

# CUTV Production Grant Form

## 1. APPLICANT IDENTIFICATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

- I have carefully read the eligibility criteria for this program, which are described in the application guidelines, and I meet these criteria.
- I understand that I may apply for only one Sponsorship Program Grant in any fiscal year (1 April to 31 March).
- I understand that I am not eligible to apply to this program until all my overdue final reports for previous CUTV grants have been submitted and approved.
- I accept the conditions of this program and agree to accept the CUTV's decision.
- I am aware that CUTV is subject to the Access to Information Act and Privacy Act, as described in the application guidelines.
- I am aware that information provided in this application form will be used to determine my eligibility for the award described in the application guidelines.
- I confirm that the statements in my application are complete and accurate, to the best of my knowledge.

## 2. CATEGORY OF GRANT REQUESTED

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

Amounts range from \$1000 to \$3000.

AMOUNT REQUESTED \$ \_\_\_\_\_

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

Amounts range from \$800 to \$2000.

AMOUNT REQUESTED \$ \_\_\_\_\_



Instructions or other notes *(100 words MAX)*

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**WORK 2**

Title of work: \_\_\_\_\_

Applicant's Role: \_\_\_\_\_

If you are the director, did you maintain creative control?

If not, why?

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Synopsis *(150 words MAX)*

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Brief description of how it relates to the proposed project *(150 words MAX)*

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Instructions or other notes (100 words MAX)

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## 5. GENERAL DESCRIPTION OF PRODUCTION PROJECT

Title: \_\_\_\_\_

Format: \_\_\_\_\_

Estimated duration: \_\_\_\_\_

Production dates: \_\_\_\_\_

Production

locations: \_\_\_\_\_

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In two or three sentences, give a brief summary of the proposed production project. The summary describes your project in the most general terms possible indicating the length of the work (e.g. “to produce a one-hour experimental documentary on the life cycle of bees” or “to produce a feature-length animated video on the life cycle of bees”).

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## 6. DETAILED DESCRIPTION OF PROJECT

**This is the most important part of your application.** Your proposal will be assessed against the following criteria (see the application guidelines for more information on assessment criteria):

- The artistic merit of your proposed project
- Your technical and production skills
- Your ability to carry out the project, as shown by your experience in film or video production and/or the proposed support of media arts professionals
- The clarity of your project budget and how reasonable it is.







Description of the proposed production, including your planned visual and sound treatment (camera, movement, lighting, music or audio sources, etc.) (300 words MAX)

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- When appropriate, letters of agreement from the subjects confirming that you will have access to the proposed material or their participation in the project. (To be attached separately)

Description of activities	Start Date	End Date
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____



## **8. BUDGET**

Please provide a detailed budget outlining all expenses and sources of revenue. (To be attached separately)

### **8.1 EXPENSES**

An important factor in the assessment of your application is how clear and reasonable your budget is. Please read the following information before completing your budget.

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 expenses, accommodation expenses, and per diems are not eligible.)

### ***IN THE BUDGET DOCUMENT***

*Cast/Crew fees:* provide names, roles, and rates

*Equipment Rental:* list all equipment being rented along with suppliers and rates.  
(Please indicate equipment provided by CUTV in this document)

*Studio:* describe facilities

*Travel:* include only direct costs related to production

*Production materials & supplies:* Include the costs of raw stock, video/audio tape, art/construction supplies, costumes, etc.

### ***REVENUES***

*Other sources of funding:* indicate when they are confirmed or pending

*Donations:* Put a value on all materials and services being donated to your project, for example, where some crewmembers will be donating services, or you will be receiving donations of materials or supplies.

## **9. CV**

Please submit a copy of your CV separately. Your CV should be focused on your relevant work. List all productions, other forms of artistic work you have participated in and list any training you have received/are currently receiving.

## **10. CHECKLIST**

Make sure you complete all the sections of the form.

- Identification
- Category & amount of grant requested
- Audio-visual support material
- Detailed description of audio-visual support material
- General description of project
- Detailed description of project
- Work schedule
- Budget
- CV

To submit your application, please email all relevant documents and links in a pdf file to CUTV's Executive director, Brian Mann:

[brian@cutvmontreal.com](mailto:brian@cutvmontreal.com)

We thank all of the applicants for submitting.  
Only those selected for an interview will be contacted.

The CUTV team