

# Columbus Film Fund Local Filmmakers Grant Program

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The Columbus Film Fund Local Filmmakers Grant program seeks to provide a funding resource to Muscogee County-based filmmakers to produce individual projects, with eligibility based on the Columbus Film Fund criteria.

After an application has been approved, grants of \$5,000, \$10,000, and \$15,000 will be distributed in three payments (subject to appropriation each fiscal year) after meeting all required criteria in phases of pre-production, production, post-production, and completed project.

## Eligibility/ Requirements

- A project must be either a Production or a Digital Media Project, as defined below.
- Applicants applying for the \$5,000 must provide proof of residency in Muscogee County.
- Applicants may only qualify for one grant every other year.
- The applicant applying for a grant must be at least 18 years of age.
- The applicant applying for the \$10,000 or the \$15,000 grant must be a practicing filmmaker (director, producer, or writer) who in the past three (3) years has created a body of original film(s) and has received distribution or acceptance into a film festival, as defined below. A resume/CV, proof of distribution, and examples of past and current work are required to support this claim. Applicants must also show two forms of proof residency in Muscogee County of at least 12 months. (i.e. Georgia Drivers, Utility Bills, Mortgage Agreement, Lease Agreement).
- A completed script, story synopsis, budget and filming schedule must be submitted with the application.
- 80% of the production days must be filmed in Muscogee County.
- 70% of the cast and crew must be Muscogee County residents.

**NOTE: required cast and crew percentage may not include background talent but if they are Muscogee County residents, their salaries count towards eligible expenditures.**

- 50% of vendors must be Muscogee County businesses.

- Columbus Film Office logo must be included in the credits.
- Promotional stills and marketing materials must be provided prior to the release of the production project to the Film Office for use on their website and other marketing efforts.
- Grantees must demonstrate plans for project distribution (film festivals, screenings, agreements with networks/streaming platforms, etc.) for project tracking and promotional purposes.
- Film Project will need to be shown in the Columbus Film Festival. Information will follow.

## Definitions

- **Cast and Crew** means personnel hired on a Production Project who work as talent in front of the camera or in the technical and practical business of shooting a Production.
- **County Business Enterprise/ Small Business Enterprise Businesses** means businesses located in Muscogee County.
- **Digital Media Project** means visual effects or digital animation sequences.
- **Film Festivals** include any qualifying film festivals or otherwise recognized, reputable festivals.
- **Production** means a theatrical or direct-to-video motion picture; a made-for-television motion picture visual effects or digital animation sequences produced in conjunction with a motion picture a short film; a documentary film; a television pilot program; a presentation for a television pilot program a television series or streaming , including, but not limited to, a drama, a comedy, a soap opera, a telenovela, or a miniseries production. One season of a television series is considered one production.
- **Production Days** means the combined number of days used to create a Production, including pre- production, days spent on-site making the Production, and post-filming days, which includes the preparation concluding a Production as well as editing a Production to achieve a final product.
- **Production Project** means an eligible Production or Digital Media Project.

## **Application Process**

A qualifying application and the required accompanying paperwork must be completed in full and submitted via email to the Columbus Film Office prior to principal photography. Emailed documents must be submitted in PDF form. Deadline for submissions is the last day of September 2024.

The only email address where applications may be submitted is --  
jslocumb@visitcolumbusga.com.

If by USPS please send to:  
Columbus Film Office  
c/o VisitColumbusGA  
Attn: Filmmakers Grant Program  
P.O. Box 2768  
Columbus, GA 31902

Upon submission of the application, the applicant will receive by email a confirmation message acknowledging receipt of the application. The application and required paperwork will be reviewed for accuracy and will be vetted.

Each Production Project must start principal photography within 120 days after application submission. The finished project must be presented within 180 days of production start date.

At the Film Commission's discretion, one reasonable extension to deliver the finished project can be granted if there are extenuating circumstances.

Incomplete applications and paperwork will **NOT** be accepted. Application package is only considered complete when all required documents have been received.

**Note to applicant: All documents related to the Incentive Agreement, including but not limited to all exhibits, the application, audit results, financial documents, and certificates of insurance are public records and subject to all state and local codes. No paperwork that has personal information including and not limited to Social Security numbers, medical records, etc., will be accepted. All personal information must be redacted.**

If any project is not completed after any phase of the grant being awarded, the applicant will no longer be eligible for future Columbus Georgia Filmmakers Grants (or other VisitColumbusGa/Columbus Film Office/Columbus Film Fund grant opportunities) in perpetuity and could be subject to legal recourse.

### **Grant Approval Process**

1. The application and all paperwork will be reviewed for criteria and additional vetting.
2. The application will be approved by the Columbus Film Office Vetting Council and the Columbus Film Fund Board, then an agreement will be presented to the applicant for signature.
3. Grants will be dispersed in three payments 20% upon grant approval, 60% on first day of photography, and the last 20% once a finished copy of the project has been submitted along with the project expenses.
4. The Grant Approval process will be completed 45 days after the end of the submission date.

# Application

Name of Business Entity/ Production Company / Grant Applicant

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Project Title

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## FOR INTERNAL USE ONLY

Date Received

Date Revised

Date Completed

Project Number

## Applicant Information

First Last Name:

Title/Role:

Email Address:

Phone:

Residential Address:

City/State/Zip:

Company Name:

Company Website:

Company Address:

City:

State

Zip:

## Project Information

### Project Type -- Check All That Apply:

- Feature-Length Film (30 min or more)
- Short Film (30 min or less)
- TV Pilot / Episode
- Digital Media Project
- Miniseries
- Educational/Industrial
- Film Documentary

Project Title:
Pre-Production Start Date:
Anticipated Final Wrap Date:
Principal Photography Start Date:
Anticipated Camera Wrap Date:
No. of Production Days in Muscogee County:
No. of Production Days Outside Muscogee County:
Total# of Cast & Crew
Total # of Cast & Crew who are Muscogee County Residents:
Total Project Budget:
Anticipated Muscogee County Production Expenditures:

1. Project Description (Please provide a brief description, noting that additional attachments will be required with your application that will provide further details for the project)
2. Are you collaborating with anyone or any organizations for this project? If so, describe who they are and their role.
3. Please describe the plans for the project after completion (i.e. film festival submission, distribution channels, events/screenings, etc.)

4. Have you applied for any other Muscogee County grants (currently for this project or in the past for any projects) and if so, which one(s)? Please provide specific grant title(s) and project title(s).
5. Provide any additional information you want to be considered as part of this grant application, or items that may provide supplementary background information on your project or company.

**Required Additional Attachments**

(Please provide each of the following items in pdf format with your submission. If any of these items are missing from your application package, it will be considered incomplete and will not be accepted for review.)

- Proof of six (6) months of residency in Muscogee County in two forms (i.e. Driver's License and Utility Bill)
- Completed script (or content document/ summary of project as applicable for documentaries, educational series, or digital media projects) budget
- Story Synopsis
- Production schedule reflecting pre-production, production, and post-production schedule for entire project (including identifiers for Muscogee County and any other locations)
- Resume and examples of past and current work (supporting the requirement that applicant must be a practicing professional filmmaker with at least 3 years of original work which has received distribution or acceptance into a major film festival)

**Agreement/Submission**

By signing below, I certify the information provided in this application along with any pertinent information included in accompanying material is true, correct, and complete.

Applicant Printed Name:	
Applicant Signature:	Date: