



**Minnesota  
Film and Video  
Program**

*~Program Guidelines  
~Application Requirements  
~Review and  
Funding Process*

**DEADLINE**  
**FRIDAY, JULY 31, 2009**  
(postmark deadline)

Jerome Foundation  
400 Sibley Street, Suite 125  
Saint Paul, Minnesota 55101-1928  
Telephone 651.224.9431  
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# 2009 Minnesota Film and Video Program

## *Program Guidelines*

The Jerome Foundation operates a production grant program for individual film and video artists. This program serves artists who work in the genres of experimental, narrative, animation and documentary production. It **does not** support installation, new media or interactive work, which are subsidized in other Foundation programs. It also **does not** support commercial, industrial, informational or educational work. Approximately \$90,000 is available for grants in 2009. **THE APPLICATION DEADLINE IS FRIDAY, JULY 31, 2009. APPLICATIONS MUST BE POSTMARKED OR DELIVERED TO THE FOUNDATION OFFICE ON OR BEFORE THIS DATE. OFFICE HOURS ARE 8:30 A.M. TO 4:30 P.M.**

This program awards production grants to emerging artists whose work shows promise of excellence. The term "emerging" refers to career development and level of recognition. Collaborative projects in which creative control is shared are also eligible.

Preference is given to personal work in which the artist exercises complete creative control over all aspects of production. This means the applicant must be the "director" of the work. The Foundation will not consider projects with total budgets exceeding \$200,000. The level of support offered by the Foundation generally ranges from \$8,000 to \$30,000 per project.

Applicants must be residents of Minnesota. Students in K-12 educational programs are not eligible for Jerome Foundation support. In general, individuals enrolled in undergraduate and graduate degree programs are not eligible, with one exception. If an artist enrolls in an undergraduate or graduate degree program on a part-time basis or takes classes while maintaining a current and active professional practice of creating and presenting work to the public, she/he is eligible.

Subject matter of the proposed project is secondary to evidence of talent as demonstrated by work samples, except for projects in which the subject clearly requires special expertise.

The Foundation places emphasis on funding projects in their early stages of production. Supplementary grants will not be considered for projects previously funded by the Foundation. Applicants are allowed to apply with only one project at a time. A booklet of sample proposals and budgets, along with helpful application tips, is available upon request.

**Artists provided with support through this program must draw their grant funds within 18 months of notification of the grant. Production must also begin within the same 18-month timeframe. Exceptions to this policy, such as personal emergencies, must be approved by Foundation staff.**

## *Application Requirements*

An eligible application must include the following items (**please do not staple or bind**):

- a) A completed Application Cover Sheet.
- b) A project description (two or three typewritten pages).
- c) Complete budget, with cash and in-kind portions clearly marked.
- d) A résumé for the applicant(s) and any other principals the applicant views as crucial to the project.
- e) For projects with a major narrative element, a 10-page excerpt of the script.
- f) List of secured and potential sources of support for the project.
- g) Work samples may not exceed a total viewing time of 20 minutes. Recent work is preferable. Commercial work (i.e., work-for-hire) and work over which the applicant did not have creative control are not eligible for consideration. Submitting unedited footage or promotional trailers is not encouraged. Cue each VHS sample to the point where viewing should commence. Multiple VHS samples should be on separate tapes. Please indicate which segments of DVD samples you would like the panel to view.
- h) A list of the submitted sample works (directed by the applicant) in the order in which they should be viewed, including: title, completion date (unless it's a work-in-progress), total running time, viewing time, original production format, viewing format, and the applicant's role in the production. Applicants must submit work samples on DVD, 16mm, or VHS formats. No other formats will be accepted. Applicants may comment in writing on each sample's relevance to the proposed work, and provide any contextual information necessary for the viewing of segments of longer pieces. **PLEASE TEST DVD WORK SAMPLES IN MORE THAN ONE MACHINE TO MAKE SURE THEY WORK. IF IN DOUBT, SEND BACK-UP VHS COPIES.**



### Sample Works

Please list your sample works. **(Please note that the combined running times of ALL submitted sample works may not exceed 20 minutes. Please put VHS work samples on separate tapes.)**

Year	Title & Your Role in the Production	Format	Length

**Formats Accepted: VHS, 16mm, or DVD**

### Application Checklist

- |   |   |
|---|---|
| <input type="checkbox"/> Signed Application Cover Sheet | <input type="checkbox"/> Income Budget  |
| <input type="checkbox"/> Project Description            | <input type="checkbox"/> 10 Pages of Script, Detailed Treatment or Storyboard (if applicable) |
| <input type="checkbox"/> Current Résumé(s)              | <input type="checkbox"/> Sample Works   |
| <input type="checkbox"/> Detailed Expense Budget        |   |

DO YOU WANT YOUR WORK SAMPLES RETURNED TO YOU?

