California Documentary Project

Production Grants for Film, Audio, and Interactive Media

Tuesday, November 1, 2016, 5 pm

Deadline for submission of online application with attached proposal narrative and budget. Late or incomplete applications will not be accepted.

TABLE OF CONTENTS

PROGRAM DESCRIPTION 1
APPLICATION GUIDELINES 5
HOW TO APPLY 8
ONLINE APPLICATION FORM 8
APPLICATION HELP 9

PROGRAM DESCRIPTION

The **California Documentary Project (CDP)** is a competitive grant program that supports the research and development and production stages of film, audio, and interactive media projects that enhance our understanding of California and its cultures, peoples, and histories. Projects should use the humanities to provide context, depth, and perspective and be suitable for California and national audiences through public and educational screenings and presentations, broadcast, distribution, and/or online. Since 2003, we have awarded over $4.5 million to projects that document the California experience and explore issues of significance to Californians. Supported projects include *No Más Bebés?, The Last Day of Freedom*, *Romeo is Bleeding, The Case Against 8*, *Dorothea Lange: Grab a Hunk of Lightning*, *We Were Here: The AIDS Years in San Francisco*, *Everyday Sunshine: The Story of Fishbone*, *Hollywood Chinese,* and many more.

CDP Production Grants

CDP Production grants are designed to strengthen the humanities content and approach of documentary media productions and help propel projects toward completion. Projects must be in the production stage, have a work-in-progress to submit, and actively involve at least two humanities advisors to help frame and contextualize subject matter throughout the production process. Eligible applicants may apply for funding up to $50,000; if you wish to apply for Research & Development support, please see the CDP R&D Grant.

The Role of the Humanities
CDP supports film, audio, and interactive documentary projects in which the humanities are used to provide context, depth, and perspective. California Humanities views the humanities as a set of practices and a body of knowledge springing from a fundamental interest in understanding the ideas and values that inform our lives; the need to reflect on the past and the present to make critical choices; and the desire to understand others' lives and experiences as well as our own. They emphasize reflection, analysis, contextualization, interpretation, and the exchange of ideas. Humanities disciplines include, but are not limited to: history, philosophy, folklore, ethnic studies, religious studies, ethics, jurisprudence, and qualitative approaches in the social sciences. These fields are differentiated from the creative expression of the arts or the quantitative analysis of the sciences or social sciences.

ELIGIBILITY

Eligible applicant organizations/project directors must:

- Have tax-exempt organizational status or a tax-exempt organization that will serve as a fiscal sponsor
- Have a Data Universal Numbering System (DUNS) number prior to submitting an application (see How to Apply and FAQ for more information)
- Be in good standing with California Humanities (e.g., without unfulfilled reporting requirements), if a previous grant recipient
- Not have an open grant with California Humanities or submit more than one application per California Humanities deadline, unless acting as a California Humanities-approved, multi-application fiscal sponsor (see FAQ for more information)

FUNDING LEVEL

Eligible film, audio, and interactive applicants may apply for funding up to $50,000, though CDP Production Grants may range between $20,000 and $50,000. The grant request must be matched by at least a 1:1 amount of cash or in-kind contributions from non-federal sources.

PROJECT REQUIREMENTS

Film, audio, and interactive projects must meet the following criteria:

- Be currently in production and have a work-in-progress sample available for submission; if you wish to apply for R&D support, please see the CDP R&D Grant.
- Document California subjects and issues of relevance to both statewide and national audiences.
- Approach the subject matter from a humanities perspective—e.g., make use of existing or new scholarship and research on the topic, incorporate a variety of perspectives, seek to foster critical reflection and thoughtful analysis on the part of the audience.
- Actively involve at least **two humanities advisors** (e.g., scholars, journalists, curators, culture bearers) in significant phases of the project (see FAQ for further information on advisors).
- Be conducted by experienced mediamakers with a previously completed work sample to submit.

- Be suitable for California and national audiences through public and educational screenings and presentations, broadcast, distribution, and/or online.

