

## FISCAL SPONSORSHIP APPLICATION QUESTIONS

Below is the text of the application form (instructions and questions) as it appears in the online form at <https://milwaukeefilm.formstack.com/forms/fiscalsponsorship>. This PDF is for reference and preparation of applications while offline. All applications *must* be completed using the online form.

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### Fiscal Sponsorship Application

On subsequent pages you will be asked about the film project for which you are applying for fiscal sponsorship, along with information about your team, your budget, etc. You may move through the pages of this application *without* completing the fields but you will not be able to submit the application until all required fields are complete. We have created a PDF containing all of the application questions to help you work on our application offline. You can find that document on our website. We recommend that you work on your answers offline (in a word processing document) and then transfer them to this online form in order to reduce errors.

**This application will remain open year-round with three to four deadlines per year. Deadlines for 2019 include: April 14<sup>th</sup>, May 26<sup>th</sup>, July 28<sup>th</sup>, and September 25<sup>th</sup>.**

Milwaukee Film staff will screen each application to determine whether the project carries out the organization's mission before taking it to the Board of Directors' Fiscal Sponsorship Committee who will make a recommendation on projects to be approved for fiscal sponsorship. Those recommendations will then be put in front of the full Board of Directors for a final vote of approval.

**Applications will be evaluated on the basis of:**

1. The project's alignment with Milwaukee Film's organizational mission, e.g.:
  - a. The artistic merit, strength, originality, and vision of the project
  - b. The demonstrated professional/technical capabilities of the project owner and collaborators
  - c. The project's relevance to our community and potential for impact

2. The financial reporting capabilities demonstrated realistically and responsibly by the project application budget
3. The feasibility of the fundraising plan

All applicants can expect to hear a decision via email within six weeks of the application deadline.

Upon submission of a completed application, you will receive a confirmation email containing all of your submitted application information. That email will serve as your "receipt" for your submitted application. If you have any questions about the application or fiscal sponsorship process, we encourage you to first look at our [FAQ on our website](#). If you have further questions, email them to [molly@mkefilm.org](mailto:molly@mkefilm.org)

## Eligibility Verification

Prior to beginning the application, please review the following rules and regulations governing fiscal sponsorship eligibility and certify your acknowledgement of them below. Applicant must:

- Be either the project owner (this is typically defined as the director) or the primary contact person for the project. If applicant is someone other than the project owner, we will require the applicant to provide contact information for the project owner as well.
- Be working on a noncommercial film, video, or other recorded visual media project consistent with Milwaukee Film's mission: **Milwaukee Film's mission is to entertain, educate, and engage our community through cinematic experiences.**
- Be seeking donations in the form of grants from foundations, government agencies, corporations, or individuals. Funds raised through fundraising events where you seek individual donations can also apply.
- Reside in one of the following Southeastern Wisconsin (M7) counties: Milwaukee, Waukesha, Kenosha, Racine, Ozaukee, Walworth, or Washington. If the project owner and/or primary contact do not reside in the M7 region but are still interested in fiscal sponsorship through Milwaukee Film, you will be required to explain why you are interested in the application. The Fiscal Sponsorship Committee will use this explanation to determine if the project advances Milwaukee Film's mission, thus making it eligible for fiscal sponsorship.
- Be 18 years of age or older.
- Be a Milwaukee Filmmaker Alliance Member. If more than one person (project owner and primary contact) is applying with a project you must both be members.
- Student films are not eligible for this program, however the significant expansion or re-development of a project previously submitted for a school project (thesis film, etc) is eligible. Currently enrolled full- and part-time students in Film Production-related programs are ineligible to apply.
- Current year-round Milwaukee Film employees, Board members, and major funders or the immediate families of such individuals are ineligible to apply for fiscal sponsorship through Milwaukee Film.
- On a case-by-case basis, Milwaukee Film may in its sole discretion accept projects which do not satisfy bullet 2 above because the project is organized as a for-profit entity, but which otherwise satisfy all eligibility criteria (such projects are referred to as "for-profit projects"). If Milwaukee Film accepts a for-profit project, the project owner understands that (i) Milwaukee Film will not accept investment funds, and (ii) the project owner is responsible for communicating with all donors, sponsors and other financial supporters of the pro-profit project that funds provided to Milwaukee Film in support of

the for-profit project are not tax deductible and that the participation of the for-profit project in Milwaukee Film’s fiscal sponsorship does not convey any tax benefit to the for-profit project or its financial supporters. Except as noted in this subparagraph, for-profit projects accepted by Milwaukee Film are subject to all of the requirements in the Fiscal Sponsorship Handbook.

