



Kansas Humanities Council
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Topeka, KS 66603-3895
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www.kansashumanities.org

***Kansas 150
Short Film Grants
2010***

What Is Kansas 150? *KANSAS 150* is intended to strengthen community through the exploration of heritage, traditions, and ideas in celebration of the 150th Anniversary of the Kansas Statehood in 2011.

What Are Kansas 150 Short Film Grants? *KANSAS 150* Short Film Grants are available for in-state professional filmmakers in support of short films telling a Kansas story. These documentary shorts, or films under 15-minutes, will provide Kansans with the opportunity to visually capture stories that pertain to Kansas. Each short film project will be a snapshot of life in Kansas today and/or in the past. The films will combine the talents of filmmaker, a local community organization, and a humanities professional. At the project's completion, the community consultant will help host a local public screening, inviting the general public to view the documentary short, and visit with community members and filmmakers involved in the project.

Successful projects will include the involvement of at least one community organization, a creative visual approach, and a well-researched or written story.

- Discover the Kansas experience and explore issues of significance to Kansans
- 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
- Humanities themes may include but not be limited to: the environment, family and society, ethnicity and diversity, faith, historical issues, and/or sense of place

Kansas 150 Short Film Grant At-A-Glance

- Applicant is a professional filmmaker (demo reel is required)
- A humanities professional serving as a resource and guide
- A community consultant signed on to help and assist filmmaker
- Local public screening and discussion event
- Short documentary film is under 15-minutes
- 5 DVDs and 5-10 digital publicity stills to be turned into KHC upon completion of grant project

What is the amount of the grant award? The maximum award is \$10,000. The award supports pre-production (research, consultation, etc.), production (filming), and post-production (editing, audio mixing, musical score, etc.).

DEADLINES: Outlines due February 5, 2010, May 7, 2010, or September 10, 2010 (See page 4).

QUESTIONS?

Contact: Dan Carey-Whalen
Director of Programs
785/357-0359
dan@kansashumanities.org
www.kansashumanities.org

Funding Criteria

- 1. The applicant is a filmmaker located in the state of Kansas.** Multiple filmmakers may work on the project, but one individual should be identified as the lead applicant. Applicants must be post-high school aged and provide demo reel of their most recent film work.
- 2. The humanities are central to the content of the short films.** Projects should apply the insights and methods of the humanities to the exploration of a well-defined topic or theme. The interpretation of history, heritage, and culture must be central, not tangential, to the project. The project must place local and state history and culture in a broader national context.
- 3. A Humanities Professional plays a key role in the project.** The filmmaker must select one humanities professional to play a substantive role in the project in assuring accuracy and humanities content in the final production. Experience may include a college-level teaching position; an advanced degree in the humanities; and/or a record of writing, speaking, and research in the humanities. KHC staff can help applicants identify humanities professionals.
- 4. A local community Sponsoring Organization will play a key role in the project.** The community (whether it is a community of people or a physical community) featured in the short documentary is an important part of the film project. To ensure success, the filmmaker will work with a local community Sponsoring Organization. The Sponsoring Organization provides two things:
 - Someone to serve as the Community Consultant.
 - A second individual to serve as the Fiscal Agent. The Fiscal Agent, through his/her work with the sponsoring organization, serves as the recipient of the grant funds and all fiscal correspondence from KHC, works closely with the filmmaker in the management and dispensation of the funds, and submits the final expense reports at the project's close.
- 5. A Community Consultant plays a key role in the project.** The filmmaker must find a member of the community to play a substantive role in the project. The community consultant is involved with the Sponsoring Organization, interested in the film project and willing to participate in its development and implementation, and assumes a key leadership role in organizing the **local public screening & discussion event** upon completion. A letter of support is needed from this individual and should be attached to the proposal. This person cannot be the same person as the Fiscal Agent.
- 6. Applicant commits to attending orientation meeting.** The orientation meeting is mandatory for all Kansas 150 grant recipients. Applicant(s) must plan to attend the meeting and be accompanied by the humanities professional and community consultant at the workshop.
- 7. KHC is recognized in publicity and promotional materials.** KHC will not fund projects if the major publicity will be released prior to the funding decision and/or without acknowledgement of KHC support.
- 8. Applicant allows short film to be used by KHC.** The applicant agrees to allow KHC to use the film in its FLIKS (Film Lovers in Kansas) program, to post the completed film on its website, and for any additional publicity and promotional purposes. The applicant will retain ownership and copyright of completed short film project. See Copyright and Distribution information below.
- 9. KHC cannot fund previous work.** KHC can only accept costs accrued after the official start date of the grant period.

10. The following types of productions are not eligible:

- For profit organizations or businesses (i.e. film/video production companies)
- Taping of conferences, events, or lectures
- Art installations and/or introductory pieces for museums or other institutions
- Docudramas or film dramatizations of literature or history
- Promotional pieces primarily for tourism or economic development
- Film projects for an academic class
- Institutional histories produced and/or partially funded by the institution itself
- Projects that advocate on behalf of a cause
- Projects already in post-production (have completed production)

Grant Application Checklist

This checklist is meant for the applicant and is not to be turned in with the Final Application. It is for the filmmaker to guide him/her through the grant application process.

