

PROGRAM DETAILS

Do you need a way to fund a film or television production? The Big Picture Film & Video Foundation is pleased to offer Fiscal Sponsorship to qualifying film/TV-related organizations, and student and independent filmmakers seeking federal, regional, corporate or foundation funding for qualifying film, television, web and other screen-based productions.

What is Fiscal Sponsorship?

Fiscal sponsorship refers to the practice of non-profit organizations offering their legal tax-exempt status to groups or individuals engaged in activities related to the organization's missions. It typically involves a fee-based contractual arrangement between a project and an established non-profit.

Through fiscal sponsorship, you may qualify for federal, local or corporate funding ~ or tax exempt donations for your film, television, or screen-based project by applying for grants made to individuals through a **fiscal agent**. The Big Picture Film & Video Foundation is a nonprofit charitable 501(c)(3) organization which qualifies as a fiscal agent for federal, local or corporate funding. As an individual or entity seeking funding, applicants may be able to get funding for their project with the Foundation acting as their fiscal agent.

What types of projects are supported by The Big Picture Foundation?

Fiscal sponsorship is available through the Big Picture Foundation to individuals or organizations whose project aligns with our goals and activities of film, television, web or other screen-based productions in Georgia. This will be determined during the application process. Types of projects vary and typically include short or feature documentary films, narrative films, television or web pilots or series, student films, and educational or other projects which include a filmmaking or video production component, etc.

What are the eligibility criteria for fiscal sponsorship?

Individual applicants must reside in Georgia. Organizations must be located in Georgia. Student applicants must submit proof of current enrollment in a school located in Georgia, along with a completed fiscal sponsor application to qualify for $10.00 discount of individual application fee (see fees below).

What is the application process?

- The applying organization or individual will submit an application, along with the appropriate fee (see fees below).

- The Big Picture Foundation will review the application per the application review deadlines below and reply typically within 5 - 7 days.

- Once accepted, The Big Picture Foundation will prepare a Fiscal Sponsorship Agreement to be signed by The Foundation and the applicant.

- Once the agreement is signed, the applicant can begin searching for grants to apply for. **NOTE: The applicant is fully responsible for finding and completing all the grant applications**, indicating THE BIG PICTURE FILM & VIDEO FDN as the tax-exempt grantee or fiscal sponsor.

- The applicant must submit the completed grant paperwork including any supporting documentation, materials or application fees (if applicable) to The Big Picture Foundation at least two (2) weeks prior to the grant application deadline for which they're applying. This is necessary for us to have time to review the materials and make sure the information is accurate and complete, and prepare any materials required of us. We will then submit the grant paperwork to the funding organization (grantor).

- If and when the application is approved and funded by the grantor, the Foundation will receive the funds and retain a pre-determined administrative fee of the grant amount awarded (see fees below).

- The balance of the grant funds will then be forwarded to the applicant (typically within 7 days).

- The applicant will submit quarterly reports to The Big Picture Foundation on the use of the funds and also complete any follow up reporting required by the grantor.

- Applicants for fiscal sponsorship must be renewed annually, particularly for grants which cover multiple years.

What fees are involved?

APPLICATION FEES

FOR ORGANIZATIONS: A non-refundable **$100.00** application fee submitted with the application, plus an administrative charge based on the grant amount, to be collected when the grant is funded.

FOR INDIVDUALS: A non-refundable **$75.00** application fee submitted with the application, plus an administrative charge based on the grant amount, to be collected when the grant is funded.

FOR STUDENTS: The individual application fee is discounted to **$65.00** to be submitted with the application *along with proof of enrollment (copy of student ID indicating valid dates*), plus an administrative charge based on the grant amount, to be collected when the grant is funded.

ADMINISTRATIVE CHARGES

As Fiscal Sponsor of applicant's project, The Big Picture Foundation withholds an administrative charge of **up to eight percent* (8%)** of all funds received for the Project. This charge is to cover our costs for administration and management of the restricted fund and established for the Project. The administrative charge is deducted by The Big Picture Foundation from the funds received prior to disbursement to the applicant. The administrative charge is based on the grant or donation amount and will be tiered up to 8% as follows:

GRANT OR DONATION AMOUNT	ADMINISTRATIVE CHARGE
• Up to $50,000	**8%**
• From $50,001 to $100,000	**6.5%**
• Over $100,000	**5%**

NOTE: A fully executed Fiscal Sponsor agreement is required to qualify for the administrative charge rates listed above. For donations received outside of a formal agreement, the administrative charge is **ten percent (10%) for all amounts.*

When are the Fiscal Sponsorship application deadlines?

Fiscal Sponsor applications are received year round and reviewed monthly. Applicants will typically be notified within 5 to 7 business days if their application was received and what additional information, if any, is needed.

When are the Grant application deadlines?

Grant deadlines are determined by the grant applied for. The Big Picture Foundation will establish a grant review deadline of **two (2) weeks prior to the grant deadline** to have time to review the application prior to submission. For example, a grant with a deadline of October 31 should be submitted to the Foundation by October 17 for us to review and then submit to the grantor.

