

RADIO-TV-FILM ADVANCED PROJECT FUNDING REQUEST

Please fill out the funding request, attach your rationale and budget and then have an RTF faculty advisor's signature of support. All requests should be turned into the RTF office either in hard copy or electronically to Claire Armstrong at armstroc@uwosh.edu.

PROJECT INFORMATION

REQUESTER _____

EMAIL _____

PHONE NO _____

RTF COURSE _____

PRODUCTION INFORMATION

START DATE _____

END DATE _____

PROJECT TITLE

PROJECT SYNOPSIS

FUNDING REQUEST AMOUNT

\$

SUBMISSION MATERIALS

Attach a one page rationale and itemized budget request.

Rationale should address the following:

How is this funding essential to your production?

What steps were taken to secure items and/or funding elsewhere?

Budget should include:

Itemized list of needs

All expenses including fees, shipping, ect.

Attach quotes (print out of items)

STUDENT _____

SIGNATURE

DATE _____

PROFESSOR/
ADVISOR _____

SIGNATURE

DATE _____

If your request is funded, please follow the following procedure to receive your reimbursement.

REIMBURSEMENT PROCEDURE

1. Submit receipts of your expenses.
2. Provide name and address of person receiving the reimbursement check.
3. Provide 2 copies of your final project.
4. Your project must credit the Foundation Fund that your request was paid out of. Reimbursement will not be made until a final credited project is submitted.

FOR OFFICE USE ONLY

- 5862 The Film Production Fund
- 5425 The Gerald J. Krueger Film Development Fund
- 7030 The Radio TV Film Excellence Fund

Approved Date: _____

Disbursement Form sent to Foundation

Signature: _____ Date: _____