- Contact KHC** to express interest in the short film grants and ask about the grant process. Dan Carey-Whalen, Director of Programs at 785/357-0359 or dan@kansashumanities.org.
- Developed Documentary Idea/Script.** Documentary short film idea should be developed to the extent of being able to communicate it to KHC, a humanities professional, a community consultant, and other key players involved. These vital roles need to understand the project—goals, timeline, story, etc.—in order to provide their support. We require a treatment and lists of various elements that will be used in the documentary (i.e. photos, locations, people, etc.). A script can be added, but is not required
- Humanities Professional.** Located a humanities professional to participate on project. Humanities professional is aware of his/her duties for this application and project.
- Sponsoring Organization.** Locate a local, community organization to be the Sponsoring Organization who will provide a Community Consultant and a Fiscal Agent. The Community Consultant is someone actively involved in the Sponsoring Organization. A second individual involved in the same organization (but who is not the Community Consultant) will serve as the Fiscal Agent.
- Community Consultant.** Located a community leader to act as the primary consultant to participate on project. Community consultant will play a leadership role in planning and creating the local public screening & discussion event. Community consultant is aware of his/her duties for this application and project.
- Demo Reel** is up to date and prepared for submission with this grant.
- Budget** maximum for this grant is \$10,000. Do I have the equipment needed to produce and finish this project? Should I obtain a bid for various pre-production, production, and post-production needs? Follow guidelines for grant budget.
- Timeline** or plan-of-action for project's completion. Includes pre-production, production, and post-production. Can I feasibly begin and complete this project in the time allotted by the KHC Kansas 150 grant? Are there specific tasks that need to be done to make this happen?
- Project Outline (1 Copy) Deadline:**
Submit project outline (email/fax/mail) by the corresponding deadline and KHC staff will provide feedback.

□ **Final Application (10 Copies) for KHC Deadline:**

Final application must be mailed to KHC.

- Part A: Coversheet
- Part B: Project Description (It should be no more than 10 pages in length, double-spaced.)
- Part C: Statement from Humanities Professional(s)
- Part D: Statement from Community Consultant
- Part E: Budget
- Part F: Demo Reel
- Appendices may be attached, such as letters of support or sample forms (waivers for interviewees, etc.).

□ **Conclusion of Project Deadline:**

- 5 DVD copies with final artwork to KHC
- 5-10 Promotional Digital Stills to KHC
- Local Screening Event Date: _____

DEADLINES: 2010 APPLICATIONS

SPRING 2010

Project Outline (1 copy): February 5, 2010
Final Application (10 copies): March 5, 2010
Notification by: April 2, 2010
Projects may start after: April 16, 2010

SUMMER 2010

Project Outline (1 copy): May 7, 2010
Final Application (10 copies): June 11, 2010
Notification by: July 16, 2010
Projects may start after: July 30, 2010

FALL

Project Outline (1 copy): September 10, 2010
Final Applications (10 copies): October 8, 2010
Notification by: November 12, 2010
Projects may start after: November 24, 2010

*All materials must be received at the KHC office by 5:00pm on the respective deadline, no exceptions.

SUBMITTING THE PROJECT OUTLINE

The project outline describes your project as a “work-in-progress” and should include a preliminary budget. Within two weeks, staff will review your proposal and offer suggestions for strengthening the Final Application.

No special form is required. Follow the format guidelines for the Final Application found below. Please note on the Coversheet that it is a Project Outline. Outlines can be emailed, mailed or faxed to the Kansas Humanities Council at 785/357-1723.

Mailing address: Attn: Dan Carey-Whalen
 Kansas Humanities Council
 112 SW 6th Ave., Suite 210
 Topeka, KS 66603-3895

Email address: dan@kansashumanities.org

SUBMITTING THE FINAL APPLICATION

Ten copies of the Kansas 150 Short Films Grant Final Application (instructions below) must be received in the KHC office by 5:00pm on the respective deadline date. The deadline for the Final Application

cannot be extended. Email or faxed final applications will NOT be accepted. No special forms are required. All applications must be typed.

A final proposal should include:

Part A: Coversheet

Part B: Project Description (It should be no more than 10 pages in length, double-spaced.)

Part C: Statement from Humanities Professional(s)

Part D: Statement from Community Consultant.

Part E: Budget

Part F: Demo Reel

Appendices may be attached, such as letters of support from community members and organizations, or sample forms (waivers for interviewees, etc.).

PART A: COVERSHEET

Create a one-page coversheet that includes the following information.

- 1. Title of project**
- 2. Name of Filmmaker** (applicant and person who will oversee the project and complete reports).
- 3. Filmmaker's Address, Phone Number, Email, and Fax**
- 4. Name of Humanities Professional and Address information** (person, affiliated with a local organization, who will assist the filmmaker in the humanities focus of the documentary film)
- 5. Name of Sponsoring Organization**
- 6. Name of Community Consultant and Address information** (person who will assist the filmmaker in the community of which is being worked in)
- 7. Name of Fiscal Agent** (person is affiliated with the Community Organization)
- 8. Fiscal Agent's Address, Phone Number, Email, and Fax**
- 9. Amount of Grant Request**
- 10. Project Starting Date and Completion Date**
- 11. Project Synopsis.** A short summary (3-5 sentences) of the project.
- 12. Signature of Fiscal Agent and Date**

PART B: PROJECT DESCRIPTION

The Project Description should follow the format below; please number/title each section accordingly.

- 1. Filmmaker Biography.** List the filmmaker's credentials (i.e. training, past projects, etc.)
- 2. Treatment.** A treatment is roughly a one-page narrative outline of the short documentary film story you expect to find and tell. Tell your story as you envision it on the screen. Be specific and give examples. Include at the end of the Treatment, a paragraph explaining why the story is important to tell and the length you expect the final project to be. What theme(s) will your 15-minutes or less documentary explore? How will it portray the heritage of your area? How is the story unique? Why is it important to Kansas? How does it tie into broader themes of state and national history? How would you answer the "So What" question (i.e. This film is about _____). So What? Why is it an important topic that should be made into a film and funded by KHC)?

