



FY2016 – Grant Round

March 5, 2016

Dear CALOP Applicant:

Enclosed are instructions and an application for funding from the University City Commission for Access and Local Original Programming (CALOP).

If you choose to apply for a CALOP grant, an **original application and twelve copies** are due no later than **5:00 p.m., Friday, April 29, 2016**. Drop off or mail your applications to:

CALOP
c/o Keith Cole
City of University City
6801 Delmar Blvd., 1st Floor
University City, MO 63130

Please follow these instructions to ensure that your project is accepted for review:

- ✓ Use the application form (attached).
- ✓ Staple all 13 applications (1 original, 12 copies) at the top left corner.
- ✓ Include any supplemental material such as videotapes, audiotapes or other corroborating material with your application, as the reviewing committee places great weight on the initial application.
- ✓ Materials must be received or postmarked by **April 29, 2016**. No additional material will be accepted after the deadline unless specifically requested by the committee.
- ✓ PLEASE NOTE: Applications that arrive after the deadline or that do not have twelve copies will not be considered.

If you have questions about the application process, please call Keith Cole at (314) 505-8546 or email at kcole@ucitymo.org. Good luck and thanks for your interest in the CALOP program.

Sincerely,

Patricia McQueen
Chairperson, CALOP

Enclosures

FY2016 Application for Funding

INSTRUCTIONS

Please read the following instructions carefully. Direct questions or concerns to Keith Cole (314) 505-8546 or Patricia McQueen, CALOP Chairperson at (314) 977-3878.

Cover Sheet/Certification

Applicant: Individual, agency or organization that has financial responsibility for the project.

Authorized official: person authorized to sign official documents on behalf of the applicant, (such as president, chairman of the board, treasurer). If funding is awarded, contracts and invoice checks will be sent to this person. Also, for tax reporting purposes, this person will receive a 1099 for monies distributed per the grant contract.

Section I – Principals

Producer/contact: person responsible for initiation, control and completion of the project. CALOP must be able to reach this person during normal business hours.

Project director (technical): person to answer questions about technical aspects of the project.

Other principals: Anyone with a significant decision-making role in the project.

Section II – Project

Understanding of CALOP's mission & vision: Applicant is required to explain why the project is consistent with CALOP's goals and why the citizens of University City (who are paying for the grant) should be proud of the project.

Project completion date: Projects must be completed within 12 months of the date of award. Requests for extensions must be submitted in writing to the assigned CALOP liaison at least one month before the original due date. CALOP will answer in writing. Unauthorized delays shall put the applicant in default.

Section III – Budget (Revenues and Expenses)

Be specific. If your project is accepted, CALOP will ask for written proof that it can be completed as described in your application. Your past film experiences and planned use of professional producers/directors will be considered. CALOP will request proof of project funding and may hold its award for up to three months until proof that said funding is secured. If promised funding is not secured, the grant will be withdrawn.

Section IV – Technical Standards and Equipment

This helps CALOP assess your knowledge of the filmmaking process/industry.

Section V – Additional Program Description

Be thorough. This section is most crucial to CALOP's project evaluation/approval process. If it later becomes necessary to change the project's format, length, content or completion schedule, a written explanation must be provided to and approved by CALOP prior to proceeding. CALOP reserves the right to adjust or withhold funding if changes significantly alter the original content, format, and length of your project without CALOP's written approval.

Section VI – CALOP History/Credit/Profit-Sharing

This section is used to report any previous participation with CALOP and acknowledge requirements relating to funding and financial disclosure.

Section VII – Financial Responsibility

The CALOP grant is not a gift. You are entering a contract with the City of University City and you will be held personally accountable for delivering what you have promised to deliver. If necessary, CALOP will insist on some evidence that you can guarantee delivery or ask that you front all costs until you can demonstrate that each is justifiable.

Submission

One original and 12 copies of the application (and any supporting materials such as DVDs) must be postmarked or received by 5:00 p.m., Friday, April 29, 2016. CALOP will not make copies for applicants. Late or incomplete applications will not be considered. Please submit your entry to:

CALOP
c/o Keith Cole
City of University City
6801 Delmar Blvd., 1st Floor
University City, MO 63130



Cover Page

Date submitted:

Project Working Title:

Project start date:

Project completion date:

If longer than one year, please explain:

Name of applicant/organization:

Mailing address:

Telephone:

Email:

Describe why this project is consistent with CALOP's goals (attach additional pages, if necessary):

Authorized official(s) and contact number if different from above:

I (we) certify all the information contained in this application is true to the best of my (our) knowledge and I (we) further certify that I (we) understand that I (we) must notify CALOP of any change as to principal personnel, budget, schedule or treatment prior to proceeding. (Applicants, please initial each and every page of the application and attachments).

