Application Template: Spotlight Documentary Residency

# Please respect length limits for all questions included below! Reviewers will only read text up to the maximum word count. Anything over will not be considered as part of your application.

1. What is the working title of the video series you’re proposing?
2. Name and title/role of team lead 1
3. Name and title/role of team lead 2
4. Names and titles/roles of other confirmed team members, if applicable
5. Name and address of Lead Participant – the individual or legal entity that will contract with the Smithsonian as your team’s legal representative if your team is selected.
6. City and state where the team will be based.
7. City and state where the proposed story is based, if different.
8. Name of Administrative Lead – the team’s sole point of contact for administrative tasks like managing the contracting process, scheduling, and other logistics.
9. Administrative Lead email address
10. Secondary contact for Administrative Lead (email or phone)
11. **Share an overview of the story you’d like to tell if awarded a Spotlight Documentary Residency.** Please include information about the kinds of tactics you intend to use to tell this story (e.g., archival footage, interviews, animation, reenactments, etc.) with the understanding that these may be subject to change. (max. 400 words)
12. **How do you plan to structure your series?** How many parts do you intend to make? Would they need to be viewed sequentially or could they be seen out of order? What story beats will each contain? (max. 150 words)
13. **Why is it important for audiences to learn about the story you’re proposing?** Why do you believe this story will resonate with them? (max. 150 words)
14. **Why is your team the right team to tell this story?** Describe the connection(s) your team member(s) have to the women and/or communities featured in your proposed series. If applicable, we encourage you to include an overview of the community relationships and collaborative process that will support your ability to tell your proposed story. (max. 300 words)
15. **Who are the members of your team?** Please share bios for the team leads and up to two other team members. Team Lead Bio (max 75 words)
16. Team Lead Bio (max 75 words)
17. Team Member Bio (max 75 words)
18. Team Member Bio (max 75 words)
19. **Describe your team’s prior filmmaking and community engagement experience.** Please expand on bios to focus on what’s most relevant to this residency, including details on their roles in prior work. How has that experience prepared your team to complete a high-quality, short-form series that tells a compelling, historically accurate story during the six-month residency? (max. 400 words)
20. **Please share links to streaming samples of previous work** highlighting the team’s filmmaking experience (max. 3 links, 3-10 min in total length). Please include any required login credentials and upload a pdf document containing credits for all included clips.
21. **Please use the below linked Dropbox File Request to upload the following materials in PDF format**, named as follows "working title\_file name.pdf" with file names in bold below. For resumes please add each team lead's last name after the file name. Complete applications must include all required materials. Incomplete applications will not be considered.

File Request Link: <https://www.dropbox.com/request/JtPhEpDUFgtItghyvcA0>

1. [Budget top sheet](http://womenshistory.si.edu/spotlight-budget-template)
2. Phased high level production plan for the six-month residency
3. Mood board expanding on your visual approach (5 pages max.)
4. Credits for previous work samples
5. Resumes or CVs for all team leads

Have you completed this step? (Y/N)

1. **Do you agree to the following conditions?**

I understand that to receive an award, my team and I must agree to the program [Rules and Guidelines](http://womenshistory.si.edu/spotlight-rules).

If my team is selected, the person or company listed as Lead Participant on this application must have a current registration in the Federal System for Award Management ([SAM.gov](http://sam.gov/)) to accept a position in the residency. We encourage applicants to take this step as early as possible in the application process. Applicants may enroll in SAM before official selections are made, and there is no cost to do so. More information is outlined in the program [Rules and Guidelines](http://womenshistory.si.edu/spotlight-rules).