*If a filmmaker has already developed a **script** for the project, he/she may include the script in this section, after the Treatment.

3. **Visual Components.** Identify 10 items or locations that could be filmed as part of your documentary. What items/places would you film for your 15-minute documentary? How will they help to tell the story? These items could include photographs, historical artifacts, documents, building, or artwork. Explain where you expect to find or locate items. Explain whether the locations are accessible or not.
4. **People.** Identify the people in your documentary. List people who could be interviewed for this documentary, such as community storytellers, local historians, longtime residents, new residents, eyewitnesses to a significant event, or humanities professionals. If connections have already been made, distinguish between who is a guaranteed interviewee and who is a potential one.
5. **Project Timeline.** Provide a detailed schedule-of-work that includes the pre-production, production, and post-production phases. The timeline should include when you plan to begin and complete the project, and specific tasks and who will accomplish them.
6. **Community Significance.** Describe why this project is appropriate for the community and state of Kansas at large. What will audiences gain from this 15-minute documentary? In what ways will this project serve the community? What will viewers learn, experience, or gain?
7. **Humanities Consultant(s).** For each person, include a sentence or two on how he/she will contribute to the understanding and discussion of the project topic.
8. **Community Consultant.** Include a sentence or two about his/her qualifications. How will the community consultant assist you in the various phases of the film's production?
9. **Local Public Screening & Discussion.** Community consultant should have been notified of their involvement in the planning of the Local Public Screening & Discussion event. Please include in this section your preliminary plans: date of event, location, who might sponsor the screening and discussion session, etc.
10. **Other Project Personnel.** For each person, include his or her name and contact information. In a sentence or two describe his/her qualifications and outline the exact role they will play in the project, which corresponds to the Budget document (i.e. Writer, Camera Operator, Graphic Designer, Researcher, etc.). If you do not have all of these people lined up prior to the grant application, list the job title and duties of which you presume to fill corresponding to your Budget.
11. **Evaluation.** Discuss your project's evaluation methods. How will the project's success be determined?
12. **Public Use.** Plans for use of 15-minute documentary. How will it be used in the community?

PART C: STATEMENT FROM HUMANITIES PROFESSIONALS

Humanities Professionals are expected to be involved in the planning and implementation of the documentary. A humanities professional usually has at **least an MA in one of the humanities**

disciplines, yet may also have experience teaching at the college level, a proven record of scholarship, professional experience grounded in the humanities (museum curators or librarians), or be an accepted culture-bearer. He or she can help organizations place history into the framework of a larger context. How does this help define us as Kansans? How does this story fit within a national or global context?

A humanities professional should:

1. Participate in at least one planning meeting with the filmmaker, community consultant, and any other key personnel.
2. Provide guidance for development of the documentary script through phone calls or emails. This includes identifying key themes and concepts.
3. A follow-up planning meeting should be held that includes the filmmaker, community consultant, and any other key individuals.
4. Attend the KHC orientation meeting.
5. The humanities professional, with agreement from the filmmaker and community consultant, should confirm the authenticity of the documentary short.
6. The humanities professional, along with the filmmaker, community consultant, and other key personnel, will participate in a panel discussion about the documentary following the local public screening.

Grant Submission (Part C): Attach to the grant application a brief statement describing the humanities professional's participation in the project (this could be a corresponding email, typed document you agreed upon, etc.). This information is designed to help KHC grant reviewers (who may or may not be familiar with their expertise or previous KHC involvement) assess how the humanities will be used to interpret the project themes.

1. Humanities Professional's Information:
 - Name, title, preferred mailing address, fax, email, telephone for work and home, and institutional affiliation and department, if any.
2. Humanities Content (brief statement):
 - Provide a synopsis (200 words or less) of your participation, emphasizing the ways in which you will incorporate the perspectives of the humanities to illuminate the topic.

PART D: STATEMENT FROM COMMUNITY CONSULTANT

Community Consultants are expected to be involved in the planning and implementation of the documentary. A community consultant has a strong connection with the community they live/work in, an affiliation with a local organization, and can provide the filmmaker with networking for the documentary.

A community consultant should:

1. Locate a Fiscal Agent who will handle all the funds for the project.
2. Participate in at least one planning meeting with the filmmaker, humanities professional, and any other key personnel.
3. Provide guidance for development of the documentary script through phone calls or emails. This includes identifying key people and locations.
4. A follow-up planning meeting should be held that includes the filmmaker, humanities professional, and any other key individuals.
5. Attend the KHC orientation meeting.
6. The community consultant, with agreement from the filmmaker and humanities professional, should confirm the authenticity of the documentary short.

7. The community consultant is responsible for working with the filmmaker to plan a Local Public Screening event that involves a screening and discussion of the final film product.
8. The community consultant, along with the filmmaker, Humanities professional, and other key personnel, will participate in a panel discussion about the documentary following the local public screening.

Grant Submission (Part D continued): Attach to the grant application, a brief statement describing the community consultant's participation in the project (this could be a corresponding email, typed document you agreed upon, etc.). This information is designed to help KHC grant reviewers (who may or may not be familiar with your expertise or previous KHC involvement) assess how the community will be involved the project.

1. Community Consultant Information:
 - Name, title, preferred mailing address, fax, email, telephone for work and home, community organization/business/institutional affiliation, if any.
2. Community Involvement:
 - Provide a synopsis (200 words or less) of your participation, emphasizing your role in assisting the filmmaker. Include any preliminary plans for a local public screening.