Prior to applying, all applicants should read the Fiscal Sponsorship Agreement (a sample agreement can be found on our website: [mkefilm.org/fiscal](http://mkefilm.org/fiscal)) to understand the terms placed on projects/project owners that receive fiscal sponsorship through Milwaukee Film. In the final section of your application you will be asked to agree that you are prepared to abide by those terms should your project be approved for fiscal sponsorship through Milwaukee Film.

\_\_\_\_ I certify, to the best of my knowledge, that the above eligibility requirements are met by this project and award application.

## Contact Information

The contact person for the project is the person responsible for communicating with Milwaukee Film throughout the duration of the fiscal sponsorship relationship. In most cases this is going to be the project owner (this is typically defined as the director), however, if you'd prefer to have someone other than the project owner act as the primary contact (i.e. producer), please also provide their contact information below.

**Reminder: To be eligible for Fiscal Sponsorship through Milwaukee Film, project contact(s) must be MFA Members. If more than one person is applying (i.e. project owner and primary contact) with a project, both individuals must be members.**

Project Owner First Name: \_\_\_\_\_  
Project Owner Last Name: \_\_\_\_\_  
Project Owner Email: \_\_\_\_\_  
Project Owner Phone: \_\_\_\_\_  
Project Owner Street Address: \_\_\_\_\_  
Project Owner  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Project Owner Zip Code: \_\_\_\_\_  
Project Owner Country: \_\_\_\_\_

Project Owner

**Which Southeastern Wisconsin (M7) county does the Project Owner reside in?**

- Milwaukee
- Waukesha
- Kenosha
- Racine
- Ozaukee
- Walworth
- Washington
- None of the Above

If “None of the Above” is selected, applicant is required to explain why he/she is interested in fiscal sponsorship through Milwaukee Film. The Fiscal Sponsorship

Committee will review the explanation to determine if the project advances Milwaukee Film's mission, thus making it eligible for fiscal sponsorship.

**Is the Project Owner a Milwaukee Filmmaker Alliance Member?**

(You must be a Milwaukee Filmmaker Alliance Member to be eligible for our fiscal sponsorship program. Become a member here: <https://mkefilm.org/milwaukee-filmmaker-alliance>)

Yes

No

**Will someone other than the Project Owner be the Primary Contact for the project?**

Yes

No

If "Yes" is selected, applicant is required to provide contact information for the Primary Contact (name, email, phone, and address) and indicate whether Primary Contact is a Milwaukee Film Member.

**Where did you hear about Milwaukee Film's Fiscal Sponsorship Program?**

(Select all that apply)

Milwaukee Film's Website

Milwaukee Film's Newsletter

MFA's Newsletter

Direct Email from Milwaukee Film or MFA

Facebook

Twitter

From a Friend

Other: \_\_\_\_\_

**Would the project contact(s) like to be signed up for the MFA's monthly newsletter?**

Yes, please! / No, but thanks for asking! / I'm already on it!

## Team Bios

Include short (50 words max for each) bios for each of the key creative collaborators on this film (e.g. Director, Producer, Writer). You may list up to ten (10) individuals here.

## Project Description

**Film Title**

(Can be working title.):

\_\_\_\_\_

**Film Type**

(Select all that apply to this project. You will be able to explain your selections later.):

- Fiction
- Documentary
- Experimental
- Animated
- Music Video
- Live-action
- Archival
- Scripted
- Unscripted
- Other: \_\_\_\_\_

**Film Duration Type**

(Select one option):

- Feature-length (60+ minutes)
- Broadcast-length (around 50 minutes)
- Short (less than 50 minutes)

**Anticipated Runtime in Minutes:** \_\_\_\_\_

**Brief description/logline**

(2 sentences maximum):

**Project Pitch -- Why make this film? Why now? Why this team?**

(200 words maximum):

**Longer Project Description**

(500 words maximum):

**How would you define "success" for this film? What are your goals for its impact, audience, or reach long term?**

(200 words maximum):

## Project Status

**Describe the current state of the project—what has been done, what has yet to be done?**  
(200 words maximum):

**What are the key milestones (including month and year) on a (realistic) timeline for completing the film?**  
(200 words maximum):

## Budget Information

Upload the project's budget using the upload function below. Your budget should be presented using the Excel template provided by Milwaukee Film [here](#) (Note: this template is slightly different from the Brico Forward Fund budget template) or your own equivalent version (Excel files preferred).

