

FIMS STUDENT PRODUCTION FUND

Request for Funds

Thanks to the generosity of students in FIMS and funds collected through the annual voluntary USF donation, students may apply to the FIMS Student Production Fund for financial assistance to support the creation of media production projects to be showcased at the FIMS Media Arts Festival. The Fund has an allocation of \$800.00 for 'Pint-Sized' and \$2000.00 for 'Big Budget' projects for 2019-2020.

The FIMS Student Production Fund provides support for students who wish to create small or large media projects as a means of artistic expression. Applications will be assessed on the quality of the proposal, consideration of sustainable procurement policies, meeting eligibility requirements, and fit for participation in the FIMS Media Arts Festival.

Pint-Sized Projects (under \$100): Deadline: Friday, January 24th, 2020

Apply:

https://forms.office.com/Pages/ResponsePage.aspx?id=TaaTrQ2tzU6y_eU84Vllvpqgrd_oxfnZEgn1aojKH-k9UQVNDVktYMDhRS09TOTlwSkpJSVBWQk05RC4u

Big Budget Projects (\$100-\$1000): Deadline: Thursday, January 30th, 2020

Apply:

https://forms.office.com/Pages/ResponsePage.aspx?id=TaaTrQ2tzU6y_eU84Vllvj4BedWPtz9NkUJgA_m5OVFUQ0VSWFRFQVIQOFBINKFJN0ZVQTNUTFBMQS4u

Reimbursement Process

The FIMS Production Fund utilizes a reimbursement process. Students are responsible for paying costs upfront and filing a request for reimbursement with the Production Fund Coordinator or FIMS Dean's Office. Successful applicants will be required to sign a contract acknowledging the conditions under which they are going to be reimbursed. It is the applicant's responsibility to ensure that all conditions outlined in the funding contract have been met to ensure reimbursement of funds.

What is NOT eligible?

- Self-promotion or marketing costs for personal projects
- Fundraising projects
- Projects that are affiliated with a club or organization
- Equipment purchases

Students are strongly encouraged to reach out to the Student Production Fund Coordinator, Skai Bekeris (FIMSstudentproductionfund@uwo.ca) before submitting a proposal.

Pint-Sized Projects - Under \$100: The 'Pint-Sized Projects' proposal is intended for small, time-sensitive initiatives with fixed costs and works on a reimbursement policy only. Applicants can submit a request for funding online at (https://forms.office.com/Pages/ResponsePage.aspx?id=TaaTrQ2tzU6y_eU84Vllvpqgrd_oxfnZEgn1aojKH-k9UQVNDVktYMDhRS09TOTlwSkpJSVBWQk05RC4u). Proposals will be accepted until January 24th, but reimbursement will not occur until the subsequent USF deadline (For example, if an application is submitted and approved by January 10th, applicants will have to wait until January 30th for Reimbursement. **USF deadlines are January 30th and March 15th**). The 'Pint Sized Projects' Fund has \$800 available and will be allocated until it's depletion, therefore, the fund runs on a 'first come, first serve' basis.

Big Budget Projects - Over \$100: Projects up to \$1,000 will be considered and adjudicated by the USF Committee. Students have one opportunity to submit proposals for 'Big Budget Funding' by **Thursday, January 30th**. The 'Big Budget Project' Fund has \$2,000 available and will be allocated until its depletion, therefore, the fund runs on a 'first come, first serve' basis.

Funding is approved for one student named on the proposal form who must be a FIMS student who paid into the fund in the current year.

Stipulations:

- The USF Production Fund may not be used for academic purposes
- Any proposals affiliated with a club or organization will not be accepted
- The students must have paid into the USF Fund in the current academic year
- Equipment (such as cameras, lighting, audio) can be rented but is not eligible for reimbursement
- Must present their work in the Media Arts Festival

Guidelines for Reviewing Applications:

- All funds must be in Canadian dollars;
- Partial funding to projects will be considered;
- Submit a complete proposal including but not limited to; pictures, links, specifications, and budgetary details (quotes, estimates, order details, etc.)

Successful Applicants are Responsible For:

- Confirming all financial and organizational details of the project with the Student Production Fund Coordinator. (For Big Budget Projects, the USF Committee provides that for applicants);
- Advertising for projects/events (if applicable) through the FIMSSC website;
- Immediately notifying the Student Production Fund Coordinator of any postponements or cancellations of projects; all cancelled projects will have funds reverted to the account. (For Big Budget Projects, this is a condition that applicants must let the USF committee know of, rather than the Student Production Fund Coordinator.)
- Preparing a brief report of the impact/success of the project funded, including a complete financial accounting for the event (quotes, estimates, order details) to be submitted to the committee within one month of the completion of the project or event.