Eligible Costs

Include, but are not limited to:

- Salaries and professional fees for production staff and technical consultants
- Honoraria and stipends for humanities advisors
- Production and post-production expenses, including travel, equipment (rental, unless purchase cost is less), supplies, and administrative expenses directly related to the project (up to 25% of the total CDP grant request)
- Public program expenses and publicity
- Fiscal sponsor or indirect administrative fees (up to 10% of the total CDP grant request)

Grant Requirements

If funded, California Humanities will require grantees to submit:

- a signed grant agreement by the authorizing official of the grantee organization
- an interim report
- a final report and five copies of the completed production on CD or DVD

We Do Not Fund

- Institutional histories produced and/or partially funded by the institution itself
- Advocacy—projects aimed to advance a specific policy or partisan agenda
- Projects that are primarily promotional in nature
- Projects at the research and development stage; if you wish to apply for R&D support, please see the CDP R&D Grant
- Projects already in post-production

REVIEW PROCESS AND CRITERIA

Applications will be evaluated by peer reviewers and California Humanities staff and board members for eligibility, completeness, and competitiveness according to the following criteria:

Review Criteria

Quality

- Clarity and strength of concept, style, and approach
- California and national relevance
- Depth of humanities content and approach
- Experience of project staff and advisors
- Strength and potential of work-in-progress
- Significance of project goals and impact

Capacity

- Feasibility of budget, timeline, fundraising strategy, outreach, and evaluation
- Potential to reach broad audiences

TIMELINE

August 2016	Guidelines posted at www.calhum.org
September/October 2016	Informational grant workshops and webinars
October 1, 2016	Online application available at www.calhum.org
November 1, 2016	5 pm: Deadline for submission of online application, proposal narrative, budget, and links to media work samples
March 2016	Grant awards announced; grant award period begins
March 31, 2020	Latest end date for projects

GRANT WORKSHOPS AND WEBINARS

Informational workshops and webinars for the California Documentary Project grant will be held in September and October 2016. Please check www.calhum.org for more information or sign up for the California Humanities' eNews to find out about important grant deadlines, upcoming workshops, local events, and more.

For additional information, please see the Production FAQ.

APPLICATION GUIDELINES

Proposal Narrative

Please address each of the following sections in this order using the numbered headings at the start of each section. All responses should be single-spaced in 12 pt. font and in one single document (to be uploaded as an attachment to the online application).

1. Project Information

Please clearly indicate the following information at the top of the first page:

- Title
- Format
- Project Director
- Applicant Organization/Fiscal Sponsor

2. Project Description (maximum length: two pages)

- Synopsis: Provide a brief project synopsis that includes the project's anticipated running length, as applicable (100 words maximum).
- Story, issues, and themes: What is the specific story your project will tell? What are the broader issues and themes your project will address? How will this story enhance our understanding of California and its cultures, peoples, and histories? How will this story be relevant and of interest to both California and national audiences?
- Status: Describe the current stage of the project. Provide an estimated completion date.

3. Treatment (maximum length: half a page)

- Provide a short treatment detailing the style, structure, content, and interactive elements, as applicable, of your project.

4. Humanities Content and/or Approach (maximum length: one page)

- How will the humanities inform your project? E.g., how will you use the humanities to develop the broader social, cultural, or historical context for your subject? What questions are you asking and what sources will you consult to provide insight and context? What strategies will be used to research and frame the topic?

5. Humanities Advisors

- Provide **one-paragraph** bios for the two (or more) humanities advisors, describing area of expertise, relevant scholarship, research, or writing; and position and institutional affiliation, if applicable, and explain the role each advisor will play in the design and implementation of the project (e.g., content advisor, research consultant, interview subject, rough cut reviewer, etc.). See FAQ for more information on humanities advisors' roles and other requirements.

6. Project Personnel

- Project Director: Provide a **half-page** bio, an email address, and a list of production credits and/or major broadcast, screening, exhibition, and award information.

- Key Project Personnel: Provide **one-paragraph** bios detailing relevant technical and/or substantive expertise.

7. Goals and Impact (maximum length: half a page)

- What specific goals do you have for this project?
- What impact do you hope this project will have when completed?
- What do you hope audiences will take away from your project?
- How will these be evaluated?

