

Project Lab Application Form

CONTACT INFORMATION

Name of Applicant

Permanent Address

Telephone

Email

Name of Person Responsible for Application

Title of Person Responsible (if applicable)

Declaration: I accept the terms and conditions of this program and agree to accept the jury's recommendation. I confirm the information in this application is accurate and complete.

Signature of Applicant

Date

PART A

Title of the Project

Brief Project Description

Total Anticipated Cost of the Project

Amount Requested from Project Lab

PART B

Artistic Vision and Objectives – Please provide a short description of the artistic vision of the project and describe how the project objectives will help achieve the vision.

PART C

If more space is required for description, please print off this application form and include additional pages with your submission.

A detailed description of the project with specific activities, names of key personnel and a timetable for the project.

A summary of project objectives

A description of the means you plan to use to reach project objectives
(skills development, mentorship, access to services, production funding, etc)

Describe the project's metrics for success

PART E

Financial Information

Revenue	Pending	Confirmed	Total Project Revenue
Grants			
Contribution from Applicant/Organization			
Generated by Project			
Other Revenue (Provide Details)			
Request from Project Lab			
Subtotal Revenue (Pending and Confirmed)			
Total Project Revenue			

Expense	Total	Project Lab	Project Revenue/Expense
Project Personnel Expenses (Provide Details)			
Artist Fees			
Technical Fees			
Facility Fees			
Equipment (Provide Details)			
Materials			
Administration Fees			
Technical Services			
Subtotal			
Total Project Expense			
Revenue/Expense			
Notes on Budget			

Application Support Materials

Please submit the following support materials, if applicable, for consideration by the jury. Do not submit originals. The Calgary Film Centre is not responsible for the loss or damage of support materials. Support materials will not be returned unless requested.

- Letters of permission allowing applicant to use any copyrighted materials
- Letters of commitment from key partners in the project
- Examples from past projects along with written details – 5 minute media maximum for each project

Please submit media from past projects on DVD or USB and clearly identify and cue the item(s). If applicable, provide details on the projects you are submitting and how they pertain to the current project goals.

Clearly label support materials with applicant's name and project title. Support materials may be mailed or delivered to:

Calgary Film Centre
#10, 5750 – 76th Avenue SE
Calgary, AB T2C 5N5
Attention: Erin O'Connor