How long is the Fiscal Sponsorship agreement term?

The typical fiscal sponsorship term is for one (1) year, renewable for another year.

Who is the Big Picture Foundation?

The Big Picture Film and Video Foundation is a Georgia based non-profit established to connect students and industry newcomers with the "big picture" of the Georgia film and visual media production community. This is accomplished through periodic educational workshops, seminars and other networking events targeted to the needs of students. The BigPictureCon Film & Technology Conference is the Foundation's signature event, with 2 days of educational sessions and networking with industry professionals and peers – encouraging attendees to become active in local industry organizations as they prepare to enter the film and screen-based media labor force.

Resources we provide:

The Big Picture Foundation provides year-round programming for individual filmmakers, students and film/video educators, residents and visitors to the metro Atlanta area. The Big Picture Foundation provides fiscal sponsorship to qualifying independent filmmakers and student filmmakers and film-related organizations to be able to get funding for their film, festival and film-related projects.

Contact Information:

The Big Picture Film & Video Foundation
Nancy Howard, Exec. Director

Tel: 770-354-4027
support@bigpicturefdn.org

FREQUENTLY ASKED QUESTIONS (FAQs)

Why is a Social Security number required?

A social security number or tax ID number is required for tax purposes. When payments for your project are received, we are required to show on OUR tax records who payments are made to for all projects. For companies or organizations, a tax ID number is used. For individual filmmakers or producers (where no Tax ID number is available), a social security number is required. If you are an individual producer, and use of your personal SSN is something that concerns you, feel free to apply directly to the IRS to get a FREE Tax ID number of your own (IRS form SS-4). Instructions and the form are available at http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/How-to-Apply-for-an-EIN .

What should I list for the budget section of the application?

For the budget section of the application, just provide what the project will cost to produce. It indicates that it's just a 'proposed budget.' If you have or can get a more detailed budget, please attach it. If not, an overview as best you can will be accepted. This is largely for our internal use and to help our team better understand your project and production plans.

How can I determine which application fee I need to pay – organization or individual?

If you are applying as an individual filmmaker or project owner/ director/ producer, then your fee is $75.00. If you are applying as an organization, the fee is $100.00. ***Please keep in mind*** that if you have a business bank account for your project and will have grant and/or donation payments from us to be **made to your businesses or organization**, you will be required to submit the organization application fee. If grant or donation payments will be made to you as an individual, then you will be able to submit the individual application fee. NOTE: Application fees are non-refundable.

How do I submit my application fee?

For fastest processing, you may pay the application fee via Zelle to bigpicturefdn@gmail.com, or through our online application **via PayPal, using a credit or debit card or bank account**. If you'd rather complete and send in a paper application, you can send it with your check or money order. Or you can pay the application fee via PayPal or credit/ debit card. Simply visit the Contact page on our website and scroll down to use the **Donate** button at the bottom of the screen. Type in the correct amount and the text 'Fiscal Sponsor App fee', along with your name or organization.

You may also print and send your completed application along with a **check or money order** for the appropriate fee made payable to:

THE BIG PICTURE FILM & VIDEO FOUNDATION
1700 Northside Dr NW
Suite A7-6077
Atlanta, GA 30318

Please note: Applications submitted with payment made via check or money order will not be processed until the funds clear, which may take up to 5 business days.

What if I have additional questions?

If you have any additional questions, please feel free to contact us via email at support@bigpicturefdn.org.

FISCAL SPONSORSHIP APPLICATION

PLEASE PRINT OR TYPE

Click or tap here to enter text. | Click or tap here to enter text.

Name (Check one: ☐ Organization ☐ Individual ☐ Student) | Social Security Number

Click or tap here to enter text. | Click or tap here to enter text.

Home Address | County

Click or tap here to enter text. | Click or tap here to enter text.

City/ State/ Zip Code | Phone

Click or tap here to enter text. | Click or tap here to enter text.

Business Address (if applicable) | County

Click or tap here to enter text. | Click or tap here to enter text.

City/ State/ Zip Code | Phone

Click or tap here to enter text. | Click or tap here to enter text.

Email Address | Website

Click or tap here to enter text.

Name of Project

Nature of Project

☐ Animation
☐ Documentary
☐ Experimental
☐ Narrative Short
☐ Narrative Feature
☐ Other _____
☐ Promo/Ad
☐ TV Pilot
☐ Web Series

Format/ Distribution (Check all that apply)

☐ Broadcast ☐ DVD ☐ Online/ Web
☐ Theater ☐ Film Festivals ☐
☐ Other Click or tap here to enter text._____

Has distribution been secured? ☐ Yes ☐ No

Key Personnel (Attach resume for each applicable role)

Click or tap here to enter text. | Click or tap here to enter text.

Executive Producer | Producer/ Co-Producer/ Line Producer

Click or tap here to enter text. | Click or tap here to enter text.

Director | Production Manager

Cast (Please list names – resumes and/or headshots not necessary) ___Click or tap here to enter text.

Click or tap here to enter text.

Proposed Budget

	Cash	In Kind	Total
Salaries:			
-Director, Producer(s), Above Line Personnel	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
-Technical & Below Line Personnel	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
-Cast	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Equipment rental	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Incidentals, Supplies	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Media Management	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Editing (Offline, first cut)	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Editing (On-Line, final cut)	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Graphics, Digital Effects, Music	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Mix & Other Post Production	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Transportation/ Travel	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Per Diem, Meals	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Other	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Total	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Proposed Sources of Funding *(i.e. self/ savings, friends/ family, fundraising, grants, sponsors, etc.)*

Click or tap here to enter text.

Click or tap here to enter text.

Submission Checklist:

- ☐ **C**ompleted SIGNED application
- ☐ URL link to website or social media page with synopsis of project
- ☐ A proposed production or planning schedule (if available)
- ☐ URL link to project footage or a previously completed project (if available)
- ☐ Brief bios or resumes for Key Production Team (or URL link to them online)
- ☐ Application fee (check or money order made payable to **The Big Picture Foundation**)
  (**Fee:** ☐ Organization - $100 ☐ Individual - $75 ☐ Student $65

1700 Northside Drive NW
Suite A7-6077
Atlanta, GA 30318

Tel 770.354.4027

support@bigpicturefdn.org
www.bigpicturefdn.org

Fiscal Sponsorship Submission Release And Waiver Agreement

1. I have supplied truthful and accurate information in the application form.

2. The material that I will submit is mine, I have exclusive rights to the material, and the material is original to me.

3. I understand and agree that the burden of securing copyright or WGA registration for my screenplay or idea lies entirely with me.

4. I agree to hold The Big Picture Film & Video Foundation, all producers, managers, agents, and production companies, their subsidiaries, affiliates, officers, representatives, employees, and volunteers, harmless from and defend them against all claims, demands, losses, costs, damages, judgments, liabilities, and expenses (including attorney's fees) arising out of or in connection with any and all claims or third parties, whether or not groundless, based on any screenplays, plots, characters, or ideas submitted with my fiscal sponsorship application or on any screenplay, film, or material developed out of those screenplays, plots, characters, or ideas.

5. I acknowledge that because of the Reviewers' [those producers, agents. managers, production companies, et al hearing and reviewing the fiscal sponsorship applications] position in the entertainment industry, the Reviewers receive numerous unsolicited submissions of ideas, treatments, stories, suggestions and the like, and that many such submissions received by the Reviewers may be similar to or identical to those developed by the Reviewers or the Reviewers' employees or otherwise available to the Reviewers. I understand that I will not be entitled to any compensation because of the use by the Reviewers of any such similar or identical material. I further understand that the Reviewers would refuse to accept or otherwise evaluate my material in the absence of my acceptance of each and all of the provisions of this Agreement. I shall retain all rights to submit this or similar Material to persons other than the Reviewers. I acknowledge that no fiduciary or confidential relationship now exists between the Reviewers and myself, and I further acknowledge that no such relationships are established between the Reviewers and myself by reason of this agreement.

6. I agree to defend, indemnify and hold The Big Picture Film & Video Foundation, their officers, contractors, and employees, and the Reviewers harmless, with counsel of the Reviewers' choice, from and against any and all claims, expenses, losses, or liabilities (including, without limitation, reasonable attorneys' fees and punitive damages) that may be asserted against the Reviewers or incurred by the Reviewers at any time in connection with the Material, or any use thereof, including without limitation those arising from any breach or alleged breach of the warranties and promises given by me herein.

7. Arbitration. In the event of any dispute concerning the Material or concerning any claim of any kind or nature whatsoever, arising in connection with the Material or arising in connection with this agreement, such dispute will be submitted to arbitration. Each party hereby waives any and all rights and benefits which he or it may otherwise have or be entitled to under the laws of Georgia to litigate any such dispute in court, it being the intention of the parties to arbitrate, according to the provisions hereof, all such disputes. Either party may commence arbitration proceedings by giving the other party written notice thereof by registered mail and proceeding thereafter in accordance with the rules and procedures of the American Arbitration Association. The arbitration shall be conducted in the City of Atlanta, State of Georgia and shall be governed by and subject to the laws of the State of Georgia and the then prevailing rules of the American Arbitration Association. The arbitration shall employ a single arbitrator experienced in the motion picture industry. The arbitrators' award shall be final and binding and a judgment upon the award may be enforced by any court of competent jurisdiction.

Authorization:

I represent that I am of legal age. I certify that the above information is current and accurate.

I HAVE READ, AND I BOTH UNDERSTAND AND AGREE to the terms and conditions of the above RELEASE AND WAIVER.

Signature _____Click or tap here to enter text._____ Date: __Click or tap here to enter text.

Print Name _____Click or tap here to enter text._____