8. Outreach and Public Engagement (maximum length: half a page)

- Describe the target audience(s) and the outreach strategy to attract a broad and diverse audience. Explain why you want to reach these specific audiences.
- Specify plans for local, regional and national theatrical, festival, educational and/or community presentation, broadcast and/or distribution, web distribution, and for cultivating and engaging online audiences, as applicable.
- Describe additional plans for audience engagement, including participatory activities, partnerships, educational materials, social media strategies, etc.

9. Fundraising Strategy (maximum length: half a page)

- Describe the strategy for raising additional funds necessary to complete the project.
- List all sources and amounts of project income received to date. List the status of other sources of funding currently under consideration, whether to be applied for or pending.

10. Applicant Organization/Fiscal Sponsor (maximum length: one paragraph)

- Provide a brief description of the applicant organization and explain the organization's role in the project.

11. Timeline (suggested length: one page)

- Provide a timeline detailing **major** project activities and stages from the beginning of the grant period, March 2017, until completion. Please note that project activities for which you seek California Humanities funding cannot occur prior to funding notification and that the maximum term of this grant is three years (funded project activities must conclude by March 31, 2020).

  Please provide the timeline in this format:

TIME PERIOD	ACTIVITY
March–May 2017	• Pre-production (continued): consult with humanities advisors, archival research, pre-interviews, etc.
May–August 2017	• Production: remote shoots (LA, SF and Sacramento), shoot second round interviews, hire animator, etc.
September–December 2017	• Begin post-production, hire composer, etc.
January 2018	• Complete fine cut, hold preview screenings with advisors, etc.
March 1, 2018	• Premiere screening, etc.

12. Required Sample Work and Explanation of Selection (maximum length: half a page)
Explain the selection of prior work and briefly outline what role(s) the project director played in its creation. Provide any necessary background information or context for the work-in-progress.

Required sample materials to submit online:

- Internet link and password, if applicable, to a prior work sample in its entirety
- Internet link and password, if applicable, to the work-in-progress sample for which you seek funding. (Suggested work-in-progress length: 10 minutes.)

Note that all online work samples should remain accessible through March 2017.

13. Full Project Budget (Excel template to be attached and uploaded with the online application)
Please use the CDP PRODUCTION GRANT BUDGET template included in the .zip file. Note that you may modify the form by adding, deleting or renaming lines as appropriate for your project and format.

- Income. List the amount and source of all cash or in-kind contributions, whether they are in place at the time of application or anticipated. Include names of funders and other sources.
- Expenses: Subtotals by Category. Provide subtotals of all project expenses by category, including allocations of previously spent funds, California Humanities grant funds, matching funds, and funds yet to be secured.
- Matching Funds. The total CDP grant request amount must be matched by at least a 1:1 total amount of cash or in-kind contributions. Only funds expended during the CDP grant period are eligible as matching funds.
- Other Funds (Federal). Funds from the NEH, NEA, state humanities councils, or other federally-assisted programs may not be used as matching funds.
- California Humanities Grant Funds. Itemize all expenses allocated to the California Documentary Project grant request.

Further instructions for completing the budget are included in the Excel template (see tab on lower left of budget template).

14. Budget Narrative (as necessary)

- Clarify any budget allocations that need a narrative explanation.

HOW TO APPLY

The following materials must be received by **5 pm on TUESDAY, NOVEMBER 1, 2016:**

TO SUBMIT ELECTRONICALLY

- Online application form with URLs to media work samples
- Proposal narrative (Word or PDF)
- Budget (Excel template)

ONLINE APPLICATION FORM

The link to the online application form below will be active on October 1, 2016. The application window for this grant award program is from October 1 to November 1, 2016.

