



## GRANTEE FINAL REPORT FORM

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As a recipient of funding from LEF Foundation, we ask that you take the time to complete this final report and submit it to our New England office **within 90 days** of the completion of the **funded phase of the project**.

This report is helpful and necessary to LEF – please be sure to let us know about your successes as well as your challenges. The information you provide about your project is invaluable to us in continuing our work and planning strategically to *best* support filmmakers and the creation of their work.

It is important that you keep us updated as your film progresses and is completed. If there are local screenings, festival screenings and awards, or distribution deals, let us know so that we can attend and also share the good news with LEF contacts. **Additionally, LEF requires two DVD copies of your film when it is completed.**

### I. Film Information

We understand that those filmmakers in earlier stages of production might not have all of the information requested below. Please complete this section to the best of your abilities. We will be using this information internally, with the intention of creating an online directory of Moving Image Fund films in the future. Please fill out the following on a separate sheet:

**Grantee**

**Email Address**

**Fiscal Sponsor**

**Film Title**

**Film Synopsis**

**Film Website**

**Core Creative Team** (Director/Producer/Executive Producers/Editor/Camera/Sound)

**Director's Bio**

**Highlights** (Broadcasts, Festival Awards, Festival Selections)

**Sales/Screenings Contact Information**

**Link to Trailer**

**Total LEF Grants Received for This Project** (year, amount)

**Stills** (please attach 2 or more jpg. files of still images from your film)

### II. Narrative Report

On a separate sheet, please describe your project activity during the grant period as fully as possible. Please limit your response to three typewritten pages. The following issues should be addressed:

- 1. Please describe the way in which the funded production phase met (or did not meet) your original planning objectives. We are interested in learning about factors that contributed to the success of your film so far, as well the challenges you may have faced. If the project has changed since your original proposal to LEF, please let us know why and how.*



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2. Please briefly describe your next steps as you enter the next phase of production and include any updates to your timeline for completion.
3. Please describe your current distribution plan, including festivals, theatrical, broadcast, DVD, VOD, online venues, etc. If applicable, please describe where the finished work or work-in-progress has been screened and the audience response to the work. If you have comments from colleagues and/or viewers, please share them.
4. Please tell us how this project fits into the overall trajectory of your work.

### III. Financial Report

Please provide a current budget report on the *production phase for which you applied* that includes **expenses to date** and **how LEF funds were applied**.

1. Please list the other sources of support for this film.
2. What is your fundraising plan as you seek funds to complete the film?
3. Were you able to leverage LEF's support and attract further funding for your film?  
Please explain:

### IV. Footage

Please submit a sample of the work produced during the grant period. In addition to Final Report materials, all Moving Image Fund grantees must supply LEF with two DVD copies of their final film when it is completed.

### IV. Attachments

Press clippings or critical reviews on the project that you'd like to share with LEF.