

***The Caucus for  
Television Producers, Writers & Directors Foundation***  
**Grant Application**  
**(Submit in triplicate, one on top of each set)**

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Address \_\_\_\_\_

Phone: Days \_\_\_\_\_ Home \_\_\_\_\_ Email \_\_\_\_\_

School \_\_\_\_\_ Degree Program \_\_\_\_\_ Grad. Date \_\_\_\_\_

Course \_\_\_\_\_ Teacher/Mentor \_\_\_\_\_

Mentor/Teacher Phone #: \_\_\_\_\_ Email \_\_\_\_\_

Project Name \_\_\_\_\_ Is this your thesis film? \_\_\_\_\_

Amount Requested \$ \_\_\_\_\_

**Required Project Supporting Materials** (three individual sets in this order):

1. Application
2. Storyline Synopsis (2-3 sentences)
3. A Final Script
4. Final Budget
5. Current Expenditure & Costs to complete budget
6. Financing Plan
7. Shooting/Post Schedule
8. Crew List and Student Status of each
9. Rough Cut on DVD in NTSC format on a DVD-R disc. Since the grant is to assist in completion monies for your film, a rough cut is required. Running time must be stated.

**Individual Written Materials to be supplied** (include in the sets above in this order):

10. Applicant Statement of Intention
11. Proof of Financial Need
12. Proof of Degree Requirements
13. Faculty/Mentor Letter of Support

**Applicant Statement:** The information above and in the attachments is true to the best of my knowledge. The Caucus Foundation is authorized to contact my teacher/mentor to verify the information I have provided. The Caucus Foundation is under no obligation to return any materials I have submitted. If I am awarded a grant and accept, I understand I must comply with the terms of the grant as described in the grant papers.

Applicant \_\_\_\_\_ Date \_\_\_\_\_

## **Additional Information for Applicants**

### **QUALIFICATIONS NECESSARY FOR CONSIDERATION:**

Applicants must be enrolled in a program at an accredited College, University or Conservatory (example AFI) that requires a final project (thesis) in film, television or interactive entertainment for completion of the program. Students must demonstrate financial need and project production viability to be considered. Projects must be no more than 60 minutes in length if a documentary or 25 minutes if a narrative work.

**GRANT PROGRAM INTENTION:** The purpose of the Foundation Grants is to provide completion or finishing monies for thesis projects. Applicants who have demonstrated efforts and success in fundraising from other sources will be favored, irrespective of the amounts involved.

**FINAL DATES FOR SUBMISSION:** All materials must be postmarked on or before October 15<sup>th</sup>, received by October 16<sup>th</sup>. **HAND DELIVERING APPLICATIONS IS NO LONGER AN OPTION. ALL APPLICATIONS MUST BE MAILED ACCORDING TO THE DEADLINES.** When the 15<sup>th</sup> falls on a Sunday/Holiday, the next business day will be considered the deadline. Any applications received after the deadline will be kept for secondary consideration. Notifications of grants will be announced the first week in July for Spring Round and first week in December for Fall Round. Faxed and/or email applications are not accepted.

**GRANT SIZE:** Depending upon applications and fund availability, grants will vary between \$1,000 and \$10,000. Grants may be granted in cash or in-kind services (post production, stock etc) or a combination.

**STANDARDS FOR EVALUATION:** Grants are given based on three principal factors: financial need, project creative attractiveness, and project viability. Substantial weight is given to the overall goals of the Foundation to promote diversity in the industry. However, we encourage students of all ethnic backgrounds to apply as there is no exclusionary policy.

*2829 N. Glenoaks Boulevard, Suite 106, PMB #137  
Burbank, California 91504-2660*

*(818) 843-7572  
[www.caucusfoundation.org](http://www.caucusfoundation.org)  
[CaucusFoundation@aol.com](mailto:CaucusFoundation@aol.com)*

## Notes Regarding the Application

- 1) **Current Expenditure and Costs to Complete** - A detailed budget showing how much has been spent account by account and how much is yet to be spent.
- 2) **Financing Plan** - A detailed account of how much money has been raised, how it was raised and how any monies needed, in addition to the grant, will be raised.
- 3) **Crew List and Student Status of each** – Not more than 50% of the crew members may be professionals. And students must perform as producers, writers, photographers, film editors and art directors.
- 4) **Applicant Statement** - A letter from the applicant stating why they have chosen making entertainment as a career and why this project is important to be made and to them personally. Applicants should defend any special cost items (35mm, hi definition, special effects, etc) and their appropriateness for the project. The letter should contain or be accompanied by information as to the degree program they are enrolled in along with a copy of the degree requirements.
- 5) **Proof of Financial Need** - Enclose sufficient documentation to support the claim for financial need. A statement from your college regarding the loans/scholarships etc. you used to finance your education along with your application for financial aid given to your institution is one such document.
- 6) **Faculty/Mentor Letter** - A statement from your project mentor/teacher attesting to the veracity of your application and his/her support for you and the project.
- 7) **All information** is to be submitted in specific order as listed on Application and becomes the property of The Caucus for Television Writers, Producers & Directors Foundation.
- 8) **Caucus Foundation Annual Student Award** – Students receiving grants in Fall of 2007 and Spring 2008 and who have finished their film by November 1, 2008 will qualify for this award.

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