



**Film Project Title:** \_\_\_\_\_

Brief description of project, including genre:

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Final running time: \_\_\_\_\_ Screening format(s): \_\_\_\_\_

**Project Representative (First Name, Last Name):**

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Telephone (Day): \_\_\_\_\_ Telephone (Mobile): \_\_\_\_\_

Email: \_\_\_\_\_ Project Website (if applicable): \_\_\_\_\_

Mailing address: \_\_\_\_\_

**Names and contact information of additional Film Project representatives:**

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**Owner of Rights to Completed Film (First Name, Last Name & Mailing Address):**

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√ Do you agree to include the LFF logo in the completed film's project's credits, as is a requirement of the LFF fiscal sponsorship? (circle) Yes No

√ Do you agree to accept/include the LFF as "Fiscal Sponsor" and/or "Special Thanks" in any mention of the film on IMDb or another public film database, as is a requirement of the LFF fiscal sponsorship? (circle) Yes No

√ Respond to the following questions with a TOTAL of no more than fifteen pages and no less than five pages typed and double-spaced page. Please submit all proposals in English.

1. Describe how your project aligns with our organization's mission statement: "To promote the production of and appreciation for Latino films."
2. Describe how your film project presents a "unique and truthful portrayal of Latinos."
3. Offer a detailed synopsis of your film project.
4. Describe the visual and aesthetic vision for the film project.
5. At what stage of development is your film project?
6. Who is the intended audience for this film project?
7. What are your screening plans for the film project and what is the timeline for its completion?
8. Where do you intend to apply for financing?
9. What percentage of total negative cost is currently acquired?
10. Should you seek production assistance or guidance from the Latino Film Fund, in what areas do you seek assistance and/or focused advice?

√ Be informed, the LFF requests receipt of two (2) screener copies of your completed film project to keep on-file for tax purposes.

√ Proposals should include application followed by essay questions. All proposals should be three-hole punched and all pages attached securely with a clip. List representative's contact information and page number on the header and/or footer of every page.

√ Mail TWO hard copies of the entire application to:

The Latino Film Fund  
13700 Marina Pointe Drive, #1620  
Marina del Rey, CA 90292  
United States of America

√ Project representatives will be notified by email once application is received.

√ Expect your application to be reviewed by our office within approximately two weeks.

√ Be notified of the below information in regards to your potential "Fiscal Sponsorship" through the Latino Film Fund, more appropriately titled "Applications for Grants with Provisions for Sources of Funding."

**In regards to donations provided to the Latino Film Fund by individuals, organizations and/or governmental agencies:**

- The Latino Film Fund accepts gifts from charitable donors made with donative intent.
- Inherent in the concept of a charitable gift is the notion that the gift must produce a public rather than a private benefit.
- To be deductible as a charitable contribution, a payment to a charity must be a gift, that is, a voluntary transfer of money or other property that is made with no expectation of procuring a financial benefit commensurate with the amount of the transfer. Please be advised, where consideration in the form of substantial benefits is received in connection with payments by patrons of fund-raising activities, there is a presumption that the payments are not gifts, and that the total amount paid represents the fair value of the benefits received in return or in legal terms - a quid pro quo.

**Pattern of Conduct with regards to Donor Control of funds received:**

- The recipient donee (the Latino Film Fund) rather than the donor (individuals, organizations and/or governmental agencies) controls the specific disposition of the gift.
- Please be advised that contributions cannot and will not be provided by our organization to a specific person or individual, but rather to a project, selected for sponsorship by our organization because of its alignment with the ideals and mission statement of the Latino Film Fund.
- If funds are earmarked, the Latino Film Fund maintains full control of the donated funds and discretion as to their use, so as to ensure that the funds will be used to carry out the organization's functions and purposes.
- If the donee (Latino Film Fund) has such control and discretion and the gift is applied in accordance with the organization's exempt purposes, the charitable gift ordinarily will be deductible, despite the donor's expressed hope that the gift will be applied for a designated purpose.
- To the assistance of a donor, the Latino Film Fund will provide written acknowledgement of funds received in a timely manner.

**Grantees and Grantors providing and/or receiving funds to/from the Latino Film Fund be informed and notified:**

- The Latino Film Fund accepts funds furnished from a "detached and disinterested generosity," gifts made "out of affection, respect, admiration, charity or like impulses, and gifts of funds not made from "any moral or legal duty."
- No gifts of funding received are bound to any legal duty (contract).
- Grantee understands that contributions to Grantor in behalf of the Project are only tax-deductible under the Internal Revenue Code to the extent that they are motivated by donative intent.

**Fiscal Sponsorship /  
Applications with for Grants with Provisions for Sources of Funding  
APPLICATION**

- The Latino Film Fund reserves the right to reject any contribution that it believes is likely not to meet the IRS's criteria for donative intent.
- Anyone making a contribution in behalf of the project without the requisite intent should consult a professional tax advisor.
- Additionally, the Latino Film Fund assumes no responsibility for ensuring that contributions to Grantor in behalf of any Project are tax-deductible. Grantor does not provide individual tax advice; therefore all donors to the Grantor in behalf of a Project are encouraged to consult their own outside professional advisers to address questions on deductibility or donative intent.
- If funds are earmarked, the Latino Film Fund maintains full control of the donated funds and discretion as to their use, so as to ensure that the funds will be used to carry out the organization's functions and purposes. If the donee (Latino Film Fund) has such control and discretion and the gift is applied in accordance with the organization's exempt purposes, the charitable gift ordinarily will be deductible, despite the donor's expressed hope that the gift will be applied for a designated purpose.
- A donor cannot claim a tax deduction for any single contribution of \$250 or more unless the donor obtains a contemporaneous, written acknowledgment of the contribution from the recipient organization. An organization that does not acknowledge a contribution incurs no penalty; but, without a written acknowledgment, the donor cannot claim the tax deduction. Although it is a donor's responsibility to obtain a written acknowledgment of their charitable gift to the Latino Film Fund, the organization will assist a donor by providing written acknowledgement of funds received in written statement submitted to donor in a timely manner.

√ The Latino Film Fund is a non-profit 501c3, exempt from Federal and State income tax under section 501(c)(3) of the Internal Revenue Code, and approved for international grants and activities.

√ Funds in the form of a check from film project donors may be made out to LATINO FILM FUND, with your FILM PROJECT TITLE noted on the check.

√ The Latino Film Fund will receive a 5% administration fee and a check will be submitted to the film project within two (2) weeks.

√ If the Latino Film Fund collaborates with any fundraising service, crowd-funding service, company, individual and/or the like upon the decision of the filmmakers, all external and/or additional fees for the collaboration will be the responsibility of the production or taken out of the funds raised and not an inclusion of the Latino Film Fund's mandatory 5%.

√ Film representatives request that funds submitted by the Latino Film Fund to the film project are in the name of:

*(First & Last or Company Name):* \_\_\_\_\_

**SIGNED & UNDERSTOOD**

Signature: \_\_\_\_\_

Printed: \_\_\_\_\_ Role in Film Project: \_\_\_\_\_