College of Fine Arts and Communication

Film and Digital Media Fund

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What is the CFAC Film and Digital Media Fund?
Under the direction of the College of Fine Arts and Communication, the Film and Digital Media Fund (FDMF) is a means by which students, faculty and departments receive support to conceptualize and explore, create and produce innovative and forward-thinking film, television and new media projects in support of BYU’s educational mission. The fund encourages proposals that are dedicated to exploring disciplinary ideas and stories through the application of cinematic language, forms, structures, and techniques.

What kind of proposals does the fund support?
The fund supports ideas in two ways: (a) provides development funding for experimentation and exploration of ideas, and (b) provides financial assistance for executing disciplinary driven ideas, form, and stories. Successful proposals will:

- Propose relevant and compelling experimental, visually driven ideas and stories that are shaped and enhanced through the use of cinematic language, forms, theory, techniques and tools.
- Facilitate mentored learning experiences that engage students with faculty and/or professional mentors.
- Facilitate interdisciplinary and/or intra-departmental collaboration at the conceptual, production, and/or exhibition stages.
- Demonstrate project and student learning excellence through quality disciplined media projects that reach intended audiences.

While the fund is supportive of faculty creative work, it encourages the student involvement wherever possible.

Who can submit proposals?
Proposals may be submitted by students, faculty or departments in the College of Fine Arts and Communications.

Who can participate?
Participants may include students, faculty and other professionals who are committed to engaging ideas and cinematic expression. Faculty and professionals are encouraged to provide, where possible, meaningful student experiences in conceptualizing and executing the project.

What is the review and funding process?
The FDMF accepts proposals twice a year (see deadlines below). There are two different funding phases (development and production) and two distinct production applications, one for departments/faculty and one for students:

A. The Development Proposal phase provides resources to assist applicants in initiating and conceptualizing a project. It provides small amounts of funding for student and faculty applicants to shape an idea, concept or story. Depending on the sophistication or complexity of the idea or an applicant’s experience, the development process will vary from one project to the next and may require that the project go through multiple reviews to strengthen the idea and its cinematic expression before submitting a production proposal.
Depending on the quality of the proposal the FDMF may fund the project outright or request further conceptual and visual development before releasing or phasing the release of funds.

B. The **Production Proposal** phase provides funding and additional resources and/or connections to other resources. Depending on the size and scope of the project, the FDMF may not be able to fund the complete project.

**Development Proposal Process**

A. Development Process
- **Consultation***
- **Applicant’s Story Idea**
- **FDMF Review**
- **Funding**
- **Production**

B. Production Process
- **Applicant’s Project**
- **Consultation***

*Note: For student proposals, the consultation step for both the developmental and production proposals requires a departmental review in advance of submitting proposals to the FDMF.

**Deadlines/Submissions**
Submission deadlines are February and October (Winter and Fall semesters) of each year. Check the College of Fine Arts website for due dates.

**Intellectual Properties**
The BYU Intellectual Properties Policy stipulates that projects developed with substantial use of university resources are the property of BYU. Where outside funding and other resources are of significance, the BYU Creative Works Office will arbitrate copyright and ownership issues.

For consultation or other questions, contact Tom Lefler, D-534 HFAC or email [thomas_lefler@byu.edu](mailto:thomas_lefler@byu.edu).
Development Section

If you are seeking “development” funding only, complete the one-page proposal below.
Student and Faculty Development Proposal

Contact Information

Title of Project _________________________________________________
Primary Applicant Name __________________________________________
Phone _________________________ Email ___________________________

List all other potential participants including names and emails and their roles in the project.
(Student proposals should identify faculty and professional advisors/mentors and be accompanied
by the departmental letter of support, indicating that the proposal has been reviewed by faculty and
the department chair.)

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

On a separate page, using a minimum of two typed pages, respond to the following questions. In
your Letter of Intent please include the header for each question (see below) for reference purposes.

Proposal Letter of Intent:

1. What is your project idea? (The content of student proposals must be guided by the Aims of a
   BYU Education and LDS Church values.)
2. Provide a short synopsis or treatment of your project idea.
3. How will rendering your project idea in a cinematic form enhance and enrich its meaning and
   impact? What insights to cinematic possibilities does it offer? Why not write about it rather than
   make a film?
4. Considering your role at BYU, how will this project impact your research and/or studies or the
   academic mission of your respective department/unit? (Student applicants should address how this
   experience will facilitate their course of study and graduation plan.)
5. What other existing projects have you seen that are similar to the project idea that you are
   proposing? What cinematic elements do they employ?
6. Who do you see as its primary audience? How do you intend to reach it? How will it be
   distributed?
7. How will this project provide valuable experience for students? How will this proposal
   facilitate a collaborative student-faculty, team-mentored environment with professional
   expectations? If so, how? If not, why? (Student proposals should demonstrate wherever possible
   collaborative, inter- and intra-departmental participation.)
8. What is your intended schedule for the project’s production?
9. Explain your ability and commitment to seeing the project through.

