**APPLYING TO THE PRODUCTION COMMITTEE**

**Production Committee Composition:**

The Production Committee like all the Co-op Committees and the Board of Directors is composed of NB Film Co-op members.

**How does the Committee decide what projects get recommended or rejected?**

After making sure each proposal fits the required criteria the Co-op has in place, each member’s project proposal is treated on it’s own merit by looking at each component of the proposal and debating and discussing it (cover letter, synopsis, script or treatment (originality/cohesiveness of story), budget, confirmed crew, timeline, promotion/marketing, resume, poster, music).

**Ok, I**’**m a member of the NB Film Co-op and I want to do a project**…**how do I go about doing this?**

First, you make an appointment with Membership Services to ensure that you fit the criteria to do a project before you start putting a proposal together.

**The Criteria is as follows:**

**Which filmmakers are eligible for support?**

**A first-time filmmaker and an experienced filmmaker must:**

•Be a NB Film Co-op member in good standing for at least three to five months before applying for

production assistance.

•Have taken the 5 required workshops through the annual NB Film Co-op Workshop series (directing/screenwriting/HD camera & lighting/production management/production design and a film etiquette session) (case by case basis in case someone has outside training but some workshops have to be taken)

•Contribute at least (30) hours of volunteer time to the NB Film Co-op by actively participating in one or more of the following activities:

- Film Co-op members’ film productions

- Production of the NB Film Co-op newsletter

- Instructing a NB Film Co-op workshop

- Performing other volunteer activities for the Film Co-op that have been sanctioned by Co-op staff. (there is a list)

- Making donations

•Demonstrate a personal commitment to the NB Film Co-op and to filmmaking.

Where there is doubt as to whether the applicant is a first-time or experienced filmmaker, the Production Committee will consider the matter on a case-by-case basis and will deem the filmmaker to be in either one or the other category.

If you fit the criteria then you can talk to Membership Services about putting your project proposal together. It’s important that you be ‘extremely’ self-directed when doing your proposals and do them yourself. Cat will be happy to send you samples to assist you and you can chat with her about any aspect of your proposal anytime...but make an appointment please.

**APPLYING TO THE PRODUCTION COMMITTEE**

There are two grants a filmmaker/video artist can put in to the Film Co-op Production Committee/Board of Directors in order to do a film or video through the Co-op: Production and Post-Production. You only can apply for one at a time so please do not fill out the cover application sheet for both grants at the same time. You will apply for production, shoot your film and then afterwards apply for post-production.

**Note:** The member applying should be the director/filmmaker or director/writer….not the producer of the project as the Co-op is geared towards filmmakers(director)/writers or filmmakers, not producers.

**Please send Cat the following: Your full proposal in a Word Document including the script (or have the script in PDF format), along with the NB Film Co-op top sheet application form.**

**APPLYING FOR A PRODUCTION GRANT**

**Application form**

**Script or Detailed Project Description or Treatment for documentary projects**

**(The script must be formatted properly-there is a script formatting program on the membership computer at the Film Co-op. The project description should be concise- no more than 2 pages). A Project Description is fine for experimental projects where there is no script.**

**Synopsis**

**(short paragraph about what your project is about, be concise)**

**Director**’**s Statement**

**(this is where you can more creatively explain what you are trying to accomplish as far as lighting/camera work, themes being explored in your project, your artistic growth etc)**

**Detailed Budget (Sources/Uses)**

(It’s important to have a realistic budget for the independent sector you are working in (You can find the co-op equipment list info easily on the Co-op website). If you are using Co-op resources you shouldn’t use commercial rates. Be sure to find out the correct information for your budget.

**Production Timetable**

(Prepare a tentative schedule. List of logistics to be done, production meetings leading up to shoot, casting sessions, when the shooting starts and finishes. Estimates)

**Crew**

You must confirm your core crew with Cat before you apply: director/writer/producer, ad, camera/lighting, grip, sound and production manager. (even a tentative list is better than none)

**REMEMBER:**

Members can’t apply for production assistance for more than one project at a time. A member though can be in post on one project and apply for production for a new project.

It is important to ask co-op staff about possible shooting dates **BEFORE** you book your crew/cast locations, production as you are on the co-op’s shooting schedule, not the other way around. This is very important as it ensures you get what you need.

It is important for you to know that you will be spending **'your own'** money first during your production and then you will be reimbursed after your production is done for exactly what you were allotted for by the Production Committee/Board. If you do not have the funds to cover your costs during your production, then you will not be able to apply to the Production Committee.