PART E: BUDGET

The budget shows all the expenses that you anticipate in the course of your project, and indicate whether you are requesting grant funds or providing Cost Share/In-Kind to cover those expenses. Please design your budget using the ***Excel documents provided by KHC***. Spreadsheets may be used to present your budget; please round totals up to the nearest dollar. Budget items should be clearly linked to the activities in Part B: Project Description. KHC funds cannot be used to pay the Fiscal Agent

Cost share is not required for this grant. However, at the conclusion of the project, a local contribution report will be submitted to KHC. Contact KHC staff with questions or concerns.

KHC GRANT FUNDS CAN BE USED FOR:

- Salary for researchers, writers, or others specifically hired to carry out project activities.
- Salary for part-time personnel who will play a significant role beyond administration of the grant.
- Fees for pre-production, production and post-production services (equipment, travel, consulting, editing, original score, original artwork, final DVD pressing).
- Honorarium for the humanities consultant(s).
- Honorarium for the community consultant.
- Travel reimbursement for out-of-town consultants using KHC reimbursement amounts.
- Rental fees for locations for film shoots must be discussed with KHC
- Supplies ***that will be consumed*** during the project.

KHC GRANT FUNDS CANNOT BE USED FOR:

- Any expenses incurred prior to the grant award.
- General operating costs.
- Costumes and props.
- The purchase of durable equipment such as printers, copiers, filing cabinets, digital cameras, computers, software, scanners, etc.
- Purchase of a building or the physical construction or restoration of a facility. (Contact the Cultural Resources Division at the Kansas Historical Society for information about restoration grants: www.kshs.org.)
- Creative or performing arts programs, including plays, storytelling sessions, readings by authors, or the creation of a public mural or video art installation. (Contact the Kansas Arts Commission for grants: <http://arts.ks.gov>.)
- A project that is to be used as a fundraiser.
- Programs which advocate social or political action.
- Social service programs.
- Books and publications.
- Salaries of staff members employed by the filmmaker on a full-time basis.
- Salaries of the Fiscal Agent
- Individual scholarships, fellowships, research, or travel.
- Academic conferences, professional meetings, or programs directed primarily to a single profession.
- Courses for academic credit.
- Out-of-state travel by project staff.
- Food, beverages, or entertainment.
- Museum or library acquisitions (cannot purchase artifacts for exhibition).
- Projects that discriminate on the basis of race, color, national origin, gender, age, or physical abilities.

BUDGET: The following Budget can be found as an Excel document on our website. List all anticipated expenses for the requested budget items. The budget will include a column for KHC Short Film Grant funds, Cost Share, and the line item Totals. The Excel document is formatted with equations to help total the columns for you. Instructions for the Excel document are found below. KHC will accept budgets in non-Excel formats as well. If you have questions about the budget or are just confused about the Excel document, please contact Dan Carey-Whalen at 785/357-0359 or dan@kansashumanities.org.

CATEGORIES

1. Project Staff (Primary)
2. Pre-Production and Development
3. Crew and Personnel
4. Production Expenses
5. Travel
6. Post-Production
7. Insurance (if applicable)
8. Office and Administration Costs
9. Local Public Screening & Discussion Event
10. KHC Grant Requirements

ABOVE THE LINE BUDGET ITEMS

1. Project Staff (Primary)

This is the value of the time the filmmaker and other personnel will devote to planning, research, coordination, and completion of the project. Grant writing or other activities prior to grant award cannot be included. Staff may be partially paid with KHC Grant Funds if:

- a) he/she is not employed full time by the filmmaker and
- b) he/she will play a significant role in the project beyond administration

Also, included in this section are the Community Consultant and Humanities Professional(s) honorariums for their time and assistance in helping the filmmaker with the project. A standard consultant honorarium is a minimum of \$400. This usually involves multiple phone calls, emails, and one site visit. However, this amount may be higher if more visits and training are anticipated. Be sure the relationship between the amount of money, the work to be done, and the person's qualifications is clear. **KHC funds cannot be used to pay the Fiscal Agent.**

2. Pre-production and Development

This section includes the value of the time the writer and research assistant(s) (if different from the filmmaker) devotes to the pre-production and development phase of the project.

BELOW THE LINE BUDGET ITEMS

3. Crew and Personnel

The crew and personnel include all of the other workers that will be involved in the production and post-production phases of the short documentary film project, as listed in Part B. These people might include the cameraperson, sound/audio person, production assistant(s), editor, graphic designer (who will create the artwork for the final DVD, posters, etc.). Volunteer time may be valued at \$10/hour. Fringe benefits may be shown as Cost Share. All professional personnel employed for the project should be paid, "not less than the minimum compensation as determined in accordance with 29 CFR 503.3 to be the prevailing minimum compensation for persons employed on similar activities" (Assurances as to Labor Standards).

4. Production Expenses

Production expenses include the items that will be consumed during the production phase of the project. This may be digital videotapes or audiotapes, camera equipment rental, sound equipment rental, lighting equipment rental, etc. If providing your own equipment, please enter the dollar amount as a Cost Share.

5. Travel includes mileage, lodging, and meal expenses for both project staff and/or consultants. These can be used for consultants to travel to meetings with the sponsoring organization, or for staff to travel to conduct research or interviews within Kansas. Only out-of-town travel can be covered by grant funds; in-town travel expenses count as Cost Share. KHC allows the following rates:

- Car Rental: Is allowed if total cost is comparable to private car
- Mileage: \$.41/mile for private vehicles
- Lodging: Up to \$63 plus tax per night for out-of-town travel
- Per Diem: Meal allowance is \$25 per day

If travel is expected, please ATTACH a detailed outline and justification of what trips are included, who is taking these trips, and how they serve as part of the project.

