



**COLLEGE OF LIBERAL ARTS AND HUMAN SCIENCES  
CALL FOR PROPOSALS  
2024-2025 FILM SCREENING FUND GRANTS**



The College of Liberal Arts and Human Sciences has a strong tradition of engagement with film, including film series or festivals that take place annually. In order to foster these activities, the College's Film Screening Support Fund supports screenings of international films and films that showcase cultural differences. Screenings must be free and open to the public. Funding supports major costs associated with the screening of an individual film, film series, or festival; these include but are not necessarily limited to:

- Screening rights or rental costs (please confirm that the library does not own the film; screening in the library may eliminate the need for a screening license; include with the application a quote with the screening cost or the website where it is listed)
- Venue rental (please consider the number of anticipated attendees when selecting a venue; for the Lyric: correspondence with the Lyric management confirming the costs indicated in the budget must be appended to the two-page application)
- Expenses associated with a campus visit by a director or other individual involved in the film's production organized as part of the screening(s)
- Publicity
- Modest support for refreshments for events held on campus

The home unit of the applicant should be a source of support, and there is the expectation that the request be supplemented with substantial funding from other sources.

The anticipated minimum and maximum grants are \$250 and \$750 respectively; special requests for up to \$1,000 will be considered. Funding will be transferred to the academic unit's budget account. Support is available to all academic units and individual faculty within the College. Proposals may involve multiple applicants. A unit/individual may submit more than one proposal in any funding cycle; however, it is the College's intention to support a variety of film-related activities. The same proposal may not be submitted for support from both the Film Screening Fund and the International Initiative Small Grants.

**APPLICATION DEADLINES**

April 29, 2024

September 9, 2024

February 3, 2025

Fall 1 Round (especially events August-October)

Fall 2 Round (events October-February)

Spring Round (events February-May)

The funding period is August 26, 2024, to May 9, 2025. Summer screenings are not supported.

A complete proposal should not exceed two pages and must include the following:

1. Cover Sheet (see below) – please type
2. Activity Description that addresses:
  - Purpose and Plan
  - Anticipated Impact

Append documentation of screening rights/rental costs and venue costs, as noted above. Submit signed proposals electronically to Debra Stoudt ([dstoudt@vt.edu](mailto:dstoudt@vt.edu)). A review committee will vet all applications; applicants will be notified of decisions within two weeks of the proposal deadline.

All publicity for the film screening(s) must acknowledge support provided by the Office of the Dean, and screenings must be advertised on the College calendar.

A final report, including the impact of the activity and the approximate attendance, must be submitted to the Office of the Dean no later than 30 days following the (final) screening; the report should not exceed one page.

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COVER SHEET**

**Proposal from:**          Academic Unit          Individual Faculty

**Name of unit/individual:**

**If individual faculty, add unit affiliation:**

**Type of activity (check all that apply):**      Single Film Screening          Film Series  
Visit by director/other individual

**Proposed Date(s):**

**Proposed Venue:**

**Contact Information**

Name:

Campus Mail Code:

E-mail:

**Itemized Budget (if travel is included, please indicate to and from where):**

1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
Total: \$ _____	

Indicate below the amount you are requesting from the Film Screening Fund as well as all other sources. There should be at least one other source identified.

\*\*\*The Total Itemized Budget above must equal the Total Amount Requested below.

Sources of Support	Amount Requested	Request Submitted?	Amount Approved
Film Screening Fund		Yes	---
1.		___Yes ___No	
2.		___Yes ___No	
3.		___Yes ___No	
4.		___Yes ___No	

Total: \$ \_\_\_\_\_

**Activity Description:** Please provide a description of the activity on the next page – one page maximum.

**Department/Unit Chair/Head Signature** \_\_\_\_\_

**Department/Unit Chair/Head Name** \_\_\_\_\_

**Application Submission:** Total length of Cover Sheet and Activity Description should not exceed two pages. Any film screening rights or rental cost quote as well as any venue rental quote should be sent as a PDF with the application. Submit all application materials to Associate Dean Debra Stoudt, dstoudt@vt.edu.

**Activity Description**

Please include the film title(s) and the (academic) affiliation of directors or other visitors. Please address all of the following:

- How does this activity showcase cultural difference?
- How does this activity enhance/enrich the overall cultural opportunities available across campus?
- Does this activity provide a means to attract students to classes/majors/program within the College?  
(Will faculty be present and/or will faculty integrate the activity into course opportunities?)
- Who is the intended audience? How many participants/attendees are there likely to be?
- What is the anticipated impact?