



**Pre-Production/Production/Post-Production Application  
NO DEADLINE**

In an effort to foster independent media arts, IMAC has made one application for its membership when applying for funding. These funds are intended for production purposes. IMAC does not give cash but will, upon receipt, reimburse the grant recipient for all eligible expenses as approved by the Board of Director's and set forth within the minutes of a meeting.

Grants are good for up to one year after granting date. Extensions are available only by special request to the Board of Directors.

All Producer Members are welcome to apply. Please note that there is no retroactive funding. Members receiving a grant, in-kind equipment, or edit suite rentals, must provide a copy of their finished project for the IMAC archives and must credit IMAC in their credits. Failure to do so may put future application at risk.

All written materials should be typed on white letter size paper. Pages must be numbered.

To be eligible for consideration, the application must be completed in full and submitted electronically as well as a signed hard copy handed in to the office. There are no deadlines but we suggest you contact IMAC to verify is funding is still available and to discuss your proposal with the Executive Director.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Up-to-date-Membership?: YES / NO

Project Title \_\_\_\_\_

Your Role in this project \_\_\_\_\_

Is this your first film? \_\_\_\_\_

Have you ever received an IMAC grant for a project? \_\_\_\_\_

If yes, what year? \_\_\_\_\_ What project? \_\_\_\_\_

Did you complete this project and all reporting requirements? \_\_\_\_\_

(ie: Film complete & a Copy given to IMAC)

Format of production: \_\_\_\_\_

Format of finished work: \_\_\_\_\_

Proposed length: \_\_\_\_\_

Genre: \_\_\_\_\_

PLEASE ATTACH THE FOLLOWING MATERIALS:

- 1/ Provide a brief synopsis of the project (approx. 250 words)
- 2/ Provide any pre-production documentation if applicable (story board, shot list etc.)
- 3/ Provide a shooting schedule and time-line for your project
- 4/ Provide a visual treatment of your work (approx. 250 words)
- 5/ Provide a list of crew if applicable
  - Highlight any IMAC members, and their skills
  - You may provide letters of confirmation from crew members
  - If you are not qualified to use some of the equipment that you are requesting from IMAC provide a list of IMAC Producer members who will operate this equipment.
- 6/ Provide a media arts resume or description of previous works and media-arts related experience.
- 7/ Provide a brief description of your dissemination plans for the work when completed.
- 8/ Indicate what stage of production you are applying for (pre-production, production, post-production).
- 9/ You may provide visual support material of past work (this may be requested by the Production Committee).
- 10/ Indicate the total value of your grant request from IMAC. This includes:
  - List of all equipment or edit time requested in-kind from IMAC including dates needed and cash value of this in-kind contribution. (Refer to the IMAC Equipment Rental List for rental values of equipment)
  - Total materials requested from IMAC including cash value (Tape Stock etc.) (Refer to the IMAC Price List for purchase values of materials).
  - Total cash requested from IMAC (in a detailed budget break-down how the cash portion of the IMAC grant will be spent).
- 11/ Provide a complete balanced budget for your project. This includes the total budget (revenue and expenses) for your project, funding from IMAC and other sources confirmed and unconfirmed, any deferrals or in-kind contributions from other sources, personal contributions, etc.)

Please respond to each of the above items and list your responses according to the numbers.

You must submit an electronic copy of items # 1-11 as well as all the project details requested to the Executive Director at [director@imac.coop](mailto:director@imac.coop)

You must submit a signed printed copy of the entire application to the IMAC offices: 115 Richmond St. Charlottetown, PEI.

You may be asked to provide confirmation letters from other funding bodies.

Example budgets are available upon request at IMAC.

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I am a Producer member in good standing. I understand that as a Producer member that I must make application as Producer Member and receive mentorship or training to gain access to IMAC resources, as per policies. I will retain total creative control and copyright of this project. As per policy and upon acceptance of I will provide IMAC with an archival copy of this project upon completion of this project. I understand that this copy is for archival use only and may be viewed by members of the Co-op, at workshops and to the Canada Council and, that IMAC will at no time screen my work in a public arena without my consent and due fees. I understand that this grant is good for one year past the approval date, and if I require an extension I will make a special application to the Board of Directors. All the information in this application is accurate and true.

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Signature of Applicant - PRODUCER

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DATE

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For Office Use:

Application:    Approved    Denied    Date \_\_\_\_\_

- Cash Amount \_\_\_\_\_
- Material Amount \_\_\_\_\_
- In-kind Equipment Amount \_\_\_\_\_

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Signature of Production Committee Chair

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Signature of President of Board of Directors