6. Post-Production

Post-production includes all of the items that are consumed after the production phase to complete the final film product. This might be back-up digital videotape(s) to store a master copy, dubbing costs, editing equipment rental, sound design, footage and still photo fees, etc.

7. Insurance (if applicable)

Insurance is not a requirement for this grant. This section is to make the filmmaker aware of this film budget item for equipment rentals or shooting at locations that may require insurance. It is up to the filmmaker to insure whatever he/she deems necessary to complete the project.

8. Office and Administration Costs

This section anticipates your expenses for office supplies, routine correspondence, and long distance telephone calls. Postage includes that which is done for the project in the pre-production, production, and post-production stages (not including the Local Public Screening & Discussion event).

9. Local Public Screening & Discussion Event

This event is a requirement that must be met upon the completion of the short film grant. The community consultant will assist in planning and implementing the event in the community. Even if the event is sponsored in donation, it should be included in the budget.

- Publicity printing of fliers, postcards, etc.
- Publicity media advertising includes paid ads, radio, and TV public service announcements, and anticipated free newspaper coverage
- Room rental

10. KHC Grant Requirements

KHC requires 5 DVD copies of the final film with artwork and 5-10 digital publicity stills on a CD.

Excel Budget Guidelines and Sample Budget Spreadsheet

The following Instructions and Spreadsheet can be found at www.kansashumanities.org.

| Kansas Humanities Council KANSAS 150 Short Film Grant Budget Instructions | |
|--|--|
| To access BUDGET TEMPLATE click tab at bottom left. | |
| Please use the budget template form to provide an accurate accounting of your project expenses. Please fill in cell amounts as accurately and completely as possible, including the amount you are requesting from KHC Kansas 150 Short Film Grant for each line item. Using the TAB key to proceed from cells left to right, totals in rows will calculate automatically as each cell is entered. Darkened cells cannot be entered but reflect the totals of the preceding cells. | |
| PROJECT TITLE / PRODUCER/TOTAL PROJECT BUDGET: Complete this section | |
| BREAKDOWN OF INCOME | |
| INCOME SOURCE | List all sources of cash and in-kind income received, pending or projected. Include names of other funders. |
| BREAKDOWN OF EXPENSES | |
| LINE ITEM DESCRIPTIONS | Column A. You may change the text in these fields to suit your project or leave them blank if they do not apply. |
| # | Column B. Enter the number of units. (e.g., "2" plane tickets or "5" days). If it is a flat rate or fixed cost please enter "1" |
| UNIT | Column C. Enter the unit for which # correlates. (e.g., 2 "hours" or "days"). You MAY change UNIT to fit your specifications. This will not affect your total. |
| RATE | Column D. Enter the cost of each UNIT. This will be multiplied by the # amount. (e.g., 2 plane tickets at "\$300" each or 2 days at "\$500" per day) |
| TOTAL COST | Column E. This amount will automatically be calculated based on # and RATE. |
| KHC | Column F. Important: Enter the anticipated amount of KHC Grant funds allocated to each line item and use the TAB key to calculate. |
| COST SHARE | Column G. This is the amount of in-kind donations or amount that filmmaker will cover. |
| CATEGORY TOTALS | |
| TOTAL EXPENSES A + B | Total above the line and below the line expenses will be automatically calculated. |
| TOTAL INCOME | Should reflect totals from KHC request and cash/in-kind from other sources in the Breakdown of Expenses section. This will be automatically calculated. |
| QUESTIONS? | Please contact Dan Carey-Whalen at 785/357-0359 or dan@kansashumanities.org |

The **Excel Spreadsheet** with these instructions can be found on our website as an Excel document. The budget will include a column for KHC Short Film Grant funds, Cost Share, and the line item Totals. The Excel document is formatted with equations to help total the columns for you. KHC will accept budgets in non-Excel formats as well. If you have questions about the budget or are just confused about the Excel document, please contact Dan Carey-Whalen at 785/357-0359 or dan@kansashumanities.org.

