BYU Film Resource and Funding Committee (FRFC)

Project Proposals Index

I. Proposal Guidelines for Development and Production Proposals  Page 2

II. Faculty and Student Development Proposal  Page 5

III. Faculty Production Application  Page 7

IV. Student Production Application  Page 10
BYU Film Resource and Funding Committee (FRFC)
Guidelines for Project Proposals

What is the BYU Film Resource and Funding Committee?
The Film Resource and Funding Committee (FRFC) funds the development and production of imaginative and forward-thinking film, television and new media projects that support the educational mission of BYU. It seeks proposals that are dedicated to exploration of story-driven ideas through the moving image and the application of cinematic language, forms, structures, and techniques. It functions under the direction of the Associate Academic Vice President – Research and Graduate Studies and is administered through the Dean of the College of Fine Arts and Communication (CFAC).

What kind of proposals do we support?
The committee (a) consults with applicants developing proposals, and (b) provides financial assistance and resource access for story-driven fiction, non-fiction and other emerging media projects. Successful proposals will:

- Propose relevant and compelling story-driven ideas 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 films that reach intended audiences.

The objective is to create quality projects but not at the expense of meaningful, student-learning experiences.

Who can submit proposals?
Proposals may be submitted by students, faculty or administrative units of Brigham Young University Provo.

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

What is the review and funding process?
The FRFC meets twice a year to review proposals (see deadlines below). There are two different ways to propose projects to the FRFC. The chart on the next page provides an overview of the application/proposal process outlining how an idea could be submitted for either development or production funding might go through multiple review steps.

*Cinematic refers to the visualization of ideas and emotions through narrative and imaging patterns, structures and rhythms unique to the film art form. (Questions regarding the viability of a project idea or project may be addressed to thomas_lefler@byu.edu.)
*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 FRFC.

A. A **Development Proposal** provides resources to assist applicants to shape and conceptually develop a project. Based on the Development Proposal “Letter of Intent,” the committee provides small amounts of funding for student and faculty applicants to use in researching and shaping a proposal idea. Depending on the sophistication or complexity of the story 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.

B. The **Production Application** provides funding and may provide connections to resources for producing a project. Depending on the quality of the proposal the FRFC may fund the project outright or request further conceptual and visual development before releasing or phasing the release of funds. Depending on the size and scope of the project, the FRFC may not be able to fund the complete project. (Because of the need to have student applicants reviewed and receive approval from their department, a separate Production Application form has been provided. See below.)

**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. Please 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 date above.

**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.
Applicants are strongly encouraged to consult with committee members in advance of submitting an application. For consultation or other questions, contact FRFC, D-581 HFAC or email thomas_lefler@byu.edu.

Student and Faculty Development Section

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

Contact Information

Title of Proposal _________________________________________________
Primary Applicant Name __________________________________________
Phone ______________________  Email ___________________________

List all other potential participants including names and emails and their role 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.)

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

On a separate page, using a minimum of two typed pages, respond to the following questions. Retype and highlight each question and question number on your response page.

Proposal Letter of Intent (please include contact information)

1. What is your story 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 story/project idea.
3. How will rendering your story 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 the proposing unit? (Student applicants should address how this experience 
   will facilitate their course of study and graduation plan.)
5. What other films have you reviewed that are similar to the film you would like to make? 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? (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 one page budget requesting financial assistance in developing the project to include 
student wages, supplies, airfare, hotels, meals, and honorariums for non-BYU personnel, etc.

Submit one (1) hard 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.
Faculty Production Application

If you are applying for production funding, complete and submit the information outlined on next two pages.
Faculty Production Application

GENERAL INFORMATION

DATE _____________________

TITLE ___________________________________________

PROJECT LEADER _______________________        DEPARTMENT ___________________________

OFFICE ADDRESS __________________________ TELEPHONE ____________________________

OTHER TELEPHONE _______________________ EMAIL ____________________________

STUDENT PARTICIPANTS: __________________________ 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 the tools needed to capture/manipulate images):

FUNDING INFORMATION

EST. BUDGET __________________________

COLLEGE/DEPT FINANCIAL CONTRIBUTION __________________________

FUNDING REQUEST __________________________

OTHER SOURCES OF FUNDING __________________________

DEPARTMENTAL INFORMATION

DEPARTMENT CHAIR ____________________ COLLEGE DEAN __________________________

APPLICANT __________________________

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

To complete the application, please prepare a project proposal and attach it to the Project Proposal Cover Page.

- **Letter of Intent** (letter must include: financial scope; impact on teaching and administrative duties/commitments; relationship to student experience; and how it furthers your personal creative/research activities and advances your department, college, and the university’s interests).

- **Department/College Letter of Support** (applicant’s letter of intent must be reviewed by chair and dean and supported by a separate departmental and college letter of support.)

- **Project Purpose Statement** (give a short description of the project’s purpose). What will the viewer come to know, do, or feel after watching program? What media programs have been completed/distributed on this idea? How is this project different or unique?)

- **Cinematic Potential** (illustrate how you will explore cinematic storytelling through the application of cinematic, language, forms, structures, and techniques). How will rendering your story idea in a cinematic form enhance and enrich its meaning and impact? What insights to cinematic possibilities does it offer?

- **Mentor/Student Team** (one-page vitae or resume of principle team members). Teams should professionally reflect the level of experience required for the project's distribution plan; outline/illustrate how students will be positioned in meaningful experiences and mentored by the production team.)

- **Treatment/Script** (expand the idea/concept if presented in the FRFC development phase). Outline the elements that capture the narrative, tone, and visual approach. What is the final shape and scope of the project? (The university retains editorial control, depending on subject matter and the project’s distribution venue—e.g. broadcast, cable, educational, home video, etc.)

- **Budget** (detailed production budget to include development, production, and marketing/promotion costs if applicable). Who will pay for marketing and distribution costs? An industry budget format is preferred.)

- **Funding** (sources or fundraising plan). What benefits/controls are promised to funding sources? The committee does not have the resources to fund large projects; rather, its contribution will be considered as seed or development funding. Department, College and related university funding support are an important considerations.

- **Distribution/Audience Survey** (outline the specific target audience). How will the project reach its audience? Broadcast or re-versioning options; educational/outreach options; social networking opportunities, etc.)

- **Ownership/Rights** (overview and status clarifying content ownership and creators or other participants or 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 university’s Intellectual Properties Policy.)
Student Production Application

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

GENERAL INFORMATION

DATE _____________________

TITLE ___________________________________________

PROJECT LEADER _______________________ DEPARTMENT ___________________________

ADDRESS _______________________________________ TELEPHONE _______________________

OTHER TELEPHONE _______________________ EMAIL ______________________

STUDENT PARTICIPANTS: ______________________________ EMAIL ___________________

_____________________________________________________________________________________

FACULTY/PROFESSIONALS: _____________________________ 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 the approved format. Demonstrate how the project has been properly work-shopped to deepen its content, strengthen overall artistic quality, and increase its moral/spiritual values.

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

- **Production Team List.** Include a production roster with names, 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** (required in Movie Magic format).

- Detailed **Shooting Schedule** (required in Movie Magic format).

- **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?

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

- **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.

- **Ownership/Rights** (overview and status clarifying content ownership and creators or other participants or 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.)