



Colorado Office of Film, Television and Media Education Grant Application

Contact Information

Contact:

Institution:

Position:

Department/School:

Email:

Phone Number:

Partner Organization, if applicable:

Please specify the amount being requested: \$

*Grants can be requested at a maximum of \$5,000.

How long have you taught at this institution?

___ Months/Years

What is the department's current operating cash budget?

\$_____.00

If the department is seeking additional funding (grants, in-kind) please state:

Yes

No

If yes, are they applied or secured?

Has the department created or collaborated previously for a hands on learning experience for students? If so, with whom?

Describe the department's current educational programs; What are the goals of these programs?

Proposed Student Production

Question 1: Type of production:

- Documentary Feature
- Documentary Short
- Feature Film
- Narrative Short
- Other

Question 2: Please provide a brief description of the proposed production:

Anticipated Semester/Year student production will occur:

Individuals Benefiting

Question 1: By class rank please provide the anticipated number of students in each class level who will be actively involved in this production:

- ___ Number of Freshman
- ___ Number of Sophomores
- ___ Number of Juniors
- ___ Number of Seniors

Question 2: How many individuals overall will be involved in this project?

Question 3: Are you interested in partnering with public broadcasting? E.g. Rocky Mountain PBS and Colorado Public Television?

- Yes
- No

Question 4: Please describe the department's focus or emphasis on film: E.g. Multimedia Studies, Video Production, Communication, Theory, and Journalism:

Production Expenses

Question 1: Please submit approximate budget for this student production. Costs can include but are not limited to location fees, equipment rentals, stock images, music licensing, working meals, festival applications and professional services.

Narrative Questions

Question 1: What benefits will this grant bring to the institution's department?

Question 2: What will students gain from this hands on learning experience?

Question 3: Please provide a timeline of the student production; including Pre / Pro / Post:

Letter Writing

Sample Letter to a Legislator

Senator/Representative
Colorado State Capitol
State Senate/House of Representatives
Denver, CO 80202

Dear Governor/Senator/Representative _____:

We are pleased to report that we have received a grant of \$ ____ from the Colorado Office of Film, Television and Media (COFTM). Thank you for your continued support of the agency and this year's appropriation.

Your support will allow us to [*Describe your grant project – Who will it serve? What are the benefits to your community?*].

The COFTM student grant has helped us leverage \$ ____ from (*List the foundations, corporations, local businesses, private individuals, et. al., who have additionally supported your project.*).

We invite you to attend a (*performance/exhibit/opening/class/tour, etc.*) so you can see firsthand what we do and how state support helps make it happen. (*I will contact you within the next few weeks to schedule a time/Invitations will be sent to your office/We hope that you might give some opening remarks, etc.*). In the meantime, we will send you our newsletter and press releases regularly to keep you apprised of events we are promoting in the community.

Sincerely,

Executive Director/Member of the Board



Colorado Office of Film, Television and Media Education Grant

Competitive Review: The Colorado Office of Film, Television and Media has eleven statewide Regional Film Offices who will be the designated review committee for the Education Grants. The Film Office appointed panel will be given a specified timeframe to review the application. COFTM staff will oversee any feedback, questions or concerns and recommendations reported by the panel. The final amount will be awarded at the Commissioner’s discretion.

Terms and Conditions: The award is based on the proposed project and academic school year. This awardee is required to have a scheduled follow up meeting with COFTM staff, and an invitation to the premiere screening. The film must display COFTM’s logo in the end credits and for all marketing publicity. The grant must be utilized directly towards the student production incurred expenses. A final budget report must also be provided to the Office after the production has wrapped. COFTM has supplied a sample Thank You letter, which awardee must complete alerting their Colorado legislators of being a grant recipient. <https://votesmart.org/>