

## APPLYING FOR A PHILANTHROPIC GRANT Information For Filmmakers – November 2019

**All grant applications requiring Documentary Australia Foundations' (DAF) Deductible Gift Recipient (DGR) or not-for-profit status must be approved and logged by us as we are the entity that is legally responsible for the application, its outcome and any compliance and reporting.**

**If you would like us to apply for a grant on your behalf, please ensure you read the guidelines, meet the grantors application eligibility criteria and contact us at least 4 weeks before to indicate you interest.**

1. Pre-conditions to applying for a grant where Documentary Australia Foundation (DAF) is the applicant on behalf of a filmmaker: the film must be an approved project and be currently listed with up-to-date information on our website.
2. Filmmakers need to **identify and pursue their own funding opportunities** and ensure that they closely review the grant funding guidelines to ensure their project is eligible.
3. Filmmakers must notify DAF to indicate their interest **at least 4 weeks prior to the Application Close Date** by emailing our team so we can review it and assess suitability vs other projects also wanting to apply:  
Fundraising Manager - Edwina Floch - [edwina@documentaryaustralia.com.au](mailto:edwina@documentaryaustralia.com.au)  
Impact & Education Director - Clara William Roldan - [clara@documentaryaustralia.com.au](mailto:clara@documentaryaustralia.com.au)  
Grants, Measurement and Evaluation Manager - Lucy Corrigan - [lucy@documentaryaustralia.com.au](mailto:lucy@documentaryaustralia.com.au)  
**Submissions requested within 4 weeks of application close date will only be considered in exceptional circumstances.**
4. Please note that most organisations will not accept more than one application per entity and there are often several documentary projects that want to apply to a given round. We therefore need time to assess the different projects, discuss with the program manager and assess which is the best fit.  
Furthermore, our small team of part time staff is unable to pursue every grant opportunity and we may not be able to apply for everything you've identified. We therefore encourage you to be selective and only approach us with a maximum of 4 application requests per year.

Once we've received your request we will review the request and get back to the Filmmaker regarding:

- The fit between the project and the grantor Foundation / Funding Guidelines
- Whether there are currently other films submitting a funding request to the same foundation through DAF (and where only one project may be able to be endorsed at a time)
- Approval to proceed with the application.

5. Filmmakers must provide the content for their own applications, which DAF then reviews, provides feedback and submits to the Grantor.

For online applications we will create the log-in and share the log-in details with you.

Please:

- go into the online grant application form
- copy the questions and word count and paste them into a Google Doc
- share the link (with EDIT permission) to [edwina@documentaryaustralia.com](mailto:edwina@documentaryaustralia.com), [lucy@documentaryaustralia.com](mailto:lucy@documentaryaustralia.com), [clara@documentaryaustralia.com](mailto:clara@documentaryaustralia.com) so we can review and provide feedback.

**Please try and complete all the information required from you at least 3 weeks prior to close date so we have time to review, provide feedback and complete the application on your behalf.**

6. When finalised, DAF will submit the application on the filmmaker's behalf and attach the relevant DAF DGR and Financial statements required.

Please note: Filmmakers are not to make submissions on behalf of DAF. Grantors notify us of submissions and these grant application will automatically be considered ineligible as we can not provide DGR for applications we have not reviewed.

7. DAF will share the receipt of submission with you and notify you of the outcome. If the grant is successful, reporting and acquittal dates must be recorded by the filmmaker. *Further advice on Grant processes and requirements will be shared once there is confirmation that the application has been successful.*

#### **DOCUMENTARY AUSTRALIA RETENTION**

As per our Terms & Conditions, Documentary Australia Foundation retains 5% of the grant amount. This only covers a portion of the expense of reviewing grant applications, reviewing content, discussing with filmmakers, suggesting edits, applying, interacting with donors and ensuring all reporting requirements are met over the life of the project.

If our team has identified the grant or funder and has approached you about applying, we are actively fundraising on your behalf and will retain 15% if the grant is successful. If you agree to pursue the opportunity, please keep this in mind in your budget.