



California Documentary Project Production Grants for Film, Radio, and New Media

Deadline: 5 pm on Monday, October 1, 2012

For electronic submission of online application with attached proposal narrative and budget, and for receipt of work samples at Cal Humanities' San Francisco office.

No late or incomplete applications will be accepted.

PROGRAM DESCRIPTION

The **California Documentary Project (CDP)** is a competitive grant program of Cal Humanities. CDP supports the research and development, production, and public engagement stages of film, radio, and new 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 broadcast and/or distribution. Since 2003, we have awarded over \$3 million to projects that document the California experience and explore issues of significance to Californians.

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 at a point early enough to make meaningful contributions to the production. Eligible applicants may apply for funding up to \$50,000 (film and radio) or \$20,000 (new media).

The Role of the Humanities

CDP supports film, radio, and new media projects in which the humanities are used to provide context, depth, and perspective. Cal 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, literature, philosophy, folklore, ethnic studies, religious studies, ethics, jurisprudence, and qualitative approaches in the social sciences.

Eligibility

Eligible applicant organizations/project directors must:

- Have tax-exempt organizational status or a tax-exempt organization as 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 Cal Humanities (e.g., without unfulfilled reporting requirements), if a previous grant recipient
- Not have an open grant with Cal Humanities or submit more than one application per deadline, unless a Cal Humanities-approved fiscal sponsor (see [FAQ](#) for more information)

Funding Level

Film and radio projects may request up to \$50,000. New media projects may request up to \$20,000. 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, radio, and new media projects must meet all of the following criteria:

- Be currently in production and have a work-in-progress sample (CD, DVD, or web-based) available for submission
- Document the California experience and explore issues of significance to Californians
- Approach the subject matter from a humanities perspective—for example, making use of existing or new scholarship and research on the topic, incorporating a variety of perspectives, seeking to foster critical reflection and thoughtful analysis on the part of the audience
- Actively involve at least **two humanities advisors** in significant phases of the project
- Be conducted by experienced film, radio, or new media producers and directors. A previously completed work sample must be submitted.
- Be suitable for national broadcast and/or distribution, meeting national broadcast requirements in terms of length, format, and technical quality (film and radio) or produce a publicly accessible interactive project. See [FAQ](#) for more information.

Review Criteria

Applications will be evaluated using the following 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 of work-in-progress
- Significance of project goals and impact

Capacity

- Feasibility of budget, timeline, fundraising strategy, outreach, and evaluation

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
- Travel, lodging, and per-diem expenses for staff, humanities advisors, consultants, etc.
- Supplies and materials for production activities
- Equipment (rental, unless purchase cost is less)
- Administrative expenses directly related to the project
- Publicity expenses directly related to the project
- Public program expenses (e.g., rental of a venue for screenings)
- Fiscal sponsor or indirect administrative fees (up to 10% of your total Cal Humanities grant request)
- Project administrative salaries and fringe benefits (up to 25% of your total Cal Humanities grant request)

We Do Not Fund

- Institutional histories produced and/or partially funded by the institution itself
- Advocacy
- Projects that are primarily promotional in nature
- Projects at the research and development stage. (If you wish to apply for research and development support, please see the CDP Research & Development grant.)
- Projects already in post-production

Timeline

- | | |
|-------------------------|---|
| • July 2012 | Guidelines posted at www.calhum.org |
| • August/September 2012 | Informational grant workshops and webinars |
| • September 1, 2012 | Online application available at www.calhum.org |
| • October 1, 2012 | 5 pm: Deadline for submission of online application and receipt of media work samples at Cal Humanities SF office |
| • March 2013 | Grant awards announced |
| • March 1, 2013 | Grant award period begins |
| • February 28, 2016 | Latest end date for projects |

For additional information, please see the Production FAQ.

GUIDELINES

In your application, please address each of the following sections in this order using the numbered headings at the start of each section. All responses should be in one document, single-spaced, and in 12 pt. font.

Proposal Narrative

1. Project Description (maximum length: three pages)

- **Synopsis:** Provide a brief project synopsis, include anticipated length and format (100 words maximum).
- **Topics, issues, and themes:** 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?
- **Treatment:** Provide a short treatment detailing the style, structure, content, and interactive elements (as applicable) of your project.
- **Status:** Describe the current stage of the project. Provide an estimated completion date.

2. 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 frame the questions you want to raise or develop the broader social, cultural, or historical context for your subject? What sources will you consult to provide insight and context? What strategies will be used to research and frame the topic?

3. Humanities Advisors

- Provide brief, **one-paragraph** bios for the two (or more) humanities advisors involved in the project, describing area of expertise, relevant scholarship, research, or writing; and position and institutional affiliation, if applicable.
- Explain the role each advisor will play and how he/she will be involved in the design and implementation of the project (e.g., content advisor, research consultant, interview subject, etc.)

4. Project Personnel

- **Project Director:** Provide a **half-page** bio and a list of production credits and/or major broadcast, screening, exhibition, and award information.
- **Key Project Personnel:** Provide **one-paragraph** bios and email addresses for confirmed personnel (technical staff, producer, writer, cinematographer, editor, web designer, etc.). Bios should include information about relevant technical or substantive expertise and explain the individual's role in the project.

5. 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?
- How will these be evaluated?