To start a new application, click here:
https://www.grantrequest.com/SID_348?SA=SNA&FID=35049

To return to an existing, in-progress application, click here:
https://www.GrantRequest.com/SID_348?SA=AM

TIPS FOR PREPARING YOUR APPLICATION

- Download and thoroughly review the CDP guidelines, FAQ, and budget form.
- Attend an informational workshop or webinar, if desired. Check our website for upcoming workshop and webinar information: http://calhum.org/grants/california-documentary-project-grant
- Prepare your proposal narrative and budget form before starting the online application.
- Legislative district numbers for the applicant organization must be provided. This information can be obtained ahead of time at http://www.house.gov/representatives/find/by using the organization's zip+4 postal code.
- Applicant organizations also need to provide a Data Universal Numbering System (DUNS) number in order to apply. A DUNS number is the nine digit number established and assigned by Dun and Bradstreet, Inc. to uniquely identify business entities who receive federal government contracts and grants. DUNS number assignments are absolutely FREE and may be obtained by calling 1-866-705-5711 or at http://fedgov.dnb.com/webform. The process to request a DUNS number by telephone takes about 15 minutes, and within one business day via the internet. Indicate that you are a federal grant applicant.
- Allow AT LEAST two hours to complete the electronic submission of the online application once all other materials and components have been assembled.
- We strongly encourage you not to wait until the last minute to apply in case you experience serious technical difficulties that might affect your ability to complete the application process by the deadline.

APPLICATION HELP

California Humanities provides assistance to applicants through several means:

- Informational workshops and webinars on how to apply to the California Documentary Project will be scheduled prior to the grant deadline. Please see the California Documentary Project grants page or sign up for our eNews for information on dates, times, and locations. These workshops are free and open to all potential applicants.
- Applicants are also strongly encouraged to read and review the grant guidelines and FAQ thoroughly. We make every effort to anticipate questions and clarify areas of confusion in these documents, so please start there.
- However, if you still need assistance, applicants may also contact Program Officer John Lightfoot at jlightfoot@calhum.org for help interpreting the guidelines and requirements. Please note we cannot review draft applications in their entirety prior to submission, but will assist you to the best of our ability by clarifying requirements and providing limited feedback.

ONLINE APPLICATION ASSISTANCE

If you need technical assistance with the online application form, please try the solutions to common questions provided below or contact us at cdp@calhum.org or 415.391.1474.

1. I did not receive confirmation of application submission.

Issue: A confirmation e-mail is automatically sent to the project director when an application is successfully submitted. However, because of spam filters, some applicants may not receive this e-mail.

Solution: Contact us to confirm receipt.

2. I cannot access the online grant application form because "cookies are not supported."

Issue: Some applicants who bookmark the grant application URL may get the following error message when they attempt to log in to the application using the bookmark:

The following error has occurred: Your browser is not configured to support cookies. In order to access this online application, you must adjust your browser settings to allow cookies.

This problem typically occurs because the grant application site tests for cookies by adding characters to the URL; if your browser does not properly save cookies, this error occurs.

Solution: To access the CDP Production grant application form, type the correct URL—exactly as it appears here—in your web browser's address bar:
https://www.grantrequest.com/SID_348?SA=SNA&FID=35049

3. I cannot return to my in-progress application.

Issue: Before you start an online application form you will have to create a user account. The user account allows you to return to edit partially-completed applications and to review applications already submitted. When you create an account, you will receive an automated e-mail message containing your login information and a link you can use to return to your application.

Solution: Click on the following URL to return to your account login page and manage your existing application: https://www.GrantRequest.com/SID_348?SA=AM. Sign in using the e-mail address you provided. If you have forgotten your password, click on "forgot your password" for assistance.

4. I cannot upload certain files to my online application.

Issue: The upload process appears to proceed normally, but when you return to the "Attachments" page, no file has been uploaded. In some cases, you receive a message similar to one of these:

Technical Support Info: [Attachment Upload] Error #300. Arguments are of the wrong type, are out of acceptable range, or are in conflict with one another.

Technical Support Info: [Attachment Upload] Error #3005

Technical Support Info: [Attachment Upload] Error #3001. Arguments are of the wrong type, are out of acceptable range, or are in conflict with one another.

Solution: Upload the file again. If the error still occurs, edit the attachment so that its file size is reduced and try to upload it again. For Mac users with Safari or Firefox as your internet browsers, please check to make sure you're using the latest versions of Safari or Firefox to avoid problems when uploading files.

Thank for your interest in our program and good luck!