



Philadelphia Independent Media Finishing Fund Application

## **Guidelines - Philadelphia Independent Media Finishing Fund**

**Deadline: Monday, July 15, 2019 at 6pm**

**The Philadelphia Independent Media Finishing Fund awards grants to Greater Philadelphia area independent media makers with digital video and audio projects in linear or experimental forms that are in the postproduction stage with an anticipated completion date of twelve months from the grant award date.**

**Grants are awarded in amounts up to \$2,500 and are paid directly to service providers. This program awards grants twice a year, generally one cycle in the fall and one cycle in the spring.**

## **FREQUENTLY ASKED QUESTIONS**

### **What organizations are involved in administering this grant?**

The Philadelphia Independent Media Finishing Fund is administered by Scribe Video Center. Evaluation of proposals and selection of grant recipients is made collectively by members of media arts organizations in the Philadelphia area who are involved in media making, educating and supporting local artists, as well as by individual members of the independent film and digital media community. Support for the Philadelphia Independent Media Finishing Fund is provided by the **Wyncote Foundation**.

### **Who can apply?**

A producer/director who is a current member of Scribe Video Center and living in Philadelphia or the surrounding region. These include Philadelphia, Bucks, Montgomery, Chester, and Delaware counties of Pennsylvania, the Camden, Burlington and Gloucester counties of New Jersey and New Castle County of Delaware.

**All applicants must be at least 18 years old.**

### **What projects are eligible for Finishing Funds?**

Projects that are in the postproduction or distribution stage only. Only projects that are close to completion or expect to be completed within twelve months of the award date are eligible for funding.

### **What projects are ineligible?**

Projects in the developmental or preproduction stages; commercial projects produced for organizations; screenplays; and works created for promotional or advertising purposes. Your application will not be considered if you have received a grant for the same project in the previous Philadelphia Independent Media Finishing Fund funding cycle.

### **Who retains the copyright of the funded projects?**

The filmmaker retains all rights to the project. The Philadelphia Independent Media Finishing Fund and Scribe Video Center must be credited in the end credit of the work and in all marketing materials. The copyright of the finished project must not be shared with any academic organization.

### **What services do the Finishing Funds cover?**

We cover post-production services. These services include editor consultations; fine cut editing; sound mixing; scoring, color correction; Title design; Graphics/Animation/Illustration; dub titling; close captioning; DVD authoring; DCP conversion, archival footage rights; master dubs; and duplication.

### **What process is used to select the projects?**

Scribe Video Center and members of the Philadelphia Independent Media Fund assemble a rotating panel of local indie filmmakers and representatives from the member organizations to review all written and audio/visual application materials.

### **What does the panel consider when evaluating my application?**

The panel awards projects they consider to have a reasonable expectation for public exhibition, an exhibition/distribution plan in place, an aesthetically engaging work of art and works that have the potential for broad distribution. The works must also be finished within twelve months from the award date. The panel also prefers projects that are at a critical juncture where the award will have a real impact on the filmmaker's ability to complete the project.

**How much money can I apply for?**

Filmmakers can apply for a grant of up to \$2500 to be paid directly to a service provider. All money must go to **no more than** three vendors with Scribe Video Center disbursing the funds directly to the vendor(s) upon receipt of invoice and proof of work completed. We encourage the use of local vendors, please explore the Greater Philadelphia Film Office's directory of vendors [here](#).

**What are my obligations upon receiving a grant?**

You have three obligations.

1. The grant money must be used within six months of receiving the award letter.
2. The work must be completed within twelve months of receiving the award letter.
3. Because we want these works to be seen by local audiences, the completed work must be made offered to and available for exhibition or screening by a public non-profit media arts organization in the Philadelphia area including festivals, public media broadcast or cablecast, and gallery exhibitions within eighteen months of the work's completion.

**What should be included in the work sample?**

A full-length rough cut, fine cut, or completed work that best represents this current film project. Submitting raw unedited footage is not appropriate, you should have at least a rough edit of your material.

