

SAW Video Production Fund 2016

Application Form

**Mailing Address: SAW Video Media Art Centre
(67 Nicholas Street, Ottawa, ON, K1N 7B9)**

Email: sawvideo@sawvideo.com

Inquiry: Moonsun Choi, Admin Coordinator, (613) 238-7648

SAW Video accepts both paper and emailed applications. Paper applications must arrive at SAW Video office no later than 6pm on the deadline date or be delivered to the Arts Court front desk before its closing time at 11pm. We will accept applications postmarked by Canada Post or a courier company no later than the deadline date.
Emailed applications must be submitted in PDF format.

SAW Video Production Fund 2016 Application Form



Name : _____

Date : _____

Project Title : _____

Section A : Contact Information

Name :

Address :

City :

Province :

Postal Code :

Email :

Phone

Website :

Section B : Project Summary

Project Title :

Genre :

Writer :

Director :

Format :

Producer :

Length :

Project Summary / Synopsis

Briefly describe your project in (50 words max.). See the Grant Guidelines for a list of eligible projects.

Section C : Detailed Project Description

All applications will be reviewed and considered based on the artistic merit of the project, its feasibility and the quality of the audio-visual support material included in the application. Please feel free to discuss your application with SAW Video staff prior to its submission.

Each application will be photocopied and presented to the jury for consideration in its entirety. In order to reduce costs and waste and out of consideration for the jury, please make sure that submissions adhere to all word limits.

Please ensure that all components are submitted, and make use of the check list enclosed in the application package. SAW Video will not contact you to request missing material.

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1. Artistic Statement

Please introduce yourself to the jury as an artist. Describe your purpose for creating this project. What themes are you exploring? Why do you feel it is important to create this video in the way it is envisioned? How will the project help you to develop your artistic expression and career as an artist? How does the project relate to your previous work in video or another media? You may describe the formal, historical or social ideas related to your project. (500 word max.)

2. Project Outline

Describe what your video is about. What happens to the subjects or characters in your video? Describe the plot, story line or subject matter. (500 words max.)

For **documentaries**, please make sure to mention any research that has been completed in developing the project in your project description.

For **experimental projects and video art** make sure that you have described the projects themes, structure and process.

3. Creative Notes

Describe the video's audio and visual styles. What will the video look like and sound like? How does this affect the mood of the video? Address any visual themes and formal generalities in relation to your artistic concept. In this section, you may talk about camera movement, lighting, music or audio sources, composition, acting style, influences, etc. (500 words max.)

4. Genre-Specific Requirements

For **documentaries**, please provide letters of agreement from the subjects confirming that you will have access to proposed material and / or their participation in the project.

For **dramatic productions**, please *also* attach a maximum of 10 pages of your script.

For **animation**, please *also* attach a maximum of 10 pages of your storyboard.

5. Budget

The budget provides a realistic justification of expenses with respect to the scope of the production, it illustrates that the applicant has the resources required to complete the project, and it demonstrates that the applicant has seriously considered all aspects of their production.

Please create a budget detailing all project-related revenues and expenses, note that your **budget must balance**. The document can be modified so that lines may be added and unnecessary lines may be eliminated.

In your revenue section you can also list your own financial contributions towards the project, as well as in-kind donations, deferred payments, etc.

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If your expenses exceed the pre-determined amount of the grant you are applying for, please ensure that you list the other funding sources and the status of that funding (confirmed or pending) in your revenues section so that your expenses are equal to your revenues.

Please consult our website and / or contact our Technical Coordinators if you have any questions regarding your equipment requirements and the associated costs.

Keep in mind that all SAW Video grants are comprised mainly of access to equipment and have only a small cash honorarium.

6. Production Schedule

A variety of formats are acceptable, eg. activities by month, activities by week, activities by particular dates. If possible, indicate location information, stage of the production process and an expected completion date. Jurors and SAW Video staff understand that a production schedule is fluid and may change as you go through the process of making your work.

7. Artistic CV

Jurors will assess the applicant's capacity to complete the project, a key component of the proposal's feasibility, by assessing your past artistic experience. An artistic CV may include, in point form, a list of:

- Media arts training, formal and informal;
- Community service, such as involvement in artist-run centres;
- Independent film or video works the artist has created or helped to create (role in the production, titles, dates of completion, formats);
- Exhibitions of the artist's professional independent film or video works (in festivals, galleries or museums, special screenings, etc.); and/or
- Prizes or awards received.

8. Audio and Visual Support Material

When choosing audio-visual support material, ensure that you select the strongest material possible which has a strong relationship to your proposed project.

Please limit your material to a **maximum of 3 videos with a combined running time of 15 minutes**. For longer video submissions, please indicate which 5 minutes should be viewed, and if possible cue it to the desired location if it is in tape format. **Please do not submit originals**. Please ensure that support material is well labeled with the applicant's name.

If the applicant is a member with works in the SAW Video archive, they are still required to provide support material. This ensures that the jurors are watching the correct support material.

Please fill out the accompanying form to provide the jurors with additional information relating to the support material.

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Section D : Declaration

By signing this declaration I affirm :

- My application is complete, and is ready for consideration by the Jury;
- I meet the eligibility criteria for the category I am applying in;
- I possess the legal and moral rights to this project and I hold all copyrights;
- I do not have any outstanding grants with SAW Video;
- I understand that this application is subject to SAW Video policies contained in documents such as the SAW Video membership contract; and
- I agree to abide by the decisions of the Jury.

Signature of the Applicant

Date

BUDGET Form

Jumpstart provides \$1,200 in access to equipment and \$400 cash for hard costs. Hard costs can include any expenses not covered by equipment access waivers such as tapes or hard drives, travel honorarium for cast and crew. If your expenses exceed the amount of the SAW Video grant you are applying for, then you must indicate in your revenue section where the additional funds will come from. Your budget must balance, meaning your expenses must be equal to your revenue.

EXPENSES

	Revenue	Expenses	Notes
PRODUCTION			
Production Sub-total			
POST PRODUCTION			
Post-Production Sub-total			
OTHER			
Festival Submission Fees			
Shipping			
Other (Please indicate details)			
Other Sub-total			
TOTAL EXPENSES			

REVENUES

SAW Video grant			Equipment Access
SAW Video grant	\$500.00		Cash
Other (Please indicate details)			
Other (Please indicate details)			
Personal Contribution			
TOTAL REVENUES			

Audio-Visual Support Material Form

Name : _____

Date : _____

Project Title : _____

	Item #1	Item #2	Item #3
Type of support material (DVD, images, etc.):			
Title:			
Role of applicant in project:			
If you are the director, did you retain creative and editorial control over the work?			
Presentation history (where and when has your work been presented):			
Running time (where applicable):			
Format of support material:			
Completion date:			
Special presentation instructions:			

Application Checklist

Name : _____

Date : _____

Project Title : _____

Please make sure that your application includes all of the following:

- ☐ Artistic Statement
- ☐ Project Outline
- ☐ Creative Notes
- ☐ Genre-Specific Requirements (as applicable)
- ☐ Budget
- ☐ Production Schedule
- ☐ Artist C.V
- ☐ Audio-Visual Support Material Form