**Grant Application Form**



Personal

What is your name?

……….

Please give us a brief personal CV.

……….

How can we contact you? (What is your e-mail address?)

……….

Do you work independently or for an organisation?

……….

For photographers, film/documentary makers:

Please tell us something about your work experience as a photographer or (documentary) filmmaker. Do you have a website of your own that shows your work or is your work shown on other websites?

……….

Where and how did you learn to be a photographer or (documentary) filmmaker?

……….

What kinds of photography or (documentary) film projects have you participated in until now? Where have your photos been displayed or your films shown?

……….

Organisation

If you work for an organisation, what is the name of that organisation?

……….

Please describe the goal and the main activities of the organisation(s) that you work for.

……….

Does the organisation have a website?

………

How is the organisation funded?

……….

About the production/document

What kind of production/document would you like to make (photography, documentary film, article, mixed media)?

………

Which technical or artistic style are you planning to use?

……….

What will be the title of the production/document?

……….

What kind story would you like to tell?

……….

How long/how large will the production/document be?

……….

With whom will you be collaborating while making your production/document?

……….

Which possibilities do you foresee in terms of showing or exhibiting your production/document?

……….

What can you do to make sure your project will be successful?

……….

How can you ensure that any people who appear in the production/document will agree to its being shown publically later on?

……….

About the budget required

What will be the total cost of the production/document?

……….

Will others (e.g. NGOs, local governments or private partners) be contributing to the costs? How much will they contribute?

……….

How much of the total cost of the project would you like to ask *Document our history now* to sponsor?

……….

Can you give a detailed overview of the budget required (what kinds of costs and how much for each kind)?

……….

Requirements of *Document Our History Now*

If *Document Our History Now* decides to grant you a sponsor budget, then half of this budget will be transferred to the producer/documentary maker prior to the making of the production/document. The second half of the budget will be paid out only after *Document Our History Now* has received:

* A hard copy of the final production/document and the trailer (on a disc or USB stick) or a successful digital transfer (for instance via mail, WeTransfer or Dropbox). A documentary (and the trailer) must meet the Vimeo specifications.
* That production/document must display the *Document Our History Now* logo and state that the production/document has been made possible thanks to sponsorship from *Document Our History Now*. Possibly stated that Document Our History Now is the producer. It is also possible that we will require you to show the logos of our sponsors, too.
* Biographical / professional information about the producer/documentary maker and a few photos of the production/document for use on the *Document Our History Now* website.
* English subtitles (in case of a documentary) and/or explanations (in case of photographs)
* An overview of all costs made (including any bills and receipts), delivered as a PDF document.

If the budget granted is over USD 3000, the payment will be done in more than two terms, after we have received sufficient reports about your work in progress.

*Document Our History Now* has the right to post your final production/document or a link to that production/document on our website, without paying any rights.

If any income is generated from your production/document, 50% of that income will be transferred to *Document Our History Now*, with a maximum of twice the amount that *Document Our History Now* invested. With that income, we can finance other projects. If other sponsors are involved, this 50% will be divided among them proportionally. If *Document Our History Now* grants you a sponsor budget, a contract – to be personally signed – will follow.

Do you agree with this, or do you have alternative proposals?

……….

How can *Document Our History Now* transfer funds to you? Would you prefer a bank transfer or a payment via Western Union? If via a bank, what is the IBAN number of your personal or organizational bank account and what is the SWIFT code of your bank?

……….

Thanks for filling in the form. Please send it back to [info@documentourhistorynow.org](mailto:info@documentourhistorynow.org) and we will get back to you as soon as possible.

If we will grant you the requested budget, a contract will be signed later. You can read the model contract on our website.

We are looking forward to reading about your idea.