**It is your responsibility to make sure this budget is as accurate as possible since you will be required to provide an updated version of it with each Progress Report.**

### Budget Upload

(File uploads may not work on some mobile devices).

*UPLOAD BUTTON*

### Please indicate how your project is organized:

(Milwaukee Film's definition of "for-profit" is: Any project that has or plans to have investors with whom there is an agreement for a possible return on investment.)

- Noncommercial/nonprofit
- For-profit
- Both

In the space below, please provide a Budget Narrative that explains the budget you uploaded above. Explain, for example, what has been donated or spent to date, significant donations or funders to note as having already contributed to the project, any costs that are difficult to quantify, costs that might seem extravagant or under-estimated, etc.

(200 words maximum):

A key factor in determining our acceptance of a project is the filmmaking team's ability to raise funds to complete the project. Include specific grants that you intend to pursue to meet your budget. In addition, will you be reaching out to individuals for donations? Do you plan to crowdfund or plan a fundraising event? Please explain in the space below.

(200 words maximum):

## Work Sample

All applications should include as many of the following as apply:

- Footage (even very rough) from the application project is preferred. Footage samples include a teaser/trailer, sizzle reel, scene selects or a rough assembly or rough cut. The footage should give a sense of the project overall as well as demonstrate the visual style and quality of your work.
- If footage from the application project is not possible, submit a completed previous project that exemplifies the technical dimensions of the current project (style, applicant or collaborator's skills, etc), explaining how the sample is exemplary of the current project in the space provided below.
- A script for your application project is particularly helpful for fiction projects and when application project footage is not available.

Because we need to distribute this sample to our Fiscal Sponsorship Committee, please provide online link(s) (password protected ok). Passwords and links must be stable for six weeks after the application deadline. If your link becomes inaccessible, Milwaukee Film reserves the right to void your application without notice. Committee members will watch up to 10 minutes of material, starting at the beginning of the piece submitted. Committee members may stop watching after 3 minutes. Work samples should include no more than 10 minutes of materials.

Which of the following are you submitting?

- Footage from application project
- Footage from previous project
- Script for application project

Applicant will be required to provide links and passwords (if applicable) for any footage work samples. For scripts, applicants will be required to upload a PDF version of the script. Applicants will also be asked to contextualize the work samples provided.

**Work Sample Link**

**Password (if applicable)**

OR

**Script Upload**

*UPLOAD PDF FILES ONLY*

**Contextualize the work sample submitted above.**

(For example, what part(s) of the project is this and what is the status of this footage? If this is a previous project, how does it exemplify your current project? 200 words maximum):

**Submission Verification**

I represent and warrant that:

- This application and all of the information submitted herein is accurate.
- I grant Milwaukee Film the right to use, duplicate, and disseminate the application and all other materials submitted herewith for the purposes of evaluation, review, research, and future education.
- I have the full right and authority to enter into the Fiscal Sponsorship Agreement (a sample agreement can be found on our website: [mkefilm.org/fiscal](http://mkefilm.org/fiscal)) and make the agreements, representations and warranties contained therein, and no further consents are required.
- Neither the Film nor its material nor any part thereof will at any time infringe upon any patent, trademark, copyright or other intellectual rights of a third party; constitute a misuse or appropriation of a trade secret; defame, violate the right of privacy or publicity, or violate any other right of any third party or any applicable law; be subject of any litigation or of any claim that might give rise to litigation.
- Prior to the initial release of the Film, I will own and control all right, title, and interest including copyright to the film project described in this application without any limitation or restriction and without restrictions or encumbrances that could in any way interfere with future production or distribution of the film.
- I understand that Milwaukee Film shall be under any obligation to me with respect to the material.
- I release Milwaukee Film, its Board of Directors, employees, contractors, affiliates, and other sponsors ("Released Parties") from any and all claims, demands, and liabilities of every kind whatsoever, known and unknown, that may arise in relation to this application, the film project, or by reason of any claim now or hereafter made by me that



any or all of the Released Parties have used or appropriated the material, except for fraud or willful injury on the part of the Released Parties.

**By selecting "Yes" below I verify that the above is, to the best of my knowledge, true and that I agree to the terms outlined above.**

Yes.

**SUBMIT FORM**