| | A | B | C | D | E | F | G | H |
|----|--|--------------------|-------------|-------------|----------------------|-----------------------------|-------------------|---|
| 1 | Filmmaker: Jane Smith | | | | | | | |
| 2 | Project Title: "Can I Take Your Order?: The Last Drive-in Diners in Kansas" | | | | | | | |
| 3 | Total Project Budget: \$23,706 | | | | | | | |
| 4 | Date Start: April 1, 2010 | | | | | | | |
| 5 | Date End: August 31, 2011 | | | | | | | |
| 6 | *To access budget instructions use tab at lower left | | | | | | | |
| 7 | | | | | | | | |
| 8 | BREAKDOWN OF INCOME | | | | | | | |
| 9 | INCOME SOURCE | AMOUNT | | | RCV'D TO DATE | BALANCE | | |
| 10 | KHC Grant (amount asking) | \$10,000.00 | | | | \$10,000.00 | | |
| 11 | Filmmaker Out-of-Pocket | \$5,000.00 | | | \$2,000.00 | \$3,000.00 | | |
| 12 | Other Funder 1 - Topeka Drive-in Diner | \$100.00 | | | \$100.00 | | | |
| 13 | Other Funder 2 - Capitol Bank Grant | \$300.00 | | | \$300.00 | | | |
| 14 | Other Funder 3 - Drive-in Endowment Grant | \$2,000.00 | | | | \$2,000.00 | | |
| 15 | Other Funder 4 - Hot Dogs and Shakes Grant | \$5,000.00 | | | | \$5,000.00 | | |
| 16 | Other Funder 5 - Parents | \$2,000.00 | | | \$500.00 | \$1,500.00 | | |
| 17 | Other Funder 6 - | | | | | | | |
| 18 | TOTAL | \$24,400.00 | | | \$2,900.00 | \$21,500.00 | | |
| 19 | BREAKDOWN OF EXPENSES | | | | | | | |
| 20 | PROJECT STAFF (PRIMARY) | # | UNIT | RATE | TOTAL COST | KHC SHORT FILM GRANT | COST SHARE | |
| 21 | Filmmaker/Director | 600.00 | hours | \$10.00 | \$6,000.00 | \$2,000.00 | \$4,000.00 | |
| 22 | Community Consultant(s) Honorarium | 2.00 | flat | \$200.00 | \$400.00 | \$400.00 | | |
| 23 | Humanities Professional(s) Honorarium | 1.00 | flat | \$200.00 | \$200.00 | \$200.00 | | |
| 24 | TOTAL | | | | \$6,600.00 | \$2,600.00 | \$4,000.00 | |
| 25 | | | | | | | | |
| 26 | PRE-PRODUCTION AND DEVELOPMENT | # | UNIT | RATE | TOTAL COST | KHC SHORT FILM GRANT | COST SHARE | |
| 27 | Writer (if diff than Filmmaker): | | | | | | | |
| 28 | Research Assistant(s) | 1.00 | flat | \$100.00 | \$100.00 | \$25.00 | \$75.00 | |
| 29 | Other: | | | | | | | |
| 30 | TOTAL | | | | \$100.00 | \$25.00 | \$75.00 | |
| 31 | | | | | | | | |
| 32 | TOTAL ABOVE THE LINE | | | | \$6,700.00 | 2,625.00 | 4,075.00 | |
| 33 | | | | | | | | |

| | A | B | C | D | E | F | G | H |
|----|-----------------------------------|----------|-------------|-------------|-------------------|-----------------------------|-------------------|---|
| 34 | CREW AND PERSONNEL | # | UNIT | RATE | TOTAL COST | KHC SHORT FILM GRANT | COST SHARE | |
| 35 | Production manager | | | | | | | |
| 36 | Camera person | 200.00 | hours | \$10.00 | \$2,000.00 | \$400.00 | \$1,600.00 | |
| 37 | Sound person | 200.00 | hours | \$10.00 | \$2,000.00 | \$400.00 | \$1,600.00 | |
| 38 | Production assistant | 1.00 | flat | \$200.00 | \$200.00 | \$200.00 | | |
| 39 | Production assistant | 1.00 | flat | \$50.00 | \$50.00 | \$50.00 | | |
| 40 | Transcriber | 1.00 | flat | \$50.00 | \$50.00 | \$25.00 | \$25.00 | |
| 41 | Editor | 100.00 | hours | \$10.00 | \$1,000.00 | \$400.00 | \$600.00 | |
| 42 | Graphic design | 1.00 | flat | \$100.00 | \$100.00 | \$100.00 | | |
| 43 | Bookkeeper | | | | | | | |
| 44 | Sound designer (post-production) | 60.00 | hours | \$10.00 | \$600.00 | \$200.00 | \$400.00 | |
| 45 | Composer (original musical score) | 1.00 | flat | \$300.00 | \$300.00 | \$100.00 | \$200.00 | |
| 46 | Still Photographer | 1.00 | flat | \$100.00 | \$100.00 | \$100.00 | | |
| 47 | Narrator (voiceover) | 1.00 | flat | \$50.00 | \$50.00 | \$50.00 | | |
| 48 | Other: Volunteer Office Assistant | 50.00 | hours | \$10.00 | \$500.00 | | \$500.00 | |
| 49 | Other: | | | | | | | |
| 50 | TOTAL | | | | \$6,950.00 | \$2,025.00 | \$4,925.00 | |
| 51 | | | | | | | | |
| 52 | PRODUCTION EXPENSES | # | UNIT | RATE | TOTAL COST | KHC SHORT FILM GRANT | COST SHARE | |
| 53 | Video or audio tape stock | 25.00 | tapes | \$13.00 | \$325.00 | \$300.00 | \$25.00 | |
| 54 | Camera equipment rental | 3.00 | weeks | \$500.00 | \$1,500.00 | \$1,000.00 | \$500.00 | |
| 55 | Sound equipment rental | 3.00 | weeks | \$200.00 | \$600.00 | \$600.00 | | |
| 56 | Lighting | 3.00 | weeks | \$200.00 | \$600.00 | \$600.00 | | |
| 57 | Other: Batteries, tape, filters | 1.00 | flat | \$200.00 | \$200.00 | \$200.00 | | |
| 58 | Other: Wide-angle lens purchase | 1.00 | flat | \$200.00 | \$200.00 | | \$200.00 | |
| 59 | Other: | | | | | | | |
| 60 | TOTAL | | | | \$3,425.00 | \$2,700.00 | \$725.00 | |
| 61 | | | | | | | | |
| 62 | TRAVEL | # | UNIT | RATE | TOTAL COST | KHC SHORT FILM GRANT | COST SHARE | |
| 63 | Car Rental | | | | | | | |
| 64 | Mileage (.41 cents per mile) | 5000.00 | miles | \$0.41 | \$2,050.00 | \$1,000.00 | \$1,050.00 | |
| 65 | Lodging (\$63 + tax) | 3.00 | nights | \$63.00 | \$189.00 | \$189.00 | | |
| 66 | Per diem (\$25 per day) | 7.00 | day | \$25.00 | \$175.00 | \$100.00 | \$75.00 | |
| 67 | Other: | | | | | | | |
| 68 | TOTAL | | | | \$2,414.00 | \$1,289.00 | \$1,125.00 | |
| 69 | | | | | | | | |

