
FWD Funding Initiative FAQ

- **Where can I find a link to submit a proposal?**
 - The Submission Form is on the Washington Filmworks' website and linked [here](#)
- **How long will the Submission Round be open?**
 - Each Submission Round will accept proposals for two weeks. The first Submission Round will be open and accepting proposals from January 17 - January 31 at 5:00pm (PST). Late submissions will not be accepted.
- **Can I receive funding as an individual?**
 - Only Washington state businesses are eligible to submit proposals. Businesses may include: non-profit organizations, educational institutions, Unions, for-profit businesses, and sole proprietorships registered with the Department of Revenue.
- **My project/program is already underway - can I be awarded funding?**
 - These funds are not intended to be used retroactively to cover expenses already incurred. If you have an ongoing project/program, outline the portion that is yet to occur and align requested funds with those expenses.
- **I am still developing my program/project, when should I submit a proposal?**
 - There will be three Submission Rounds in 2024. If your project will not likely begin by the next Submission Round, it may make sense to wait and submit your proposal at a later round. Keep in mind that businesses are ineligible to submit proposals if they have an active FWD Funding Initiative contract.
- **When are the Submission Rounds planned for 2024?**
 - The Submission Rounds are anticipated to open in: January 2024, May 2024, and October 2024. These dates may change.
- **The project/program has to be aligned with Job Training and/or Job Placement. What do these terms mean?**
 - Within this funding initiative, Job Training includes programs, projects, and efforts that prepare and train individuals for jobs in the WA film industry. This

may include Career Preparation efforts that offer hand-on skills training and knowledge, and/or Career Exploration efforts that provide exposure to the film industry and jobs.

- Within this funding initiative, Job Placement includes programs, projects, or efforts that provide paid subsidized or unsubsidized work experience, internships, and/or employment. This may include Career Launch efforts which include registered apprenticeships, and programs that combine supervised paid work experience, aligned classroom learning, and credential attainment.
- View the full definitions in the *Definitions* document [here](#).
- **In the Job Placement definition, what does subsidized and unsubsidized mean?**
 - Subsidized means that a third party outside the employer is covering a portion of the cost of the employee or intern wages. Unsubsidized means that the employer is directly paying the wages without receiving any subsidy to offset the cost of wages or benefits.
- **What kind of projects/programs qualify?**
 - A project/program that is led by a Washington State business, will serve historically underrepresented community members, aligns with the workforce development criteria, and will make a positive impact in the Washington film industry workforce is qualified to submit a proposal.
- **Can this funding support a film project?**
 - This funding is intended to support efforts that are workforce development aligned, ie. will provide job training and/or job placement and will have a quantifiable positive impact in the Washington State film industry workforce. Proposals should clearly outline how the project/program will meet the workforce development criteria.
 - Businesses seeking funds to support their film production expenses are encouraged to review our production Funding Assistance Programs, the [Production Incentive Program](#) and the [Small Budget Production Initiative](#).
- **Does requesting more/less increase my likelihood of being funded?**
 - We encourage proposals to be realistic and accurate in their budget estimations. Final award amounts will be finalized in the contracting process with Washington

Filmworks and may need to be adjusted as there is a finite amount of funding available across all selected proposals.

- **How will proposals be selected?**
 - Completed and eligible submission will be evaluated by a panel of reviewers, with final selections for the first Round announced early/mid March 2024. Panelists will be assessing each proposal's ability to meet the criteria, its level of impact, and the likelihood the project/program will be realized.

- **Who is on the panel of reviewers?**
 - The panel includes WA representatives of both the film industry and workforce development system.

- **The project/program has to serve historically underrepresented communities. I am not sure if the community my proposal aims to serve qualifies in this way. Am I eligible to submit a proposal?**
 - Here's our definition of Historically Underrepresented Community:
 - *An individual or group of persons who have been relegated to an unimportant or powerless position such that they are prevented from participating fully in decisions affecting their lives. People may experience further marginalization because of their intersecting identities. They are often communities or populations that face systemic economic, political, social, and cultural barriers, many of them embedded in local laws and norms. The term encompasses communities with a shared experience of marginalization stemming from circumstances beyond their control.*
 - Our definition is focused on lived experience and not immutable characteristics. If you feel that your project/program will serve people with lived experiences that meet this definition, and you can share your outreach plan to do so, please submit your proposal.
 - View the full definition in the *Definitions* document [here](#).

- **What if I get stuck or have an issue while completing the submission?**
 - The FWD team led two info sessions on 1/18 and 1/23 - you can watch the recordings of those sessions on our website. Additionally, you can reach out to

FWD@WashingtonFilmworks.org with any questions. This FAQ will also continue to be updated until January 30.

- **When will I know if a proposal was selected?**
 - For the first Submission Round, businesses submitting proposals will be notified in early/mid March 2024.
- **How do I build my budget?**
 - There is a budget template tool on our website that should help walk you through the building of a budget in order to complete the template in the Submission Form.
- **What does in-kind mean?**
 - Within a budget, in-kind refers to the value of goods or services donated to the program/project. It is important to capture in-kind donations, as the program/project will likely incur these costs if the donations do not materialize.
- **What is the difference between capital purchases and expendable purchases?**
 - Capital purchases are items with a life/usefulness beyond the project/program. Expendable purchases are items that will be used and expended during the course of the project/program. For example, a camera would be capital as it can be used beyond the funded program/project, while hand sanitizer would be expended during the program/project.
- **Can I upload my own budget form?**
 - We ask that all budget information is submitted directly into the Submission Form. A budget template is available to help folks prepare their numbers before completing the form.
- **I am planning a work experience/internship program. Do I have to pay my interns?**
 - Depending on the model you are developing, we encourage folks to talk a look at the [Department of Labor's guidance](#) on what constitutes an intern compared to an employee including, but not limited to, the extent to which the intern's work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the intern.

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- **If not selected, can I submit again in subsequent rounds?**
 - Yes! Businesses are encouraged to submit again in future rounds.

 - **If selected, can I submit again in subsequent rounds?**
 - Selected businesses may submit proposals in future Submission Rounds, as long as they do not have any active FWD Funding Initiative contracts in place at the time of submission. So all outstanding deliverables must be completed before submitting a new proposal.

 - **How long will I have to complete my project/program?**
 - The program/project period of performance will be finalized during the contracting process for those selected. These may vary depending on the program/project, but we anticipate seeing most programs/projects completed within 6-12 months of receiving funding.

 - **What will I have to report on for my project/program?**
 - Reporting metrics will be individualized to each program/project and will be finalized during the contracting process. All funded programs/projects can expect to report on: number of people served, demographic information for those served, how the funds were used, program/project impact, and outreach strategy and impact.
 - FWD will provide tools to aid in the collection of required data.

 - **Will I need to submit receipts?**
 - This is not currently designed as a cost reimbursement fund, meaning those selected will not need to spend the funds and then submit receipts in order to receive reimbursement/payment. Those selected will qualitatively report on how the money was spent in their final reporting, but will not be required to submit receipts.

 - **How do I keep up to date with all that FWD is doing?**
 - Join Washington Filmworks' [email list](#)
 - Follow us on [Instagram](#), [LinkedIn](#), [YouTube](#), [Facebook](#), [Twitter](#) (RIP)
 - Email the FWD team directly at FWD@WashingtonFilmworks.org
 - Learn more on our [website](#)