

CALIFORNIA DOCUMENTARY PROJECT

Research and Development Grant

Film and Radio

Deadline: October 1, 2009

Program Overview

The California Documentary Project (CDP) is a competitive grant program of the California Council for the Humanities in partnership with the Skirball Foundation. The CDP production grant supports film, radio and new media projects that document the California experience and explore issues of significance to Californians. Projects must approach subject matter from a humanities perspective, enhance our understanding of California and its cultures, peoples and histories, and be suitable for California and national audiences. CDP Research and Development grants cover a wide range of activities, including meetings with humanities scholars, field and archival research, preliminary interviews, and preparation of treatments, scripts and trailers.

The Humanities

The humanities grow out of an interest in the language, literature, thought and history of humankind. They emphasize analysis, interpretation, and exchange of ideas. A humanities approach makes use of existing scholarship and research, incorporates a variety of perspectives, and seeks to foster critical reflection and thoughtful analysis on the part of audiences.

Funding Level

Film and radio projects in research and development may request up to \$7,000.

Deadline

Noon, October 1, 2009

Electronic submission of online application, proposal narrative and budget

5:00 pm, October 1, 2009

Supporting materials received at CCH San Francisco office

No applications will be accepted thereafter.

Project requirements

Film and radio projects must meet all of the following criteria:

- Be currently in the research and development stage
- Document the California experience and/or explore issues of significance to Californians
- Approach the subject matter from a humanities perspective, making use of existing scholarship and research on the topic, incorporating a variety of perspectives, and seeking to foster critical reflection and thoughtful analysis on the part of the audience.
- Actively involve at least **three humanities advisors** as project consultants throughout the research and development phase
- Be conducted by experienced film or radio producers (a previously completed work must be submitted)
- Be sponsored or submitted by a not-for-profit organization or state or municipal government entity, preferably one in California

Review Criteria

Proposals will be evaluated using the following criteria:

Quality

- California and national relevance
- Depth of humanities content and approach
- Experience of project staff and advisors

Capacity

- Feasibility of budget, timeline, fundraising strategy and potential to reach broad audiences

Ineligible projects

- Institutional histories produced and/or partially funded by the institution itself
- Projects that advocate on behalf of a cause
- Promotional pieces
- Projects already in the production stage
- Projects from applicants with a currently open CCH grant
- Projects from sponsoring organizations that have a currently open CCH grant unless said organizations are already CCH approved media fiscal sponsors (see FAQ for more information)

Timeline

June 2009:	Guidelines available online
July–August 2009:	Informational grant workshops. Details will be posted on the www.calhum.org once they become available
September 1, 2009:	Online application available on the CCH website
October 1, 2009:	Noon: Online application deadline. 5:00 pm: Supporting material received at CCH SF office
December 2009:	Awards announced

CALIFORNIA DOCUMENTARY PROJECT Research and Development Grant Film and Radio

Deadline: October 1, 2009

Guidelines

Please include the following information in your proposal in this order using our headings:

Proposal narrative

1. Program description (suggested length, 2 pages)

Please answer each of the following questions

- What is the story your project will tell? What topics, issues and themes will your project address? How will these topics 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?
- What is the style of the documentary and how will you develop it?
- What is the current status of the project?

2. Humanities content (suggested length, 1 page)

- How will the humanities inform your project? For example, how will you use the humanities to develop the broader social, cultural, or historical context for your subject? What strategies will be used to research the topic? (e.g., archival research, preliminary interviews, primary and secondary sources, etc.)
- Explain the role the three (or more) humanities advisors will play and how they will be involved in the design and implementation of the project.

3. Project personnel

- Please provide a half page bio, list of production credits and major broadcast, screening, exhibition and award info for the Project Director.
- Please provide one paragraph bios for key project personnel (humanities advisors, technical staff, etc.). Bios should include full contact information (phone number, e-mail, and mail address) and background information about each person's technical or substantive expertise. Be sure to briefly explain each person's role in the project. At a minimum, CCH requires information about the project director and the three humanities advisors.

4. Target audience (maximum length, 1 paragraph)

- What audiences will be interested in your documentary? Please describe the target audience(s) for your project, including any underserved audiences.

5. Goals (maximum length, 1 paragraph)

- Tell us what you plan to accomplish with this project (e.g. a fundraising trailer, treatment and script, etc.)

6. Fundraising strategy (maximum length, half a page)

- Describe the strategy for raising additional funds necessary to complete the project.
- Provide information on all sources of project income. List the status of other sources of funding currently under consideration, pending and secured.

7. Sponsoring organization (maximum length, 1 paragraph)

- Please provide a brief description of the sponsoring organization.
- Describe the sponsoring organization's role in the project.

8. Plan of work (maximum length, 1 page)

- Provide an outline of your project's activities from the beginning of the grant period, January 1, 2010. Please provide details of major project activities, including meetings with humanities experts. Keep in mind that project activities for which you seek CCH funding cannot occur prior to funding notification AND that the maximum term of this grant is two years (project must conclude by December 31, 2011).

Please provide the timeline in this format:

TIME PERIOD	ACTIVITY
February 2010	Project team meeting with humanities advisors, Los Angeles Begin archival research, Huntington Library Preliminary phone interviews with potential subjects
March–April 2010	Consult humanities advisors about interview topics and approach Shoot interviews with Los Angeles-based subjects for fundraising trailer Transcribe and review interview material
June 2010	Refine script Start edit on fundraising trailer

9. Required sample work and explanation of selection (maximum length, one paragraph)

- One copy of previously completed work on DVD or CD. The sample should be produced, edited, directed or written by the project director. Please explain the choice of prior work and briefly outline what role(s) current project staff played in its creation. Note: Work samples are weighed heavily in the review, so be sure to submit your best work and to test your DVD or CD before mailing it. Materials will not be returned.

Sample work should be mailed directly to CCH’s San Francisco office and must arrive before 5 pm on October 1, 2009 to be considered for review. All work samples should be labeled clearly with the project title, the name of the sponsoring organization, and the name and contact information of the project director. Please do not use sticker labels on DVDs or CDs.

10. Project budget

Each project may request up to \$7,000. The grant request must be matched by at least an equivalent amount of cash or in-kind contributions from non-federal sources. These contributions must be reflected in your project budget whether these funds are in-place at the time of application or projected. (Funds from NEH, state humanities councils or other federally assisted programs may not be used for the matching funds. See our FAQ for in-kind details.)

- The itemized project budget in Excel (to be uploaded separately). Please use the research and development project budget template provided on our website (click on the budget button to your left to download). The budget should reflect all costs associated with the research and development stages of the project, including CCH grant funds and related matching funds. Provide itemized breakdowns of all costs: For example, under equipment, be specific about the type of production equipment used (camera, sound, editing) and its respective cost. Indirect administrative fees can account for up to 10% of your request. For other eligible costs covered by the grant, see the FAQ.

11. Budget Narrative (suggested length, half a page)

Clarify any budget items that need a narrative explanation. For example, if travel is budgeted at \$300, provide a breakdown of costs and explain here why this is necessary for the project (Travel: 2 RT flights at \$150 each for project staff travel to LA for meeting with humanities advisors). The narrative should also be used to identify other project funders and sources of income. Give an estimate of individual support (names not

necessary). Please include the budget narrative in the proposal narrative. For other eligible costs covered by the grant, see the FAQ.