SAMPLE BUDGET

| | A | B | C | D | E | F | G | H |
|-----|---|----------|-------------|-------------|--------------------|---|-----------------------------|-------------------|
| 70 | POST-PRODUCTION | # | UNIT | RATE | TOTAL COST | | KHC SHORT FILM GRANT | COST SHARE |
| 71 | Back-up tapes/CDs/DVDs & dubbing | 1.00 | flat | \$50.00 | \$50.00 | | \$50.00 | |
| 72 | Editing equipment rental | 1.00 | flat | \$800.00 | \$800.00 | | \$300.00 | \$500.00 |
| 73 | Audio studio rental (audio mixing/recording) | 6.00 | hours | \$100.00 | \$600.00 | | \$300.00 | \$300.00 |
| 74 | Music rights (if different from Composer fees) | 1.00 | flat | \$300.00 | \$300.00 | | \$50.00 | \$250.00 |
| 75 | Archival Footage rights and/or fees | 1.00 | flat | \$200.00 | \$200.00 | | \$100.00 | \$100.00 |
| 76 | Still photo rights and/or fees | 1.00 | flat | \$200.00 | \$200.00 | | \$100.00 | \$100.00 |
| 77 | Final DVD duplication (not including 5 for KHC) | 100.00 | DVD | \$4.00 | \$400.00 | | \$40.00 | \$360.00 |
| 78 | Other: Final DVDs artwork/packaging | 100.00 | DVD | \$10.00 | \$1,000.00 | | \$100.00 | \$900.00 |
| 79 | TOTAL | | | | \$3,550.00 | | \$1,040.00 | \$2,510.00 |
| 80 | | | | | | | | |
| 81 | INSURANCE | # | UNIT | RATE | TOTAL COST | | KHC SHORT FILM GRANT | COST SHARE |
| 82 | General liability insurance | | policy | | | | | |
| 83 | TOTAL | | | | | | | |
| 84 | | | | | | | | |
| 85 | OFFICE AND ADMINISTRATION COSTS | # | UNIT | RATE | TOTAL COST | | KHC SHORT FILM GRANT | COST SHARE |
| 86 | Copying (schedules, communication, etc.) | 500.00 | copies | \$0.10 | \$50.00 | | \$50.00 | |
| 87 | Postage (pre/prod/post-production) | 200.00 | stamps | \$0.44 | \$88.00 | | \$50.00 | \$38.00 |
| 88 | Long distance phone charges | 300.00 | minutes | \$0.10 | \$30.00 | | \$30.00 | |
| 89 | Supplies (list): | | | | | | | |
| 90 | TOTAL | | | | \$168.00 | | \$130.00 | \$38.00 |
| 91 | | | | | | | | |
| 92 | LOCAL PUBLIC SCREENING/DISCUSSION EVENT | # | UNIT | RATE | TOTAL COST | | KHC SHORT FILM GRANT | COST SHARE |
| 93 | Publicity (printing - fliers, posters, etc.) | 300.00 | postcards | \$0.40 | \$120.00 | | \$106.00 | \$14.00 |
| 94 | Publicity (media advertising) | 1.00 | ad | \$10.00 | \$10.00 | | \$10.00 | |
| 95 | Postage (mailing publicity items) | 300.00 | stamps | \$0.44 | \$132.00 | | | \$132.00 |
| 96 | Room Rental | 1.00 | room | \$150.00 | \$150.00 | | | \$150.00 |
| 97 | Other: Refreshments | 1.00 | flat | \$50.00 | \$50.00 | | | \$50.00 |
| 98 | TOTAL | | | | \$462.00 | | \$116.00 | \$346.00 |
| 99 | | | | | | | | |
| 100 | KHC GRANT REQUIREMENTS | # | UNIT | RATE | TOTAL COST | | KHC SHORT FILM GRANT | COST SHARE |
| 101 | 5 DVD copies | 5.00 | DVD Final | \$14.00 | \$70.00 | | \$70.00 | |
| 102 | Digital Publicity Stills (5-10) CD | 1.00 | CD | \$5.00 | \$5.00 | | | |
| 103 | TOTAL | | | | \$75.00 | | \$75.00 | |
| 104 | | | | | | | | |
| 105 | TOTAL BELOW THE LINE | | | | \$17,044.00 | | \$7,375.00 | \$9,669.00 |

