



FILMMAKER FISCAL SPONSORSHIP INFORMATION PACKAGE

PROGRAM SUMMARY

Thank you for your interest in Austin Film Festival (AFF) Filmmaker Fiscal Sponsorship Program. You will only be eligible for the Program if you are a Member in good standing and have completed the application process. Please be aware that submitting an application does not necessarily mean that your project will be accepted into the AFF Fiscal Sponsorship Program. Each project undergoes review of the proposal and line-item budget by a committee of distinguished filmmakers. We will not consider incomplete packages. Allow 4 weeks for your package to be reviewed.

PROGRAM REQUIREMENTS

IDENTIFICATION OF PROJECT DIRECTOR

1. A Project Director is the individual or the legal representative of the Project who signs the "Agreement" with the Austin Film Festival (AFF).
2. A Project Director accepts legal and fiscal responsibility for the Project and agrees to comply with AFF's Sponsorship requirements as described below.
3. Two or more persons may be considered Project Directors only if all such persons sign the "Agreement" with AFF.

MEMBERSHIP STATUS REQUIREMENTS

1. If Project Director(s)' membership expires during the period of fiscal sponsorship, they will be allowed thirty (30) days from the date of expiration to renew membership. If membership is not renewed within thirty (30) days, AFF's relationship with the project will be terminated.

APPLICATION REQUIREMENTS

1. All applicants must submit one (1) copy of the following:
 - a. Project Summary
 - b. Narrative Proposal, this includes a synopsis of the project, short bios of principal production staff (e.g., producer, director, camera person), letters of support (if available), etc.
 - c. Complete line-item Budget
 - d. Payment of application fee in the amount of US \$50.00
 1. Fee must be paid at the time of submission
 2. Fee is non-refundable
 3. Check or money order paid to the order of Austin Film Festival

SELECTION AND SCREENING PROCESS

1. All decisions regarding AFF's acceptance of a film or video project are made by a Screening Committee. Decisions are made based upon the review of the submitted written materials and, at the option of the Committee, a personal interview with the Project Director(s).
2. The Screening Committee performs to the best of its ability and the decision against sponsoring a project does not reflect on the merit of the project.
3. The Screening Committee may be in contact with the Project Director(s) during the review process to ask for clarification or revision of the submitted materials. If revisions are requested, the applicant has 1 year from the date of the request to make such revisions. If the Project Director(s) fails to revise by that time, AFF will terminate the application.
4. AFF will keep all materials and information submitted during the application procedure and screening interview and, if not accepted, will return all materials to the Project Director(s) if requested to do so. The project files themselves will be kept confidential and will not be open to the public.

REPORTING REQUIREMENTS

1. Project Director(s) must complete, sign, and submit a Annual Project Report to AFF by June 30 and December 31. Submit to executiveassistant@austinfilmfestival.com.
2. Projects receiving \$50,000 or more from a single funding source must submit Project Reports on a quarterly basis. Due dates for quarterly reporting are March 31, June 30, September 30, and December 31.
3. Upon written request, a thirty (30) day grace period may be granted to allow for any delays in receiving the Project Report. If the Project Report is not submitted to AFF by the end of this thirty (30) day period, the project is in risk of being terminated from the Fiscal Sponsorship Program.

FUND ADMINISTRATION

1. Fundraising is the responsibility of the filmmaker. As funds are received by AFF, they will be disbursed to the filmmaker within 15 business days upon written request to executiveassistant@austinfilmfestival.com.
2. Only cash contributions can be received by AFF. In-kind donations cannot be received as a charitable contribution through the AFF. All contributions made to the project must be payable to Austin Film Festival.
3. Donations can be made to a sponsored project through AFF's website. In addition to the initial donation, donors paying by credit card must pay the 3% credit card processing fee. If this fee is not paid by the donor, it will be deducted from the donated amount in addition to the pre-established 5% fiscal sponsorship fee which is paid by the filmmaker.
4. Alternatively, donors looking to avoid the processing fee can also mail physical checks directly to our office. Checks mailed to the office must clarify that they are donations to a fiscal sponsorship recipient as well as name the title of the sponsored project (EX: Austin Film Festival Fiscal Sponsorship: *Project*). Funds will only be administered after the check clears, which is typically a 2 weeklong turnaround.

TERMINATION

1. The relations between AFF and the project may be terminated at any time and termination may be initiated by Project Director(s) or by AFF provide that such is in compliance with the terms of any grant received in connection with this project.
2. To terminate the relationship for any reason, Project Director(s) must submit a signed and dated personal letter or Project Report notifying AFF of his/her decision to terminate, stating the legal ability to do so under the grant and holding AFF harmless for any claims arising by virtue of such termination.
3. To terminate due to the Project Director(s)' refusal to comply with AFF's membership and/or reporting requirements, AFF must submit a signed and dated termination notice to the Product Director(s).