**How do I send in my work sample?**

You upload to your favorite video server and include the link in your application. PLEASE TEST YOUR LINK BEFORE SENDING IT TO US!!!!!! Please make your link public or remember to share password.

**When am I notified of the panel's decision?**

Notification is usually within 90 days of the deadline.

**Further Questions?**

Please contact Scribe Video Center at 215-222-4201 or [inquiry@scribe.org](mailto:inquiry@scribe.org).

*The Philadelphia Independent Media Finishing Fund, a program of Scribe Video Center, is made possible with support from the Wyncote Foundation.*

Founded in 1982, Scribe Video Center is a nonprofit media arts center that provides an opportunity for adults and young people to produce videotapes under professional instruction. Projects exploring personal visions, social issues, and community life are of particular interest to Scribe.



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Application

**Thank you for your interest in applying to the Philadelphia Independent Media Finishing Funds.**

**The deadline is Monday, July 15, 2019 at 6pm.**

**Please note that no material can be saved in this form. You cannot return to the application and continue your work. We recommend completing the application responses off-line and cutting and pasting responses into this form, once you are ready to submit.**

\* 1. Are you a current member of Scribe Video Center?

In order to apply for funds you must be a member. If unsure please contact Scribe Video Center before completing the application. We will not process any applications from nonmembers. You can become a member by clicking [here](#).

Yes

No



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Scribe Membership Reminder

2. You must be a Scribe member to apply. Please become a Scribe member by following [this link](#) and return to the beginning of the application to begin again.

Return to the beginning of the application.

Exit the application.



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Applicant Information

3. First Name

4. Last Name

5. Group or Organization Name (if an organization is applicable.)

6. Address 1

7. Address 2

8. City

9. State

10. Zipcode

11. Phone Number 1

12. Phone Number 2

13. Fax Number

14. Website

15. Email address 1

16. Email address 2

17. Please provide a brief bio. (3,000 character limit)

18. How did you hear about this opportunity?

- Brochure
- Website
- Facebook
- Twitter
- Word of Mouth
- Other (please specify)



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Project Details

**Please answer all the following questions.**

19. Title of the Film

20. Logline

21. Synopsis of the Film.

This is your story.

Please limit response to 3,000 characters.

22. Who is your primary audience?

Briefly describe who will see this work.

Please limit response to 3,000 characters.

23. Estimated length of completed work.

24. Applicant's role in the work. Select One.

- Director
- Producer
- Other (please specify)

25. Project Timeline: Please note that you must be in Post-Production at the time of application.  
Provide the following in this format:

Pre-Production - Dates

Production - Dates

Post-Productions - Dates

Distribution - Dates

26. Please upload a project budget as a single PDF or Word document.

The budget should indicate Income and Expenses.

Include in-kind and breakdown by stages: Pre-Production, Production, Post-Production and Distribution.

Choose File

No file chosen

27. Summarize the project budget

Please limit response to 3,000 characters.

28. Why are Finishing Funds needed at this moment?

Please describe the critical juncture for your work and why the Philadelphia Independent Media Finishing Fund is important for you to complete your project.

Please limit response to 3,000 characters.

29. Will the project be ready for exhibition and distribution within twelve months of the application date?

Answer must be Yes to be eligible.

- Yes
- No

30. Please provide the date that you estimate the project will be ready for exhibition and distribution assuming you are awarded Finishing Funds.



31. Outline of Distribution Plan.

How will you distribute the project? List specific strategies, such as festivals, online, VOD, theatrical release, non-theatrical release, etc. Be brief but give the review panel an idea of how you will reach your audience.

Please limit response to 3,000 characters.

32. Have you secured letters of interest for the public distribution or exhibition of the completed work? If so, please list the names of exhibitors and distributors.