SAMPLE BUDGET

| | A | B | C | D | E | F | G | H |
|-----|---|---|---|---|--------------------|---|-----------------------------|--------------------|
| 106 | BUDGET TOTALS | | | | | | | |
| 107 | ABOVE THE LINE | | | | TOTAL COST | | KHC SHORT FILM GRANT | COST SHARE |
| 108 | PROJECT STAFF (PRIMARY) | | | | \$6,600.00 | | \$2,600.00 | \$4,000.00 |
| 109 | PRE-PRODUCTION AND DEVELOPMENT | | | | \$100.00 | | \$25.00 | \$75.00 |
| 110 | TOTAL ABOVE THE LINE (A) | | | | \$6,700.00 | | \$2,625.00 | \$4,075.00 |
| 111 | | | | | | | | |
| 112 | BELOW THE LINE | | | | TOTAL COST | | KHC SHORT FILM GRANT | COST SHARE |
| 113 | CREW AND PERSONNEL | | | | \$6,950.00 | | \$2,025.00 | \$4,925.00 |
| 114 | PRODUCTION EXPENSES | | | | \$3,425.00 | | \$2,700.00 | \$725.00 |
| 115 | TRAVEL | | | | \$2,414.00 | | \$1,289.00 | \$1,125.00 |
| 116 | POST-PRODUCTION | | | | \$3,550.00 | | \$1,040.00 | \$2,510.00 |
| 117 | INSURANCE | | | | | | | |
| 118 | OFFICE AND ADMINISTRATION COSTS | | | | \$168.00 | | \$130.00 | \$38.00 |
| 119 | LOCAL PUBLIC SCREENING/DISCUSSION EVENT | | | | \$462.00 | | \$116.00 | \$346.00 |
| 120 | KHC GRANT REQUIREMENTS | | | | \$75.00 | | \$75.00 | |
| 121 | TOTAL BELOW THE LINE (B) | | | | \$17,044.00 | | \$7,375.00 | \$9,669.00 |
| 122 | | | | | | | | |
| 123 | TOTAL EXPENSES A + B | | | | \$23,744.00 | | \$10,000.00 | \$13,744.00 |
| 124 | TOTAL EXPECTED INCOME | | | | \$24,400.00 | | | |
| 125 | TOTAL OVER/UNDER (Income - Expenses) | | | | \$656.00 | | | |

PART F: DEMO REEL

Please provide a DVD (DVD-R/DVD+R/NTSC) with your application. On a separate sheet of paper, please outline what is on the reel in the order it appears:

- Title of Work
- Director/Producer
- Date
- Length
- Role played in project
- Type of Work (i.e. commercial, promotional video, feature film, etc.)

COPYRIGHT AND DISTRIBUTION

Once KHC approves a documentary project for funding, the applicant receives an agreement that includes Council policies on copyright, distribution, credits, and other matters. KHC reserves the right to place additional conditions or stipulations deemed necessary or appropriate on a grant award. Unless specifically provided otherwise, the following policies will apply to media projects and to the use of materials produced with KHC grant funds.

1. Ownership, copyright, distribution, exhibition, and use rights for all media projects developed with KHC grant funds shall be vested in the producer, writer, artist, or other originator of the work.
2. Five DVD prints shall become property of KHC. KHC reserves the nonexclusive right to distribute or exhibit its copy for noncommercial purposes, as it deems appropriate.
3. The National Endowment for the Humanities reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use these materials for Federal purposes and to authorize others to do so.

All media products developed through a KHC grant, including associated publicity or promotional materials, shall carry a statement indicating that it was funded by the Kansas Humanities Council. There shall also be a disclaimer statement; to the effect that the views expressed in the documentary are not necessarily those of KHC or of the National Endowment for the Humanities.

FREQUENTLY ASKED QUESTIONS

1. Can we apply for more than one short film grant?

KHC will not fund multiple grants submitted by one filmmaker. In addition, KHC discourages key personnel from serving on more than one grant.

2. What makes an interpretive humanities documentary different?

An interpretive humanities documentary places local heritage within the larger context of history. It presents different points of view about an issue or topic. A humanities documentary moves beyond facts and information (what, where, when) to interpretation (how can we learn from this? Which version of the story do we choose to believe and why?).

3. How do we find humanities professionals to help us plan and carry out our project?

KHC staff can help locate humanities experts who are willing to participate in public programs.

4. Who can help me get started if I've never written a grant?

KHC staff members are available to assist you throughout the application process. The staff responds to program ideas, helps identify humanities professionals, discusses how to write the application, and looks at drafts. KHC will also mail you, upon request, an example of a successful grant application.

5. What does KHC look in a short documentary film project?

KHC understands that a good short documentary film approaches the subject matter from a humanities perspective, identifies key issues, incorporates a variety of perspectives, and seeks to foster critical reflection and thoughtful analysis on the part of the audience. Good short documentary films should address the fundamental journalistic questions of Who, What, When, Where, and Why. These questions help to identify the "So What" question of why the specific documentary story is important and should be made. For example: A film about Greensburg, KS and the disastrous tornado of 2007 should include more than a historical overview of the facts. It might ask questions of how the tornado caused the city to be aware of the environment resulting in their "going green" initiative. What impact has the tornado made on the Greensburg community? Why is this important to Kansans and to the nation as a whole?

6. What does KHC look for when it reviews grants?

KHC reviews your application on the basis of merit and adherence to the guidelines, in competition with other proposals. Criteria used to evaluate proposals include:

- How strongly does the project fit within the Kansas 150 theme?*
- Do the humanities play a prominent role in the documentary content?*
- Are humanities professionals involved with the planning and implementation?*
- Is a unique story identified?*
- Can the story be told in a 15-minute or less documentary?*
- Is the community involved in the project?*
- Are the key personnel identified?*
- Is the project description and planning thorough?*
- Is the budget reasonable?*
- Is there evidence that the project can be started and completed by the said KHC deadline?*
- Has the filmmaker completed any previously successful KHC grants?*

7. How will I be notified of the funding decision?

Funding decisions are relayed to applicants in writing as soon as possible after the grant review takes place, usually within two weeks.

QUESTIONS? Contact Dan Carey-Whalen, Director of Projects, at 785/357-0359, dan@kansashumanities.org, or visit the KHC website at www.kansashumanities.org.