\*\*\*\* It is important to come in for your reimbursement right after your production is completed with your production receipts taped and organized for every department you were allotted monies (craft services, production design, transportation etc) on white paper with the totals written by each receipt and the total for each page with the final total on the final page. \*\*\*\* Ask staff for their assistance if needed.

A member has to formally request on their cover application sheet that they would like a cash grant and the amount along with their equipment deferral request. A member can only ask for $165.00 for a one-day shoot, $250.00 for a two-day shoot and $500.00 for a 4-day shoot. $500 is the cap. There is no money available for half-day shoots or shoots that are only a few hours.

Once you have received confirmation on cash and equipment support by going through the committee and board, you can’t go back and ask for additional funds because you have shot longer than scheduled, it was your responsibility to stick to your original schedule. You can however ask staff for several more shooting days to do further shooting or pickups but shooting can’t extend indefinitely as it will interfere with other members scheduled shoots.

It is important to know that you can’t apply for any type of cash grant from the Film

Co-op if you have an outside grant already. For more clarification on this, check the NB Film Co-op production policy.

It is important that you take every precaution on your production, as ‘you’ the filmmaker own the copyright to your project so you, ‘not’ the Co-op are responsible for the safety of your volunteer crew. The Co-op’s Insurance only covers the following: damage of equipment on and off the Co-op premises and injury to the Co-op staff on the Co-op premises. You must tell your crew this and get them to sign a waiver stating that they will not hold you responsible if they are injured on your production.

It is important that you email your proposal elements all in one document, (Word please ‘not’ Word Perfect) and not in separate attachments to Membership Services in advance of the meetings, which happen on-going, as she has to email your proposal to the Committee in advance. If you don't have email, bring in a disk to Cathie and she will email it for you. If you make it into a PDF, then Cat can’t help you by correcting or revising things for you.

It is important that you prepare your application well in advance and find out what the Co-op’s schedule is as far as when the equipment or post facilities are available to ensure you are on track and can achieve what you want to do as the Production Committee will ask Cat if you’ve checked with staff about availability of Co-op resources. You are on the Co-op's schedule. The Co-op is not on your schedule.

It is important that you ask the Staff questions and ask them to check over your proposal if you are unsure about anything to do with this process. Be self-directed and remember that the staff are more than happy to help you out.

It is important to check with staff about what post facilities they want you to use once your proposal has gone through the board (final phase in the process) as they know which systems are filled up with projects and which systems have available hard drive space. You should always have your project on your own hard drive at all times in case there is a hardware crash.

It is important to book equipment/post facility usage through staff (Tony and Cat) and 'not' anybody else ie: part-time staff, board members, members, committee members.

**THE PROCESS**

**When you put in a production or post grant and, it is recommended positively by the Committee and Board of Directors at the Film Co-op, you will receive a notice by email telling you that your project has successfully gone through. You will then be in email contact with Cat so she can update you on exactly what you are getting from the Co-op in relation to what you applied for. There may also be contracts and other supplemental material for you to look at or sign depending.**

*I’ve talked to Membership Services and have put a proposal together which she has looked over and she’s given me ‘thumbs up’. I’m now ready to take the next step…what is the next step*

**The next step once you have your proposal ready to be submitted is to email it to Membership Services so she can email it to the committee.**

*What if my proposal gets rejected?*

**There is an appeals process that members can go through if they want to appeal a recommendation made by the Committee concerning their project. Please see the Film Co-op** ‘**Production Policy**’ **for details. (check with Staff)**

*What if I have a tight time line and have to shoot right away?*

**The Committee is on their own timeline, not yours. Members should not be trying to rush decisions on their projects as everybody must follow the same criteria. No special treatment for any members. That is not fair to the other members who follow the criteria. This kind of behaviour may also reflect poorly on the member applying and their level of professionalism.**

*What Members don’t go through the Production Committee to do projects?*

**The members who are not going through the Committee are experienced full member filmmakers/video artists who are well known to the organization and staff and know the equipment well and who want to pay rental and shoot. They can go through the committee and board but they choose not to for their own reasons and prefer to pay rental. The fees are very low for rental of Co-op production and post-production equipment and facilities. The staff will still tell the Committee/Board what is going on to keep them in the loop. Free use of equipment is not possible unless the member is a full member and they have put together a proposal that is run through the proper channels.**