Development Budget Request

Prepare a standard one page budget request for financial assistance to include supplies, travel, hotels
and meals, etc.
Student Production Application

If you are applying for production funding, complete and submit the information outlined below.
Student Production Application

GENERAL INFORMATION

TITLE ________________________________

PROJECT LEADER ___________________ DEPARTMENT ___________________________

ADDRESS ____________________________ TELEPHONE ____________________________

OTHER TELEPHONE ___________________ EMAIL _______________________________

STUDENT PARTICIPANTS: ____________________________ EMAIL ___________________

_________________________________ EMAIL ___________________

_________________________________ EMAIL ___________________

FACULTY/PROFESSIONALS: ____________________________ EMAIL ___________________

_________________________________ EMAIL ___________________

PROGRAM INFORMATION

EST. PROJ. LENGTH ___________________ EST. COMP. DATE __________________________

PROJECT ONE-LINE DESCRIPTION

____________________________________________________________________________

____________________________________________________________________________

SAMPLE ON-LINE EXAMPLES (URLs):

PRIMARY PROJECT TYPE: Fiction Non-fiction Other:

Please describe:

PRODUCTION FORMAT (describe tools needed to capture/manipulate images):

FUNDING INFORMATION

EST. BUDGET ________________ FUNDING REQUEST ___________________

COLLEGE/DEPT CONTRIBUTION ___________________

Applicant agrees (1) to fundraising, licensing, and insurance guidelines policies, (2) to register in an approved production related course, (3) to assume responsibility for any financial obligations, and (4) to provide faculty advisor production planning packet and daily updates during all phases of production.

APPLICANT ___________________ FACULTY ADVISOR ____________________________

DEPARTMENT CHAIR* ____________________________

*Note: Department Chair verifies that project has passed through a faculty/department review process and that the department approves the project and will provide resources outlined in the proposal.

Prepare Proposal Application Information and attach to cover sheet (see backside of this form).
Submit one (1) hard copy and one (1) electronic copy of the application to Tom Lefler, D-581 HFAC, Thomas_lefler@byu.edu by 5:00 p.m. on the due date.
Student Project Information

Student Information

- **Project Advisor Letter of Support.** Attach letters of support from faculty advisor and/or mentor(s). Does the project have merit? Is the student progressing in his/her program of study as outlined? Is the student capable of accomplishing the project in a timely manner?

Project Production Information

- Attach a **Script** (fiction), **Treatment** (non-fiction), or **Project Overview** in easily accessible and appropriate language/format. Demonstrate how the project has been properly work-shopped to deepen its content, strengthen overall artistic expression, and increase its moral/spiritual values.

- **Pre-visualization.** Has the director thought through the visual approach he/she will be taking?

- **Production Team List.** Include a production roster with names, and addresses of the principal production team member(s) (i.e. producer, director, designer, writer, DP, and editor).

- **Project Management.** Has the project reviewed the legitimate use of human and production resources? Are equipment and production resources available and scheduled? Will the project create undue burden for student volunteers?

- **Detailed Budget** (in standard film format which will be provided on request).

- **Detailed Shooting Schedule** (in standard film production format which will be provided on request).

- **Funding Statement.** Provide a detailed report on all funding in hand and potential funding sources. Is the applicant familiar with the Student Representation and the Fundraising Policy for seeking in-kind and cash contributions?

- **Equipment Access Request.** Detail all the services and equipment required to produce the project.

- **Resumes/Sample Reels.** Project applicant(s) must submit a credits list and sample media or a list of courses or experiences to verify expertise or the capabilities of the principle members of the creative and management team.

- **Audience/Distribution Plan.** Prepare a statement identifying a specific audience and intended distribution plan.

- **Ownership/Rights** (provide overview and status clarifying content ownership and creators or other participants and financial interest in project). Applicants should be aware that the University retains interest in projects developed or produced with substantial University resources. Check with Creative Works on the BYU’s Intellectual Properties Policy.