



Prince George's Film Office Film Grant Program Guidelines and Application

The Prince George's Film Office Film Grant Program is part of Prince George's County's American Recovery Act Program, and its goal is to support and provide financial and technical assistance to filmmakers and other digital visual artists who plan to film in Prince George's County using Prince George's resources, workforce and businesses. The Prince George's Film Office is a division of the Prince George's Arts and Humanities Council, Inc. (PGAHC), and this grant program is part of the County's arts-centered economic recovery strategy.

The Prince George's Film Grants Program will make awards up to \$45,000 per production/project to support filmmakers and digital visual creatives in telling their stories and support a variety of production projects. The program will provide technical assistance, capacity building and training support for grantees and applicants.

Application Process and Dates

Grant applications will be accepted twice a year via PGAHC's Submittable Grant Portal. You can access the portal on the [Film Office Grants Webpage](#). Applicants must register to apply.

Information Session: May 4, 2022, at 4PM. To register please click [here](#).

Round 1: Application Deadline is 11:59 PM, Monday, **May 16, 2022**

Round 2: Applications Deadline is 11:59 PM, Friday, **October 28, 2022**







Grant Awards and Payments

Grant Awards will be up to \$45,000 per Film/Project payable in 3 installments with final payment upon completion of project as follows:













Production 50%--- Post Production 25%---Final Product 25%

This program is funded through the Prince George's County appropriation of the American Recovery Program Act and grantees are required to adhere to funding and award requirements. Grantees receiving Federal funds are subject to audit.

Eligibility

-  Filmmakers, visual/digital media artists, and production companies must be based in Prince George's County.
-  Must be a business entity with EIN (sole proprietor, LLC, LLP, LP, Non-Profit) and have a business account structure.
-  Must submit a Maryland State Certificate of Good Standing within 6 months of grant application.
-  Provide Proof of residence required (Business Licenses, Tax Returns) of at least 6 months prior to date of application.
-  Must have business or commercial bank account.
-  Must have a body of work, finished film projects, portfolio etc.

Requirements

-  Production must film at least 75% of principle filming and production in Prince George's County. (It is critical to Contact Prince George's Film Office if applicant may have a compelling and reasonable exception for this requirement)
-  Production must utilize Prince George's County crews, production resources and hotels.
-  Must submit bios of key production personnel.
-  Production must begin within 60 days of the date of grant award.
-  Production must be completed within the one year of the date of Grant Award.
-  Must provide final financial accounting and verification of how Grant Award was spent.
-  Must provide internship/apprentice opportunities for college credit and/or pay.
-  Must secure required Certificate of Insurance to film in Prince George's County.
-  Must provide final visual product within one year following Grant Award.
-  Must include PGAHC and Film Office logos in credits.
-  Must provide access to Film/Project for screenings and promotion on PGAHC & Prince George's Film Office websites and literature.
-  Host a premiere in Prince George's County, if applicable.

Grant Review Panel: To assist the Prince George's Film Office with the awarding of Film Grants, a selected grant review panel comprised of professionals in the film industry, higher-education community and representatives from agencies within the

county's economic development cluster will evaluate applications and determine final Grant Award.

Use of Funds - Allowable Costs

Funding for this program is for project support and cannot be used for general operations. Funds can be used for a variety of film/digital media production expenses including a percentage of salaries and related personnel costs for productions, equipment/service rental fees, set design/construction, travel, hotel/accommodations, and catering costs, etc.

Applicants are strongly encouraged to utilize Prince George's County personnel and vendors, as this will be part of the review criteria.

Limitations - Funds CANNOT be used for:

- General Operating Support
- Equipment purchases: *Rentals are allowable.*
- Personal Use
- Property Purchase

Review Criteria



Estimated Revenue Spend in Prince George's County (40%)

- Emphasis on utilizing Prince George's County workforce and production resources and having an economic impact in the County.



Artistic Excellence – Quality of Project (30%)

- The professional and creative capabilities of the applicant, the artistic strength, quality, vision, originality and significance of the film and the applicants. experience, and relevant training as demonstrated in their work samples, credits, trailer, pitch deck or script.
- Key Production Team and Talent - experience and diversity of production team.
- Distribution Platform - How will project be distributed, exhibited, etc.
- Budget must align with the creative vision of proposed project.



Artistic Merit – Importance of Project (15%)

- Impact of grant on identified community(ties) and impact on the applicant's business, project and/or ability to accomplish stated goals and outcomes.
- Ability to generate revenue and growth for County businesses and workforce
- Potential impact on the applicant's business development.



Internship and Apprenticeship Opportunities (15%)

- Demonstration to provide mentorship and training to Prince George's County emerging talent.