33. If you have secured letters of interest, please upload the documents in a single pdf or word document.

Choose File

No file chosen

34. Which Post-Production service are you requesting?

- Close-Captioning
- Color Correction
- Composer or Hiring Musicians
- DVD Authoring or Duplication
- Film or Video Transfer to Digital Files
- Fine Cut Editing or Editing Consultation
- Graphics or Titles or Illustrations or Animation
- Make Master for Festival Submissions
- Sound Mix or Sound Design
- Web Development
- Other (please specify)

35. Briefly describe above requested services.

Please limit response to 1,500 characters.

36. Please include the name of the vendor(s) who will provide the service with a brief bio and if available, a weblink.

Please limit response to 3,000 characters.

37. Amount Requested (maximum request is \$2,500)

Please note that the funds will be paid directly to the vendor.

38. Please upload the invoice from your vendor(s) for the services requested..

If you have more than one invoice please combine all invoices into a single PDF or Word Document

Choose File

No file chosen

39. List here the **ONLINE LINK TO YOUR WORK SAMPLE. THIS IS THE MOST IMPORTANT PART OF THIS APPLICATION.**

The sample may be rough cut, fine cut or finished film which demonstrates the content, approach and style of the film.

You can use any online video site: YouTube, Vimeo, etc.

**PLEASE INCLUDE A PASSWORD, OR MAKE YOUR LINK PUBLIC.** We will not make make your link public if you have a password.

**PLEASE TEST YOUR LINK PRIOR TO SUBMISSION.**

40. Work Sample Notes for your Project.

Please use this place to describe anything that needs explanation about the content and quality. Assume the panel will view the entire film. This is not a place to address any other work you have created. Please use the bio section (above) for that purpose.

Please limit response to 3,000 characters.



\* 41. For my project to be eligible for the Philadelphia Independent Media Finishing Fund, I hereby certify that I have read and agreed to the terms of the release form.

As a condition of applying for this grant I hereby certify that:

1. I am the sole creator of the project, titled above, which I herewith submit to the Philadelphia Independent Media Finishing Fund Grant Program administered by Scribe Video Center for consideration.

2. I am the sole and exclusive owner of all rights thereto and have full right and authority to submit the project to you.

3. I will indemnify, defend, and hold harmless Scribe Video Center, the panel of judges & sponsors individually and collectively, including their heirs, personal representatives, officers, directors, employees, successors and assigns, from and against all claims, demands, losses, damages, costs, judgments, liabilities and expenses (including attorneys' fees) arising out of or in connection with any and all claims of third parties based on any screenplays or other material submitted by me to the Philadelphia Independent Media Finishing Fund Grant Program.

4. I hereby grant the Philadelphia Independent Media Finishing Fund Grant Program and Scribe Video Center the nonexclusive right to use my name, photograph, and likeness in connection with any and all publicity and promotional activities regarding the Competition.

5. I understand that the Philadelphia Independent Media Finishing Fund Grant Program and Scribe Video Center accepts no responsibility for non-receipt or loss of my material and I hereby agree to remain fully liable in connection therewith. I further understand that the Philadelphia Independent Media Finishing Fund Grant Program and Scribe Video Center will not return, and is not obligated to return materials that I have submitted.

6. I hereby agree to abide by the decisions of the Judges panel with regards to all matters and decisions, including those decisions involving their sole discretion, relating to the Philadelphia Independent Media Finishing Fund Grant Program.

7. I agree to acknowledge Scribe Video Center and the Philadelphia Independent Media Finishing Funds assistance in this production in my project's credits, however, any use of the Scribe Video Center name or logo will not be used without Scribe Video Center's expressed written permission and any publicity utilizing Scribe Video Center and the Philadelphia Independent Media Finishing Funds will only be allowed with Scribe Video Center's written permission.

I agree

I do not agree



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Waiver Reminder

42. If you do not agree to the waiver your application will not be considered by the committee.

Select yes to return to the previous question and agree?

If you select No you will lose all data entered into the application and your application will be disqualified.

Yes

No



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Submit

Thank you for completing this application. Please select Submit below.