee of the board of directors that administers the Program, developing procedures, guidelines, rules and regulations.

1.3 Productions must be delivered within eight (8) months after the funds have been awarded. There are two submission periods per year,

- in the fall
- and winter semesters.

## 2. TYPE OF WORK SUPPORTED

The Member Production Sponsorship programs administers grants for 2 categories of filmmaking.

**Fictional film** includes drama, experimental filmmaking, choreographed films and other types of films that are based on the imagination and storytelling.

**Documentaries** that present original points of view and approaches to storytelling. Projects funded often present situations or points of view that might not otherwise be represented. More weight is given to proposals where the artist has a personal engagement with the subject.

## 3. ELIGIBLE APPLICANTS

3.1 The grant program is aimed supporting experienced and talented producers. Note that meeting the eligibility criteria does not guarantee that you will receive a grant. Applicants must complete a grant application form and submit supporting documentation.

3.2 CUTV defines an experienced filmmaker as someone who:

- has at least 3 years of practice
- has received specialized training in the artistic field

- has completed at least 1 film as a director
- participated in a production role in at least 2 completed films
- is committed to devoting more time to artistic activity, if possible financially

**3.3 Only those with creative control on a project may apply.** Producers are not eligible. Artist-directors can act as producer, but must retain creative control at all times.

3.4 In a given program year, **the majority of recipients must be Concordia undergraduate students and members of CUTV.** To ensure a competitive process, CUTV may also accept submissions from non-members.

3.5 For any CUTV members who are currently enrolled in Film Production, Communications or Journalism undergraduate programs, applicants must give one workshop series over the course of the semester in which they apply to be considered eligible.

#### **4. GRANT AMOUNT**

4.1 These grants cannot be used for projects that have already been completed or for expenses that were incurred before the program deadline. They may not be used to purchase equipment or to offset capital costs. *Applicants are asked to submit reasonable, carefully thought-out proposals based on well-researched budgets.*

4.2 Candidates may request the following amounts:

- Fictional film: from \$1000 to \$3000
- Documentary: from \$800 to \$2000

4.3 Eligible expenses include:

- fees for actors, performers, technicians and other participants
- rental costs for equipment, studios and other facilities
- travel costs
- payment for technical services, materials and processing

Development costs, living and accommodation expenses and per diems are not eligible.

4.4 Grant recipients must submit a final cost report 60 days after the delivery date, accounting for how the entire sum of funds was spent in an itemized format, and including all original receipts. If the cost report includes ineligible expenses, is incomplete or is not submitted, CUTV may undertake to recover part or all of the expenses and/or bar the recipient from future grants.

## **5. ASSESSMENT COMMITTEE**

5.1 Applications are reviewed by an Assessment Committee which determines whether to award the grant.

5.2 An Assessment shall be convened by the Board after every submission period. The committee will consist of one board member, one staff member, one member at large, one experienced member (2 yrs+), and one Concordia faculty member. The committee will dissolve after its decisions have been rendered.

5.3 CUTV is an inclusive organization, and committee members will be selected with consideration to fair representation of gender, Canada's two official languages, Aboriginal peoples, and the cultural and regional diversity of Canada.

5.4 Grants are awarded based on the committee's decisions, which are final.

### **5.5 ASSESSMENT CRITERIA**

Assessments are based on the written proposal, the support material and the applicant's previous training and artistic experience. As a guideline, the relative weights given to the material submitted for evaluation are: written proposal and previous experience, 50%, and support material, 50%.

5.6 The committee will base its review of applications on the assessment criteria listed below:

- the artistic/educational merit of the proposed project
- the applicant's technical and production skills
- the applicant's ability to carry out the project, as demonstrated by his or her experience in film or video production and/or the proposed support of media arts professionals.

5.7 In the evaluation of the artistic merit of the project, the following points are considered

- the innovation and artistic expression evident in the proposal
- the originality of the project
- the extent to which the project contributes to the development or renewal of the applicant's artistic practice, i.e. continuity, new directions, a break and so on
- for documentary proposals, the quality and value of the research on a specific subject, and the clarity of the artist's perspective
- the applicant's mastery of materials, means and concepts

5.8 Higher equipment priority if you take CUTV PA's.

## **6. COPYRIGHT AND ATTRIBUTION**

6.1 Copyright for Staff-guided productions is shared jointly between the Producer and CUTV. Copyright for Member-led productions is retained by the members.

6.2 All productions must credit CUTV as an Executive Producer.

6.3 All productions are required to acknowledge CUTV's participation in the credits with a notice and logo. The notice must read as follows:

*“Equipment and production support provided by CUTV.”*

The logo must always be present. The text 'CUTV' may be substituted by the logo.

6.4 Once a Production receives a grant, Applicants must display the CUTV logo on promotional materials and in the credits, and where applicable a notice reading “This project acknowledges the financial support of CUTV”.

6.5 Producers and crew who receive credit for technical or creative roles also retain moral rights in their work. This means that all cast and crew members involved in a production have the right to attribution for their work in the credits, or, if they choose, they may be credited under a pseudonym.

6.6 Producers, Cast and Crew Members may use portions or excerpts from productions for the purposes of personal promotion of their own work (i.e. portfolios, demo reels, etc.)

6.7 Producers are responsible for ensuring that they have the necessary permission to use excerpts from works they do not hold the copyright for. In the event of a claim of copyright infringement, the content will be removed from CUTV's web properties until the infringing material has been removed or clearances have been obtained from the rightsholders in writing.

6.8 Certain productions may be able to use excerpts without permission if they fall under the fair dealing<sup>1</sup> provisions of the Canadian Copyright Act. Fair dealing covers use for the purpose of research, private study, education, satire, parody, criticism, review or news reporting. Full attribution is always required in order to satisfy the fair dealing requirement.

Proving this status is on the onus of the Producer.

6.9 CUTV will not act as an agent between Producers and external artists.

## **7. LICENSING**

Preamble: If you are submitting to a film festival or other public exhibition, we understand that you may not be able to freely distribute your film. Before your film is screened at the event, and while it is under consideration, we will not make your film available to the public. We retain the right to publish and distribute trailers for promotional purposes, and to adapt portions of the film for educational use.

---

<sup>1</sup> <http://www.lib.sfu.ca/help/academic-integrity/copyright/fair-dealing>

*[GENERAL LICENSE]*

7.1 Producers agree to provide CUTV with a perpetual, world-wide, royalty-free, non-exclusive and transferable license to publish (if unpublished) the work or any substantial part thereof, distribute the work to the public through technological means, to present the work at a public exhibition, and to adapt the work for promotional and educational purposes.

*[First run rights and third party festivals]*

7.2 For unpublished productions, the Producer and CUTV may mutually agree to temporarily suspend terms of the General License in cases where the Production is a) under consideration by or accepted to a third-party film festival or public exhibition, b) is covered by a distribution agreement assigning first-run or distribution rights to a third party. CUTV reserves the right to adapt non-substantial portions of the work for promotional and educational purposes, and to publish, distribute and present them at a public exhibition. CUTV retains the right to present the entire work at private screenings. After the Production has been exhibited by the third party, or after the first-run distribution rights have expired, all terms of the General License once again apply.

7.3 Producers creating works at CUTV retain at all times the right to produce or reproduce the work or any other translation of the work, as well as the right to license these works to other parties.

7.4 In the event that the license is transferred to another party, CUTV retains the right to retain a copy of the work in perpetuity for archival purposes, and to adapt portions of the work for promotional and educational use.