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

- Describe the target audience(s) for your project, including any underserved audiences, and how you plan to reach them. Film and radio: Specify plans for theatrical, festival and/or community screenings, as well as plans for securing national broadcast and/or distribution.
- Describe additional plans for public engagement, including participatory activities, partnerships, educational materials, social media strategies, etc.

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

- Describe the strategy for raising additional funds necessary to complete the project.
- Provide information on 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.

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

- Provide a brief description of the applicant organization. Please include the name of the executive officer.
- Explain the organization's role in the project.

9. Timeline (suggested length: one page)

- Provide a timeline detailing major project activities (e.g., meetings with humanities advisors, production schedules, anticipated post-production dates, etc.) from the beginning of the grant period, March 1, 2013, until completion. Please note that project activities for which you seek Cal 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 February 28, 2016).

Please provide the timeline in this format:

TIME PERIOD	ACTIVITY
March 2013	<ul style="list-style-type: none">• Project team meeting with humanities advisors, Los Angeles; consult with advisors on research strategy and interview approach• Preliminary interviews with potential subjects
April – May 2013	<ul style="list-style-type: none">• First round of interviews, Los Angeles• Archival research, Huntington Library
July 2013	<ul style="list-style-type: none">• Second round of interviews, San Francisco
July – September 2013	<ul style="list-style-type: none">• Transcribe and begin rough cut edit
	etc.

10. 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:

- Two copies of a single completed work in its entirety on DVD/CD, or internet link(s) to an online sample
- Two copies of the work-in-progress for which you seek funding on DVD/CD or internet link(s) to an online sample. (Suggested work-in-progress length: 10 minutes.)

If submitting links to an online work sample, please provide clearly identified and complete URLs in this section of the proposal narrative. Sample work submitted on DVD/CD should be mailed directly to Cal Humanities' San Francisco office to be considered for review and must arrive by 5 pm on October 1, 2012. **All work must be clearly labeled with the name of the applicant organization, project title, and project director.** Work samples are weighed heavily in the review, so please test your samples before mailing them. Sample materials will not be returned.

11. Full Project Budget (Excel templates to be uploaded separately)

- Please download and use the FILM/RADIO or NEW MEDIA project budget template.
- List the amount and source of all cash or in-kind contributions to the project, whether they 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 as matching funds.
- Itemize all costs associated with the project, including allocations of previously spent funds, Cal Humanities grant funds, matching funds, and funds yet to be secured.
- Film and radio: Instructions for completing the budget are included in the Excel template (see tab on lower left of budget template).

12. Budget Narrative (to be included in proposal narrative)

- New media: 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 x \$150 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).
- Film and radio: A budget narrative is not required for film and radio submissions, however you may clarify any budget allocations in this section of the proposal if necessary.

GRANT WORKSHOPS AND WEBINARS

Grant workshops and webinars for the CDP grant will take place in August and September 2012. Please check www.calhum.org for more information or sign up for Cal Humanities' eNews to find out about important grant deadlines, upcoming workshops, local events, and more.

HOW TO APPLY

A complete application requires both electronically submitted and mailed materials (if applicable). All must be received by **5 pm on MONDAY, OCTOBER 1**. No hand-delivered, faxed, or emailed applications will be accepted.

1. Electronically submitted:

- Online application form
- Proposal narrative
- Budget (Excel template)

2. Mailed (if applicable):

- Two copies of a single previously completed work on DVD/CD (internet links to an online sample should be included in the proposal narrative)
- Two copies of the work-in-progress for which you seek funding on DVD/CD (internet links to an online sample should be included in the proposal narrative)

Send work samples to:

California Documentary Project Production Grant
Cal Humanities
312 Sutter Street, Suite 601
San Francisco, CA 94108

Work samples on DVD/CD must be clearly labeled with the name of your applicant organization, project title, and project director. Test any AV samples before mailing them. Sample materials will not be returned. If submitting links to online work samples, please provide clearly identified and complete URLs in section 10 of the proposal narrative and in the online application form.

TIPS FOR PREPARING YOUR APPLICATION:

- Download and review the CDP guidelines and budget form.
- Go to the FAQ if you have questions or need clarification.
- Attend an informational workshop or webinar, if desired.
- 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.votesmart.org> 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 and submit the online application.
- 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.

ONLINE APPLICATION FORM

The link to the online application form below will be active on September 1, 2012. The application window for this grant award program is from September 1 to October 1, 2012.

To start a new production application, click here:

https://www.GrantRequest.com/SID_348?SA=SNA&FID=35020

To return to an existing, in-progress production application, click here:

https://www.GrantRequest.com/SID_348?SA=AM

APPLICATION HELP

General Assistance

Cal Humanities provides assistance to applicants through several means. Potential applicants are encouraged to review the guidelines and FAQ.

We also encourage you, particularly if you are a first-time CDP applicant, to attend an informational workshop or webinar. Details will be posted on the Cal Humanities website once they become available.

Potential applicants may contact Program Officer John Lightfoot at lightfoot@calhum.org or 415-391-1474, ext. 314 for assistance with interpreting the guidelines and requirements.

Online Application Assistance

If you need technical assistance with the online application form, please try the solutions to common questions provided below or contact Grants and Contracts Manager Lucy Nguyen at lnguyen@calhum.org or 415-391-1474, ext. 315.

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: Put lnguyen@calhum.org on your "safe list" before submission, so that you receive Cal Humanities e-mail communications in your inbox.

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=35020

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.