

# FILM AND DIGITAL MEDIA FUND GUIDELINES

## COLLEGE OF FINE ARTS AND COMMUNICATION

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### WHAT IS THE CFAC FILM AND DIGITAL MEDIA FUND?

Under the direction of the College of Fine Arts and Communications (CFAC), the Film and Digital Media Fund (FDMF) is a means by which students and faculty receive financial support to explore the application of cinematic (moving image) language, forms, structures and techniques to their respective disciplines.

There are two sources of funding: (a) at the beginning of each calendar year, \$10,000 is awarded to each CFAC department chair to be used at their discretion in alignment with the fund's purpose and guidelines, and (b) twice each year, \$90,000 will be awarded through an application process (see below).

### WHAT KIND OF PROJECTS DO THE FUNDS SUPPORT?

The fund supports both development and production phases that stimulate thinking, experimentation and exploration. Successful proposals will:

- Propose relevant and compelling visually driven ideas and stories that are shaped and enhanced through the application of existing or emerging cinematic (moving image) language, forms, theory, techniques and tools.
- Facilitate mentored learning experiences that engage students with faculty and/or professional mentors. Preference will be given to those projects that provide significant and meaningful experiences driven by creative experimentation and execution.
- Facilitate interdisciplinary and/or intra-departmental collaboration at the conceptual, production, and/or exhibition stages.
- Demonstrate and assess project and student learning excellence by sharing (exhibiting) the completed work within and without the college.

### WHO CAN SUBMIT PROPOSALS?

Proposals may be submitted by CFAC students, faculty or departments. Participants of the projects may include students, faculty and other professionals who are committed to engaging ideas with cinematic (moving image) forms and expression.

### WHAT IS THE APPLICATION REVIEW AND FUNDING PROCESS?

The FDMF accepts a clearly written proposal twice a year during winter and fall semesters. Each department has a FDMF representative who can assist applicants in navigating the application process. Application deadlines are found on the CFAC website, <https://cfac.byu.edu/> under the heading, *Resources*, with a subheading for faculty or students.

The two types of proposals accepted are (choose one of the following options):

- A. Development Proposal phase provides resources to assist applicants in initiating, conceptualizing and formalizing a project. Depending on the sophistication or complexity of the idea or an applicant's experience, the development process may require multiple reviews by the FDMF committee's department representative to strengthen the idea and/or approach.
  
- B. A Production Proposal phase provides funding. Depending on the size and scope of the project, the FDMF may not be able to fund the complete project.

## ARE THERE RESTRICTIONS ON HOW THE FUNDS CAN BE USED?

Funds must be used or assigned within the financial year. If not assigned to a legitimate and justifiable fund-23 (restricted-satisfied) project account, the funds will not carry over to the next financial year. Student Funding accounts will have to be set up in the student's department.

- Funds **can be** used as matching funds (i.e. with the FDMF department allocation, MEG and ORCA grants, Laycock, etc.)
- Funds **can be** used for expendables/supplies, travel, wages (where appropriate and within reason) and other equitably determined expenses.
- Funds **cannot be** used to pay students.
- Funds **cannot be** used for purchasing equipment or software.

## ARE THERE INTELLECTUAL PROPERTIES CONCERNS?

All projects receiving funds fall under the BYU Intellectual Properties Policy, which stipulates that projects developed with substantial use of university resources are the property of BYU. Where internal and/or external funding and other resources are of significance, the BYU Creative Works Office will arbitrate copyright and ownership issues. The principal applicant should contact the [BYU Creative Works Office](#) at 3760 HBLL (801-422-5297).

## WHEN IS THE YEAR-END REPORT DUE?

- DECEMBER 10<sup>th</sup> ANNUALLY

At the close of each academic year, departments will provide an assessment to the college on:

- Project efforts and success (e.g. project titles, amounts awarded, faculty and students involved) and how the projects were distributed and viewed, etc.
- An assessment of the curricular and creative success of the project and how did the project engage with and expand an area's disciplinary critical thinking/learning and creative efforts.

## FOR CONSULTATION OR OTHER QUESTIONS

Contact Tom Lefler, D-534 HFAC or email [thomas.lefler@byu.edu](mailto:thomas.lefler@byu.edu)

**ONLINE APPLICATION  
CLICK HERE**