

# WIFV Seed Fund for Documentary Filmmakers Application Steps & Checklist

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## How to submit an application for WIFV Seed Fund Grant

**Step 1:** Download and complete the WIFV Seed Fund for Documentary Filmmakers Grant Application form. This is a PDF form which means you can download it, print it, write your information into the fields, and then include it with the supporting documents below and send it in.

**Step 2:** Assemble the required supporting documents specified in the checklist below and submit them with your application to WIFV.

**Step 3:** Send in your completed application before the Application Deadline date. If you are sending your application through the postal service mail, please address your package to:

Women in Film & Video  
1200 18th Street NW  
Suite 300  
Washington, DC 20036

You may also email your application materials to [director@wifv.org](mailto:director@wifv.org) – please be sure to itemize all the supporting documents you are including as attached files.

## The WIFV Seed Fund Grant Application Checklist

The following items are required to be submitted in order to have your application be considered complete and to be forwarded into the WIFV Seed Fund evaluation and selection process. Please use this checklist to make sure you have sent each of the following items to WIFV:

- \_\_\_ Completed WIFV Seed Fund Grant application
- \_\_\_ Three (3) letters of reference
- \_\_\_ 1 to 2-page project proposal/synopsis
- \_\_\_ Project budget & schedule
- \_\_\_ Audience and distribution plan
- \_\_\_ List of all donors to date
- \_\_\_ Development plan
- \_\_\_ Filmmaker production experience
- \_\_\_ Bios of Key Personnel
- \_\_\_ Samples of past work/demo reel

## Completed WIFV Seed Fund Application

Download and complete the one page application form for WIFV Seed Fund for Documentary Filmmakers Grant found at [www.wifv.org](http://www.wifv.org).

## **Three (3) letters of reference**

Provide three (3) letters of reference from colleagues, previous funders and/or media professionals who have first-hand knowledge of your work and your skills.

## **Project Proposal/Synopsis (2 pages maximum length)**

In one to two pages, present a synopsis of your proposed project. The reader should acquire an understanding of the story you are telling and the purpose of the story.

## **Project budget & schedule**

Provide a budget breakdown for the expenses, and projected costs required for pre-production, production, post-production, distribution and marketing phases of your project. A schedule should be submitted that includes key milestones in each phase of the project and provides basic production phase information about shooting days and potential locations.

## **Audience & distribution plan**

Please identify your target audience and the elements by which you are defining them, i.e., gender, age range, socioeconomic status, rural or urban, race, family status, or and special interests. We also require information on your plan for distribution of your film or media project, and the dollar value you have estimated in your budget to cover these activities.

## **List of donors to date**

We know the WIFV Seed Fund Grant is coming early in your project, but we're sure you and others have already invested in the project! Please include a list of all donors who have made a contribution to your project to date. Cash and in-kind donations should be included. Donor name, company name or affiliation, and contact information should be provided.

## **Development plan**

Please identify the donors, grant-making entities and resources you are planning to reach out to for funding your project. You may also identify the research efforts you have conducted to date. Please address the question of how you plan to raise the amount of funding required as designated in your project budget.

## **Filmmaker production experience**

We would like to know more about the filmmaker who will lead this project. You may include a resume or bio that includes past projects, screenings, experience and work history. You may also indicate specific skill sets that you would like the committee to be aware of.

## **Bios of Key Personnel**

Please include biographies or resumes for all above-the-line personnel currently attached to your project. We understand that in a the research/development stage, these people may not have been identified.

## **Samples of past work/demo reel**

Please send us a demo reel that shows your best work. We really want to know what you did within the clips on your demo reel. You may submit a written Demo Reel Breakdown document that explains what your role was in each entry in the reel.