**Docs In Progress Fiscal Sponsorship Application Instructions**

We recommend preparing your responses and all the required attachments on your own before completing the online application (since you will need to complete the application in one sitting).

Application Questions (\* indicates required answer for application to be complete)

\* **Today's Date**

\* **Which review cycle are you applying for?**

 Winter (Deadline: February 1)

 Summer (Deadline: June 1)

 Fall (Deadline: October 1)

\* **Project Title (or Working Title)**

**Principal Project Manager Information** (U.S.-based Filmmaker who will be main point of contact for the project.)

\* Last Name

\* First Name

Production Company (if applicable)

\* Street Address

Address Line 2 (if applicable)

\* City

\* State

\* Postal Code

\* Daytime Phone Number

\* Email Address

Website (if applicable)

Fax (if applicable)

Secondary Project Manager Information (Where applicable)

Last Name

First Name

Street Address

Address Line 2 (if applicable)

City

State

Postal Code

Daytime Phone Number

Email Address

**Project Information**

\* Brief Synopsis of Film (maximum 500 characters)

\* What stage is your project currently?

 Pre-Production (nothing filmed yet)

 Production (at least some filming)

 Post-Production (editing film)

 Distribution (film completed)

\* Is this your first independent documentary?

 Yes

 No

If you answered no, what films have you made previously?

\* Expected Running Time of Completed Project

**TRAILER**

While you are not required to submit a trailer or scene selections as part of your application, it is always good to include if you have one. Please provide a link to where we may view it online (and password, if applicable).

Note that it may be many weeks after your application when we review so please do not change your password.

Alternatively, you may also send a DVD by the deadline to
Docs In Progress, 8700 1st Avenue Silver Spring, MD 20910. (Please note: we cannot accept materials which require downloading or shared access to cloud files).

**\* ACCESS**

Please describe your access to the people or places being portrayed in the film.

**BUDGET AND FUNDRAISING INFORMATION**

\* Total Project Budget (in U.S. dollars)

\* Total Amount Raised to Date (in US dollars)

**EXISTING CASH SUPPORT**
From what sources (other than applicant's own funds) have you already received funding to date and at what amounts?

**IN-KIND SUPPORT**
Please list any in-kind support you have received to date? This can include any services or equipment from people other than the filmmaker which were bartered, donated, or significantly discounted. Do not include any work done by the applicant(s). Do not include work done by others for which payment is eventually expected.

**\* GRANT FUNDRAISING STRATEGY**
While many filmmakers hope to raise funds from media funders (such as ITVS, Sundance, Tribeca, Chicken & Egg, Catapult, etc.), the reality is the competition for these funds is immense. Many of these funds receive hundreds if not thousands of applications and often fund less than 5% of the film project proposals they receive. Please describe your grant strategy beyond media funders.

**\* DONOR FUNDRAISING STRATEGY**
Many filmmakers have hopes of raising funds from individuals through crowdfunding, houseparties, events, and other means. Please elaborate on what part individual donors will play in your fundraising strategy and your strategies, how you plan to raise funds from individuals, and what strategies you will employ to reach beyond friends and family for support.

**\* PLAN B**
Please describe how you will complete and distribute the film if you are unable to raise any or all of the funds you still need to raise.

**ATTACHMENTS**
For your Fiscal Sponsorship Application to be considered, you must submit a Project Proposal and Budget as attachments. The Project Proposal should not be larger than 5 MB in size. Acceptable formats for Project Proposals are Word documents (.doc or .docx) or PDFs Acceptable formats for Budgets and Fundraising Plans are Excel spreadsheets (.xls or .xlsx) or Word documents (.doc or .docx). See below for a suggested Excel template you can download. If you have any difficulties with attachments, please submit the form and send an e-mail to contactATdocsinprogressDOTorg

\* Please attach project proposal. The proposal should include the following sections:

I. **Cover Letter** (1 page max): Includes a brief statement on why you are applying for fiscal sponsorship from Docs In Progress.

II. **Executive Statement** (1 page max): Should include your goal in making the documentary, a short synopsis of the film, who the target audience for the film is, who will benefit from the film, why you are the best person/people to make this film, and how much funding you are still seeking to raise.

III. **Program Description** (3 pages max): What are the nuts and bolts of the film's background and how it will be developed? What is the topic of the film? Where and when does it take place? Who or what is it about? What do they represent in the story? What is their relationship to others? What is the style of the film? What elements will help structure the film? Is there an issue, problem, conflict, or crisis being portrayed in the film? Does the film have social significance and, if so, how will it make a difference? Even if it doesn't have social significance, why is this project necessary? Even if you have not started or have not completed production, how might the story of your film end?

IV. **Timeline for Completion**: List the key dates of what has been accomplished to date and what you have yet to do.

V. **Outreach Plan** (1 page): More and more funders are interested in supporting the outreach for the film. This section shows that you understand the audience for your film and how to effectively reach them. You want to address who your target audience is (viewers, other stakeholders), where and how the film will be seen (festivals? community screenings? a particular television program? educational distribution? online?) What partnerships for dissemination already exist? What partnerships do you hope to develop and how will you go about that?

VI. **Team**: This section showcases your capacity for seeing this project through to completion. It should include bios of members of the creative team. At a minimum, it should include information on the Producer and Director (if different from the Producer). If you are a first-time filmmaker, make sure your bio addresses your relevant expertise or experience. Where applicable, we strongly recommend you include bios of other key members of the production team (Director of Photography, Editor, Consulting Producers, Humanities Advisors, etc.)
Maximum Size: 5 MB
Acceptable Formats: Word (.doc or .docx) or PDF

\* **Please attach project budget.** We recommend using our budget template which can be downloaded [here](http://docsinprogress.org/wp-content/uploads/2015/04/Budget-Template.xls). Feel free to add rows as needed, but doublecheck to make sure the calculations are correct before submitting.

Maximum Size: 1 MB
Acceptable Formats: Excel (.xls or .xls), Word (.doc or .docx) or PDF

\* **Please attach project fundraising plan**. This plan should list where you plan to raise the remaining funds to meet the budget for your project. If you will be raising funds through grants, be specific about the grant-makers and the anticipated amounts to be raised. If you will be including individual donations, you do not need to list every donor name, but do list how much you expect to raise and through what means (letter/e-mail campaigns, crowdfunding, houseparties, fundraisers, etc**.).** If applicable, please describe your experience and previous track record in successfully raising funds for other projects.

Maximum Size: 1 MB
Acceptable Formats: Excel (.xls or .xls), Word (.doc or .docx) or PDF

**APPLICATION PROCESSING**

The one-time application processing fee is $50 in addition to maintaining annual membership as a Docs Insider.
[Click here to pay the application fee.](https://www.paypal.com/cgi-bin/webscr?cmd=_s-xclick&hosted_button_id=ZQT8UAXC4PZ98)
[Click here to register for Docs Insider membership.](http://docsinprogress.camp7.org/Default.aspx?pageId=498736)

Once you hit the Submit button for this application form, you should receive a confirmation of your submission. If you do not receive a confirmation, please send an e-mail to contact AT docsinprogress DOT org. Please note that online applications not accompanied by all required attached documents, Docs Insiders Membership, and the processing fee will not be considered complete.

*REV: April 2015*