Signature(s) and date:

Section I – Principals

A. Producer (contact person) :

Daytime phone:

Alternate phone:

Email:

Mailing address:

B. Project director (technical):

Daytime phone:

Alternate phone:

Email:

Mailing address:

C. Other principal(s):

Daytime phone:

Alternate phone:

Email:

Mailing address:

Please attach résumés and examples of past work.

FOR CALOP USE ONLY:

Has the applicant provided sufficient information to proceed? If so, has the applicant demonstrated sufficient experience and knowledge to produce a quality project?

Rate: 10 points maximum

Section II – Project

A. Check all that apply:

This is a project that is focused on University City/St. Louis Regional:

- Arts
- Culture
- History
- None of the above

This project is a:

- Documentary
- Performance
- Drama
- Documentation of a significant University City event

B. Describe this project and its focus:

C. Provide a working detailed outline of the program to describe the flow of the project:

D. Target audience (be very specific about demographics, etc):

FOR CALOP USE ONLY:

How well does this meet CALOP's mission and vision?

Rate: 30 points maximum

Section III (A) - Budget (Revenues)

A. What is the total amount of funds needed to complete this project? \$

B. What personal/organizational funds are committed to the project? \$

C. List other grants or contributions (cash) committed to the project:
(Please provide proof of funding.)

Source \$

Source \$

Source \$

D. Total of all in-kind contributions, if any: \$

Describe:

How was this figured?

E. Amount requested from CALOP: \$

F. **TOTAL PROJECT FUNDS**
(Lines B through E should equal amount listed in Line A): \$

FOR CALOP USE ONLY:

Can the applicant credibly match CALOP funds?
Rate: 10 points maximum

Section III (B) – Budget (Expenses)

- A. Prepare a detailed project budget that identifies costs for the following categories. Provide summary figures here:

- | | |
|--------------------|----|
| 1. Pre-production | \$ |
| 2. Production | \$ |
| 3. Post-production | \$ |

Instructions for preparing your budget:

Attach additional sheet(s) for a detailed, line-item budget. Be sure to include the project and applicant names on each sheet. A suggested detailed budget sheet is attached.

1. State cost figures for all personnel by title, equipment, supplies, production studio, and music.
2. Include performer rights, publicity waivers and other items as required by the project.
3. Indicate **cost items** versus **in-kind** contributions (if any).
4. The total amount should match the amount listed in Line F of Section III (A).

FOR CALOP USE ONLY:

Is the attached detailed budget realistic, legible and thorough?
Rate: 10 points maximum

Section IV: Technical Standards & Equipment

A. Length of version to be submitted for air on Charter Cable (check one):

- 30 minutes
 60 minutes
 Other (specify)

(Please note that all lengths and versions of all projects funded in any part by CALOP must be submitted to CALOP for approval prior to release. CALOP retains the right to premier all versions. CALOP encourages producers to produce a “director’s cut” for air on CALOP partner, HEC-TV, and for film festivals.)

B. What original shooting format will you use?

- Betacam SP Digital Beta DVC-Pro
 Mini DV 35 mm Film Other

C. What production house will be used, if not done internally?

Contact:

Phone:

D. List field-recording equipment you have scheduled for use on this project:

E. Are there related print or web-based materials related to the project? If so, please describe:

FOR CALOP USE ONLY:

Does this project meet minimum technical standards? Yes or No
Rate: No rating required.

Section V – Additional Program Description

On a separate sheet(s) of paper, please provide:

- A. A detailed format or treatment of the project as it will play out on tape describing what it will look like or provide a story board.
- B. A preliminary script, if available.
- C. Details about the shooting locations, new, archival or file footage, use of interviews, narration or other methods of coverage within your project. Intrinsic details about the project will help CALOP members accurately evaluate your funding request.
- D. An explanation of any copyright issues or other legal questions and how you will approach them with regard to this project.

FOR CALOP USE ONLY:

How detailed and realistic is the format/treatment/script?
Rate: 10 points maximum

Section VI – CALOP History/Credit/Profit-sharing

A. Has any principal previously submitted an application to CALOP?

YES

NO

Date/project title(s) submitted:

B. Were any of the above projects awarded a CALOP grant and fully completed and paid in full?

YES

NO

If no, please explain:

C. Do you understand that, if approved, you must disclose CALOP funding on all versions and on all promotional materials as prescribed by contract?