Film Grant Application in Submittable

1. **Legal Name of individual or Production Company:** Please list the legal name of applicant as listed on your W-9 or other IRS documents.
2. **Business Type:** I am applying as a (Select one: Sole Proprietor, Limited Liability Company (LLC), Limited Partnership/Limited Liability Partnership (LP/LLP), Non-profit Organization)
3. **Primary Contact:** First and Last Name of person responsible for Grant.
4. **Legal Address:** Must match IRS W-9 and other IRS documents.
5. **Phone Number /Phone Type**
6. Email Address of contact.
7. Website and social media address
8. **EIN** – Must match IRS documentation
9. **Councilmanic District** - Please list the District of your Elected Official/County Councilmember for your primary location. Put in the NUMBER (as in "1" or "6") of your district. To look up your district, please click here: <https://princegeorges.maps.arcgis.com/apps/InformationLookup/index.html?appid=4555cb39f8a041058dc52e6570e60d72>
10. **Grant Request:** (Request may not exceed \$45,000)
11. **Film Production Title:** List title of proposed project
12. **Production Type:** Television, Feature Film, TV Series, Digital film /Animation, Documentary, Music Video, Other - Please select production type. If other, please describe project type in summary below:

Narrative Questions

13. Provide a film Summary/Narrative of proposed project (200 words max)
14. **Upload:** Script/ Pitch Deck/Pilot/Trailer, if available. - If available, please upload a copy of the full script, pitch deck, pilot, or trailer. We can accept a PDF with links and we can accept most video formats (mp4, m4v, .mov.) If providing a link in a PDF format, please be sure links are accessible - no password or login requirements.
15. **Please describe how grant funds will be utilized?** (400 words max) Describe how you will use grant funds. Use of funds must align with project budget and allowable costs. Include how you will use Prince George's County artists, businesses, and vendors.
16. **Why should your project be considered for a Prince Georges County Film Grant?** (400 words max) Please describe why the grant is important and the anticipated impact grant will have on your project, business, or the broader community. Include any negative impacts applicant has experienced from COVID-19 and why the grant program is important to achieving goals and objectives.
17. **Describe any opportunities for interns and/or apprentices in the proposed project.** Interns can be paid or must receive a college credit. Please briefly describe and provide details how your project plans to engage interns and how they will receive payment or college credit for their work.(100 words max)
18. **Distribution/Broadcast Information:**
19. **Film Rating** (if available):
20. **Production Dates:** (150 words max) Please briefly list key dates for pre-production, production, post-production and completion, and upload complete timeline or production schedule in next section.

21. **Upload:** Detailed timeline or Production Schedule, if available
22. **Project/Production Budget Total:** What is the total project budget for this request? (Example: \$26,799)
23. **Project/Production Budget:** (Upload Line Item Budget) - Please upload your project budget in a PDF, Word, or Excel format. Please review USE OF FUNDS guidelines on allowable costs. The project budget must align with the proposed project in the application.
24. **Funding Sources:** Please list additional funding sources.
25. **List Total # of crew.** Of the total, please list the # of Prince George's County residents
26. **List total number of talent.** Of the total, please list the # of County residents
27. **#Hotel:** Please list number of Prince George's County hotel room nights (if applicable) \$
28. If known, list Prince Georges businesses: ex; Catering/Limo/Post House/Equipment, etc.

UPLOADS

- **BIOS:** Upload bios of key production/project personnel (Director, Executive Producer, Talent, other etc.)
- **Samples of Prior Work (Up to 4):** Please upload up to 4 samples representative of your prior work, body of work completed within the past 5 years. If submitting video - please upload only the clip or indicate a 3 minute section within the submitted sample. Applicants can submit a PDF with links to their video works, provided links to not require a password or log in.
- **W-9:** W-9 must match address of applicants.
- **Proof of Residency:** Please submit your proof of residency. 2021 Tax filing, business license etc.
- **Certificate of Good Standing:** Please provide a Certificate of Good Standing within 6 months of the date of the application deadline. To look up your status, you can search here. <https://egov.maryland.gov/BusinessExpress/EntitySearch>

Prince George's Arts and Humanities Council

Mission and Diversity Statement: Recognizing the importance of the arts to a vital and healthy community, the Prince George's Arts and Humanities, Inc. (PGAHC) is dedicated to promoting artistic excellence and expanding arts opportunities for all citizens for Prince George's County and beyond through an energetic program of advocacy, education, and financial support. Through an equity lens in our thinking and actions, we embrace, celebrate, and draw on our differences. We recognize that inclusion empowers us all to belong, connect, and grow.