- YES                       NO  
 (include SASE)

### THIS INFORMATION WILL NOT BE PROVIDED TO THE REVIEW PANELISTS

The Minnesota Film and Video Program seeks to be inclusive and accessible to all individuals. For this reason, we are requesting information about the racial/cultural origin of applicants, age, gender and how applicants heard about the program. You are not required to complete this section; however, this information will help us to know whether the program is attracting a diverse range of applicants.

- |  |  |
|--|--|
| <input type="checkbox"/> Black/African American  | <input type="checkbox"/> Asian/Asian American/Pacific Islander |
| <input type="checkbox"/> White/European American | <input type="checkbox"/> Hispanic/Latino/Latina/Chicano        |
| <input type="checkbox"/> Native American         | <input type="checkbox"/> Other (please specify) _____          |

- Male             Female             Other            Age \_\_\_\_

Have you previously applied to the Minnesota Film and Video Grant Program?     YES     NO

- How do you identify your genre of filmmaking:
- |                                       |                                    |
|---------------------------------------|------------------------------------|
| <input type="checkbox"/> Documentary  | <input type="checkbox"/> Narrative |
| <input type="checkbox"/> Experimental | <input type="checkbox"/> Animation |

How did you hear about this program?

- |  |  |
|--|--|
| <input type="checkbox"/> Direct mail   | <input type="checkbox"/> Referral from a colleague |
| <input type="checkbox"/> Press release | <input type="checkbox"/> Newspaper                 |
| <input type="checkbox"/> Newsletter    | <input type="checkbox"/> Other _____               |
- Which one? \_\_\_\_\_

**THIS SHEET MUST ACCOMPANY PROPOSAL  
Handwritten or Typed Cover Page Accepted**

## Minnesota Film and Video Program Frequently Asked Questions

1. *May I receive support more than once for the same project?*  
No, the program will only provide one grant per project.
2. *How long do I have to complete my project?*  
There is no deadline to completing your project, but you are required to start it no more than 18 months after receiving a grant. We expect you to make steady progress. We require yearly updates to keep the Foundation informed of your progress.
3. *Is it okay to apply with a co-applicant?*  
Yes. However, both must share the responsibility of directing the project. If he/she has some other responsibility that exclusively involves producing, writing, crewing, or acting in the work, the Foundation will not recognize him/her as a co-applicant.
4. *Does this program fund actors, producers, writers or crew people?*  
No. This program's focus is strictly on directors.
5. *Does this program fund organizational, commercial or industrial work?*  
No. This program only supports independent work directed by the applicant.
6. *Does this program fund pre-production, distribution, marketing, tape to film transfers, mass duplications, entry fees for festivals, etc?*  
No. This is strictly a production grant and, to a lesser degree, a post-production grant.
7. *Do pre-production or distribution expenses count toward the \$200,000 budget ceiling?*  
No, the only expenses considered are production and post-production.
8. *Does this program fund retroactively?*  
No. Eligible projects must be in production or post-production at the time a grant is provided.
9. *Does this program fund radio or photography?*  
No, this program's exclusive focus is moving image media, which includes narrative, experimental, documentary and animation.
10. *Would you be willing to write a letter of recommendation for me if my project receives a grant?*  
Yes, but please give us plenty of advance notice.
11. *Will the program fund projects containing controversial subject matter?*  
The panels have shown a great willingness to take on controversial subject matter.
12. *Does the program fund artists from other countries?*  
Yes, an artist is eligible to apply to this program if he/she lives in Minnesota.
13. *Does the program fund Minnesotans who live outside the state?*  
No, you must be a current resident of Minnesota at the time of application and receipt of grant. The Foundation understands that people may move away from the state before their projects are complete. Please remember to let the Foundation know where you are. You must continue to submit annual progress reports and a final report upon completion of the project.
14. *When will I hear about the Foundation's decision?*  
You should know the decision by early October 2009.
15. *Will I get my work samples back?*  
Yes, they will be returned to you via the U.S. Postal service if you include a self-addressed, stamped envelope (SASE) with your application.

