



## SUNDANCE DOCUMENTARY FUND PROPOSAL CHECKLIST

### PROPOSAL MUST CONTAIN THE FOLLOWING ELEMENTS:

#### **Logline (2 to 3 Sentences)**

Please provide a brief summary of the project that captures its most important elements.

#### **Story Summary (up to 1000 words)**

Give an overview of your story, introducing the main characters and potential plot points. Describe the anticipated story and narrative trajectory, or potential character arcs for your film. If the project is not narrative-driven, describe how it will be constructed. Please be clear about the elements of your film that remain unknown or unclear and highlight the questions that may steer the direction of your film.

#### **Topic Summary (up to 1000 words)**

Explain the relevant cultural, historical, political, or social context for the film. Detail the topics, issues, themes, challenges, stakes, or questions that your project will cover.

#### **Artistic Approach (up to 500 words)**

Describe your creative vision for the finished project. What are the visual and audio elements that will bring your film to life? Explain your intended use of artistic devices or any particular creative approach or structuring that informs the storytelling (eg. animations, re-creations, transitions).

#### **Authorship and connection to the community (up to 750 words)**

What is the creative team's access and connection to the community that your story is about? Explain the collaboration with the protagonists and reflect on the film team's engagement with the community. Why is the core creative team uniquely positioned to make this film?

#### **Community Care and Risk Assessment (up to 500 words)**

How are you ensuring the safety and well-being of your protagonists? If your story contains sensitive subject matter for your protagonists, what are the ways that you are ensuring they are not retraumatized during the process of production and launch? Have you completed a risk assessment on your project? If yes, have you identified any risks (digital, legal, journalistic or related to safety and health of the team or your subjects) and what are the mitigation measures that have been put in place?

#### **Filmmaker(s) Statement(s) (up to 500 words per statement) (no actual word limit)**

*To be completed by Director(s) and/or Producer(s)*

Explain who you are as a filmmaker, and if applicable, how this project is expanding or evolving your creative practice. What does success look like for you as an artist? What challenges are you facing?

#### **Project Stage and Timeline (up to 500 words)**

Explain the current status of the project. Outline the projected production timeline from the project's current state to the anticipated completion date. Your timeline should detail major

project activities, production schedules, and anticipated post-production and release dates. If you have applied to this fund previously, please share how your project has progressed.

**COVID-19 Considerations (up to 500 words)**

Detail how the COVID-19 pandemic has impacted you and your project. Explain how you plan on moving the project forward with COVID-specific limitations and safety practices in place.

**Audience (up to 200 words)**

Describe the audience you'd like your film to reach and why. How do you plan to reach your target audience?

**Accessibility (up to 200 words)**

What are your plans to make your film accessible to D/deaf, disabled and neurodiverse audiences? Please ensure that these accessibility costs are reflected in the submitted budget.

**Intended Impact (up to 500 words)**

*Required for applicants applying for funding through the Sundance Institute | Luminate Fund and the Sundance Institute | Kendeda Fund only*

What are your social, cultural, or policy change goals? What is your impact strategy? How are you building partnerships with organizations in your issue area?

**Distribution and Marketing (up to 500 words)**

*Required for post-production applications only*

Characterize the intended distribution life for your film. Specify plans for festival, theatrical, and/or community screenings, as well as your plans for securing broadcast and/or distribution.

**Key Creative Personnel (approximately 1 paragraph/bio)**

Provide brief biographies for the director(s), and if attached, the producer(s), cinematographer, and/or editor. For each key creative team member, include information about relevant expertise and the individual's role in the project. Bullet list names and titles of any confirmed advisors who are attached.

**Who has creative control over the project? (2 sentences)**

**Financial Information (1 paragraph for each)**

**Funding to Date**

Include all sources and amounts raised to date. Clearly distinguish between potential sources of funding and secured amounts. List the status of other sources of funding currently under consideration, whether to be applied for or pending.

*Example:*

Foundation A	\$X	Secured
Private Investment A	\$X	Secured
Foundation B	\$X	Applied
Broadcast License A	\$X	In Negotiation
Crowdfunding	\$X	In Process (Campaign end date MM/DD/YY)

**Fundraising Strategy**

Describe the overall fundraising strategy for the film.

**Grant Impact**

Should you receive a grant, describe how any granted funds would be spent and how the funds would help you move forward with your project.

**Comprehensive Line Item Expense Budget**

Please provide a breakdown of your project's projected expenses, from development through release, in U.S. dollars, including a budget total. Provide budget notes for any areas that may be viewed as out of the ordinary or require further explanation.

**Visual Samples**

Please provide links and passwords for both samples in your written proposal. Links and passwords should be valid for at least six months from the date of your submission. Sundance Institute guarantees watching up to 30 minutes of submitted visual material.

**Director's Prior Work (optional, up to 200 words)**

We encourage applicants to include a link to a previous work (any length or genre) by the director. Emerging filmmakers with no previous directing experience may also apply without a previous directing sample.

Discuss the relevance of the work to the current project. If the current project is a departure from the previous work, how will this film differ?

**Current Sample/Rough Cut (up to 200 words)**

What should reviewers be looking for in your sample? Explain what is present and absent in the sample, and how it will differ as a finished film. Describe how it is representative of the intended story, style, subject, or other aspect of the project. We encourage applicants not to spend extra resources creating a sample for each individual fund. If your current sample is outside of the suggested length requirements, please provide reviewers with the time codes of the portion of the sample that best reflects your intended style and approach (e.g., 3:15-12:15).

- Development applicants are encouraged (but not required) to include visual material such as scene selects, teasers, or other edited footage (up to 15 minutes);
- Production applicants are encouraged to submit a sample between 10 to 20 minutes.
- Post-production applications require a sample of at least 20 minutes.