



## Film Festivals Program Applicant Proposal Proposals Checklist and Instructions



Your completed Proposal will include the following elements (as attachments to your email submission):

### **Required:**

1. Completed **Film Festivals Program Application Proposal Form**;
2. **Resumes** of festival support staff (as detailed in Section IA, item 4);
3. Completed **Project Budget Form** (as detailed in Section IC, item 1);
4. Agency **IRS determination letter** for non-profit status (as detailed in Section ID, item 1);
5. Agency **Charter and Board Bylaws** (as detailed in Section ID, item 2);
6. Most recent Agency **IRS Form 990** (as detailed in Section ID, item 3);
7. Staff/Agency **Organizational Chart** showing the festival coordinator within the organization (as detailed in Section ID, item 4);
8. List of all **board members** (as detailed in Section ID, item 5);
9. Completed and signed **Contracts Disclosure Form** (as detailed in RFP, Section XII.9, item A);
10. Completed **Conflict of Interest Questionnaire (CIQ)** and CIQ Addendum Forms (as detailed in RFP, Section XII.9, item B).

### **Optional:**

1. **Links to prior promotional material** referenced in Sections IA and IB (as detailed in Section ID, item 1);
2. **Photos, Audio and/or Video** samples (as detailed in Section ID, item 2);
3. **Letters of Support** you wish to have considered (as detailed in Section ID, item 3).

### **Proposal Submission Instructions: (Proposals are only accepted via email)**

1. Create an email with the following Subject Line: **"Film Festivals RFP Proposal Application"**
2. Provide all required (signed, if applicable) forms detailed above as scanned images attached to the email.
3. All attachments must be clearly labeled to insure proper intake of your proposal.  
If any required forms or information is missing, your proposal will be deemed to be incomplete and eliminated from further consideration.
4. Send the email to: [filmsa@filmsanantonio.com](mailto:filmsa@filmsanantonio.com)

**Additional Requirement:** Applicants **MUST** attend a **MANDATORY** Pre-Submittal Conference on April 3, 2017 at 3:30 P.M. at The Little Carver Civic Center, 226 N. Hackberry, San Antonio, Texas 78202 or on April 10, 2017 at Noon at 115 Plaza de Armas, Suite 110, San Antonio, Texas 78205.