

Open Call 2009 Round 2 How to Apply

APPLICATION DEADLINE

All materials must be received at the ITVS office by 5:00 PM PST on Friday July 31, 2009.

All proposals must be accompanied by a sample of the applicant's previously completed work and a work-in-progress video of the proposed program. Please follow the instructions carefully. Use only 12-point font size. Applications submitted in smaller font size will not be accepted.

PART I: APPLICATION FORM

First you must fill out and submit the online application form. Once your application has been submitted, you will then be taken to a confirmation page with a confirmation number at the top. Print this confirmation page, sign it, and use it as the cover page for each set of written materials. Remember to save a copy for your files. If your confirmation page does not have a confirmation number at the top or you encounter an error in your online application, please contact Karim Ahmad at karim_ahmad@itvs.org for assistance.

PART II: PROGRAM DESCRIPTION (UP TO THREE PAGES TOTAL)

Communicate your program idea with as much detail as possible within three pages. Be sure to include the following:

For Non-Fiction Projects

- A synopsis of the program
- A treatment specifying how you will translate your story from page to screen
- A discussion of theme, format, structure, style and point of view
- The anticipated audience for the program. Are there specific communities (for example, defined by geography, ethnicity, class or generation) who are the target audience for this program? In what way is this audience not being currently served by public television? How have you addressed the needs and interests of this audience?

What is your relationship and access to this community?

- Reasons the program is appropriate for public television.
- The current status of the project.

For Animation Projects

- PLEASE INCLUDE A FULL SCRIPT (double-sided). This is in addition to the 3-page Program Description
- A synopsis of the program
- A treatment that includes a brief description of the entire storyline and a director's vision detailing the stylistic choices that demonstrate how the script will be translated to film
- Reasons the program is more appropriate for public television rather than commercial television or theatrical distribution.
- Are there specific communities who are the target audience for this program? In what way is this audience not being currently served by public television? How have you addressed the needs and interests of this audience? What is your relationship and access to this community?
- The current status of the project.

PART III: PRODUCTION PERSONNEL (UP TO THREE PAGES TOTAL)

Applicants and Co-applicants must submit full résumés with filmographies. No summaries or blurbs will be accepted. For key production personnel (additional directors or producers, advisors, editor, cinematographer, videographer, etc.), include name, position and short bio only.

PART IV: PREVIOUSLY COMPLETED WORK AND WORK-IN-PROGRESS MATERIALS

Note: Materials will not be returned.

A. Previously Completed Work:

For Non-Fiction Projects

- All proposals must be accompanied by a VHS-NTSC tape OR a DVD-R of the applicant's previously completed work. If a DVD is sent, only DVD-R format can be accepted. Submit work in its entirety (no demo

reels).

- Label the spine and case with the applicant's name and title of the program.
- Documentary applicants may submit a previously completed work in any genre and of any length.

For Animation Projects

- All proposals must be accompanied by a VHS-NTSC tape OR a DVD-R of the applicant's previously completed work. If a DVD is sent, only DVD-R format can be accepted. Submit work in its entirety (no demo reels). Label the spine and case with the applicant's name and title of the program.
- Animation applicants must submit a previously completed work that is an animated project.
- NOTE: If applicants are not the animators then they must submit a demo reel from the animation team.

B. Work-in-Progress:

For Non-Fiction Projects

- All non-fiction proposals must be accompanied by a work-in-progress DVD of the proposed program of at least five minutes in length. Please note that only DVD-R format can be accepted. The video can be a full rough cut, a trailer, scene selects, etc.

For Animation Projects

Animation applicants must submit EITHER:

- A work-in-progress of at least three minutes in length (please note that only DVD-R format can be accepted), OR
- Storyboards. One scene is sufficient.

C. Description of Previously Completed Work and Work-in-Progress (one page):

- Describe the relevance of the Previously Completed Work to the proposed program and the applicant's role, as credited.
- Indicate if the work-in-progress is a rough cut, trailer, scene selects, etc. Specify the length of the work-in-progress.

BUDGET INFORMATION INSTRUCTIONS

Please provide estimated budget information only in the budget section of your application cover page. Do not include in-kind costs or support.

- A. TOTAL BUDGET = the total cost of the completed production
- B. TOTAL CASH SPENT TO DATE, IF ANY = money spent by the producer or other contributors prior to ITVS application
- C. PENDING FUNDS = the total of funding sources that have been requested but not committed; do not include your ITVS request
- D. CASH SECURED, but not yet spent = committed grants and funds
- E. REQUEST TO ITVS = A (total budget) minus B (cash spent) minus D (cash secured).
 - o For example, if your Total Budget (A) is \$300,000, your Total Cash Spent to Date (B) is \$100,000, and the amount of Cash Secured but not yet spent (D) is \$50,000, your request to ITVS is $\$300,000 - \$100,000 - \$50,000 = \$150,000$. *Do not subtract Pending Funds from your Total Budget when calculating your Request to ITVS.*
- F. PENDING FUNDS DETAILS: grants, foundation requests, etc.; do not include your ITVS request (e.g., applied for \$25,000 from CAAM; applied for \$10,000 from LPB)
- G. CASH SECURED DETAILS, but not yet spent: committed grants and funds. Please list the amounts, sources and year received. (e.g., \$5,000 received from the Film Arts Foundation in 2002; \$8,000 received from the California Arts Council in 2001)

REQUIRED MATERIALS CHECKLIST, PLEASE SUBMIT:

1. **Five (5) sets** of all written materials. Each set should be collated and stapled in the following order:
 - Part I: Signed Application Form (use as cover sheet for each set)
 - Part II: Program Description (three pages max)
 - Part III: Production Personnel (three pages max)
 - Part IVC: Previously Completed Work and Work-in-Progress Description (one page)
 - For Animation projects: Five (5) Double-sided copies of script

2. Video Materials:
 - Part IVA: One (1) copy of applicant's Previously Completed Work (VHS-NTSC or DVD-R format)
 - Part IVB: One (1) copy of a Work-in-Progress of the proposed project (DVD-R format only).