continued after Application Cover Sheet

16. *How many grants does the program provide?*  
It depends on the panel and the number of projects it wants to support. Another consideration is the total amount of money available. Generally, no more than six to nine grants are provided each year.
17. *What criteria are used to determine support?*  
The merit of the proposed work and the quality of work samples carry the most weight in the panel's deliberations. The production background and eligibility of the applicant as an emerging artist are also major considerations.
18. *How many film and video artists apply to the program?*  
Last year, 61 individuals applied to the program. In 2007, there were 58 applications.
19. *Do you have a preference for a certain genre of work?*  
No. The Foundation is committed to supporting a variety of genres.
20. *Does having secured funding from other sources of support have an impact on the panel's decision to fund?*  
The panel is interested in knowing if you have received support from other funding sources; however, decisions are not contingent on having secured additional funding.
21. *Is more than one project allowed per applicant?*  
No. Only one application per person is allowed.
22. *Why is the Foundation no longer supporting new media through this program?*  
The Foundation supports nonprofit new media organizations that provide funds to artists for the production of work. Please contact the Foundation office for more details on these opportunities.
23. *Why is the Foundation no longer supporting installation artists through this program?*  
The Foundation supports nonprofit alternative spaces, galleries and museums that provide exhibition, commissioning and residency support to installation artists. Please contact the Foundation office for more information on these opportunities.
24. *May I reapply with the same project if I do not receive a grant the first time around?*  
Absolutely.
25. *Are materials not mentioned in the guidelines accepted with the application?*  
No, the Foundation does not accept materials not mentioned in its guidelines.
26. *May I email or fax my application materials to the Foundation?*  
No, your application materials must be submitted on paper via mail or direct delivery to the Foundation office.
27. *May I substitute the project for which I received a grant with a different project?*  
No, substitutions are not permitted. Doing so without the Foundation's permission constitutes a violation of the legal contract between the Foundation and grantee. Such an action will result in the Foundation recalling the grant.
28. *If my budget changes after I've submitted my application, may I submit an updated budget?*  
Yes, absolutely. Please remember that it cannot exceed \$200,000.
29. *May I change or add work samples after submitting my application?*  
Yes, you may. However, the total running time of samples cannot exceed 20 minutes.
30. *May I call you if I have additional questions?*  
Yes, please call 651.224.9431 from the Twin Cities area and 1.800.995.3766 from Greater Minnesota.

- i) Please indicate if samples should be returned to you and include a SASE. Make sure each work sample is labeled with your name and address.

Please do not submit additional materials, such as letters of reference and reviews. They will not be seen by the review panel.

The Jerome Foundation office is open weekdays from 8:30 a.m. to 4:30 p.m. for people who wish to pick up work samples.

## ***Review and Funding Process***

For the purpose of thoughtful review, the Foundation convenes a panel composed of film and video artists, curators and programmers. The Foundation aims for diversity of opinion and training in the composition of the panel. In advance of their meeting, the panelists receive copies of all proposals. Panelists view sample works during the review meeting.

The panel's recommendations are presented to the Foundation's Board of Directors, which authorizes grant awards.

Grant recipients are required to submit annual progress reports. Upon completion of the project, a final financial and narrative report must be submitted to the Foundation. There are no deadlines for the completion of funded works; however, the Foundation expects recipients to make steady progress and submit reports.

Following the Jerome Directors' approval of panel recommendations, all applicants will be provided with the names of grantees and review panelists. Declined applicants are free to contact the Foundation office for panel feedback/comments. Declined applicants are eligible for reapplication the following year. Grantees must complete their funded projects and submit a final financial and narrative report before being eligible to reapply. **GRANTEES MAY NOT SUBSTITUTE A DIFFERENT PROJECT FOR THE FILM OR VIDEO FOR WHICH A GRANT WAS RECEIVED.** Doing so will result in the Foundation recalling the grant. Applicants must also begin production of their project within 18 months of receiving the grant.

## **FRIDAY, JULY 31, 2009—Application Deadline**

Complete applications, including written materials and work samples, must be postmarked on or before this date. Hand-delivered applications must be at the Jerome Foundation office by 4:30 p.m. on Friday, July 31, 2009. Questions should be directed to Robert Byrd. Telephone: 651.224.9431 or 1.800.995.3766. Faxed and emailed applications will not be accepted.

Grant awards will be announced in early October 2009.

## **Informational Workshops**

Informational workshops will be conducted at the following sites to answer questions and assist applicants in the preparation of their proposals. Attendance at one of these workshops is strongly encouraged for applicants who wish to receive detailed information about the program or ask specific questions about their projects.

Thursday, June 25, 2009  
7:00 p.m. – 9:00 p.m.  
IFP Minnesota  
2446 University Avenue West  
St. Paul, Minnesota

Thursday, July 16, 2009  
7:00 p.m. – 9:00 p.m.  
Minneapolis College of Art and Design  
2501 Stevens Avenue, **Room 101**  
Minneapolis, Minnesota

Minnesota applicants who cannot attend the workshops may email questions to Robert Byrd at [rbyrd@jeromefdn.org](mailto:rbyrd@jeromefdn.org), or call 1.800.995.3766 or 651.224.9431. He will be happy to answer any questions you may have.

For more information on the Jerome Foundation, please visit its web site at [www.jeromefdn.org](http://www.jeromefdn.org).



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