YES

NO

D. CALOP-funded projects are required to return a share of net profit equal to the portion funded. Do you agree to submit timely financial reports disclosing any and all profits related to your project?

YES

NO

FOR CALOP USE ONLY:

Rate: 5 points maximum

Section VII – Financial/Legal Responsibility

Please understand that CALOP has a fiduciary responsibility to the citizens of University City. A negative answer to any question is not necessarily a disqualifier, but the committee must be aware of the facts when making critical decisions.

A. Have you or any principal(s) ever declared bankruptcy?

- Not applicable
- No
- Yes, please describe the situation:

B. Are you or any principal(s) currently the subject of a judgment or lien?

- Not applicable
- No
- Yes, please describe the situation:

C. Have you or any principal(s) ever been charged or convicted of a felony?

- Not applicable
- No
- Yes, please describe the situation:

D. Have you or any principal(s) ever been charged or convicted of fraud in any form?

- Not applicable
- No
- Yes, please describe the situation:

Section VII – Financial/Legal Responsibility (continued)

- E. You need not be part of an organization/company to apply, but if you are please provide the following (Attach articles of incorporation or a Board of Directors as applicable):

Organization Name:

Date Incorporated:

Is the organization for profit? Yes No

Do you have 501(c)(3) status? Yes No

If yes, what is your IRS number?

- F. ***If part of an organization***, please indicate the following:

Size of staff Number of paid staff Number of volunteers

Your total operating budget for the current fiscal year: \$

Will you authorize CALOP to run a credit check, if necessary?

Yes

No

- G. ***If not part of an organization***:

Are you bondable?

Yes

No

In lieu of posting a bond, are you able to front the costs of your project by phase (generally one quarter of total funds) until approved by the City of University City, CALOP and/or its duly approved agents?

Yes

No

Will you authorize CALOP to run a credit check, if necessary?

Yes

No

FOR CALOP USE ONLY:

Is the applicant a qualified partner?

Rate: 5 points maximum

(Suggested) Detailed Project Budget

PRE-PRODUCTION

Personnel:

Producer ¹	_____	\$	_____
Videographer	_____	\$	_____
PA	_____	\$	_____
Other	_____	\$	_____

Equipment:

Supplies	_____	\$	_____
Other (please describe)	_____	\$	_____
Other (please describe)	_____	\$	_____

Other Costs (please describe):

_____	_____	\$	_____
_____	_____	\$	_____
_____	_____	\$	_____

TOTAL PRE-PRODUCTION

\$ _____

PRODUCTION

Personnel:

Producer ¹	_____	\$	_____
Director	_____	\$	_____
Videographer	_____	\$	_____
Audio	_____	\$	_____
Grips/Gaffers	_____	\$	_____
Ads/Techs	_____	\$	_____
Talent	_____	\$	_____
Other	_____	\$	_____

¹ Indicate whether or not you plan to pay yourself as producer of this project. If so, indicate at what rate.

² Indicate whether you are renting the equipment from yourself. If so, indicate at what rate.

PRODUCTION (continued)

Equipment (continued):²

Camera	_____	\$	_____
Audio	_____	\$	_____
Visual	_____	\$	_____
Lighting	_____	\$	_____
Tape Stock	_____	\$	_____
Other (please describe)	_____	\$	_____

Other Costs (please describe):

_____	\$	_____
_____	\$	_____
_____	\$	_____

TOTAL PRODUCTION

\$ _____

POST-PRODUCTION

Personnel:¹

Editor	_____	\$	_____
Sound Editor	_____	\$	_____
Graphics	_____	\$	_____
Voice Talent	_____	\$	_____
Musicians	_____	\$	_____
Other (please describe)	_____	\$	_____

Equipment:²

Edit Suite	_____	\$	_____
Audio Post	_____	\$	_____
Logging	_____	\$	_____
Digitizing	_____	\$	_____
Animation	_____	\$	_____
Format Transfer	_____	\$	_____
Tape Stock	_____	\$	_____

Other Costs(please describe):

_____	\$	_____
_____	\$	_____
_____	\$	_____

TOTAL POST-PRODUCTION

\$ _____

¹ Indicate whether or not you plan to pay yourself as producer of this project. If so, indicate at what rate.

² Indicate whether you are renting the equipment from yourself. If so, indicate at what rate.