MOODY GRANT WORKSHOP

AUGUST 30TH, 2018
Funds allocated annually by Dean’s Office to support MFA pre-thesis and thesis film projects.

- Funds are to be used for production and post-production expenses.
- Awards will likely not cover entirety of project expenses.
$1,000 awards allocated to 2nd year MFA Production students.

Students who do not achieve a B or better in both the fall and spring 1st year 881 classes will be ineligible for a pre-thesis Moody Film Assistance Award.

2nd year students do not have to apply for the award.
CLAIMING MOODY PRE-THESIS AWARD MONIES

- Eligible student submits film plans to RTF488M Pre-thesis Production faculty for review (see MFA Handbook).

- RTF488M Pre-thesis Production faculty emails Graduate Coordinator confirming approval of student’s film project.

- Student submits signed promissory note to Graduate Coordinator (download from RTF Grad Student Wiki)

- Student provided funding up to $1,000 in a single lump sum payment. Disbursement may take 2 weeks. Taxes may be withheld.

- Student submits valid receipts totaling $1,000 to the Graduate Coordinator by the start of the spring semester of the 2nd year. Deadline February 1st, 2019.

*Students who fail to submit valid receipts will be charged $1,000 on their What I Owe and will be barred from registering for classes.
MOODY THESIS FILM AWARDS ELIGIBILITY

- Each eligible student in the 3rd Year cohort shall receive an equal portion of the year’s Moody Film Assistance Awards. These awards may range from $6,000 - $7,000 per student. Award amounts may increase or decrease depending on the size of the 2nd and 3rd year cohorts.

- Students who do not achieve a B or better in both the fall and spring 2nd year 488M classes will be ineligible for these awards.

- 3rd year students must apply for the award. Student submits thesis film plans to RTF faculty review panel for review. The panel will review the clarity and quality of the thesis proposal. Three opportunities to apply:
  - August 1st
  - December 1st
  - May 1st

- MFA student receives approval for thesis film project from RTF faculty panel.
MOODY THESIS GRANT APPLICATION REQUIREMENTS

- Review criteria include quality of proposal, originality, feasibility of proposed thesis project, and quality of prior work (pre-thesis and KA/KB projects)

- Proposal must be deemed by faculty to be worthy of funding and developed enough to justify funding at time of application.

- Official cover page
- Table of contents
- 2 – 5 page description (synopsis, style/visual approach, discussion of significant production challenges)
- Screenplay or detailed treatment
- Short bios of all key crew members
- Project timeline (pre-production, production, post-production, graduation date)
- Detailed budget
- Fundraising strategy
- Explanation of how award funds will be used to support your project
- Information about other awards in support of your thesis if applicable
CLAIMING MOODY THESIS AWARD MONIES

- Eligible student submits film plans to thesis committee supervisor for review (see MFA Handbook).
- Thesis committee supervisor emails Graduate Coordinator confirming approval of student’s film project.
- Student submits signed promissory note to Graduate Coordinator (download from RTF Grad Student Wiki).
- Student provided funding equal to 50% of the approved total in a single lump sum payment. Taxes may be withheld.
- Remaining funds disbursed after presentation of valid receipts after the film is completed, or presentation of valid receipts on August 1st of the student’s third year, whichever comes first. Disbursement may take 2 – 4 weeks.
- Completion of the thesis film is defined as an online, color corrected, mixed master with all final visual effects, titles, and credits.

*Students who fail to submit valid receipts will be required to repay the award amount received and will not be cleared to graduate.*
REQUIRED PRE-PRODUCTION PAPERWORK

NARRATIVE:
- Lined script
- Script breakdown sheets (by scene)
- Shot list
- Shot plot (map) or storyboards
- Budget
- Cast and crew list + releases
- Schedule
- Safety plan (if required). Note that a safety plan is required if ANY scenes feature stunts, pyrotechnics, and/or driving shots where the camera is on or in a moving car. Your safety plan must be approved at least a week ahead of your checkout by your 488M instructor and the Moody College of Communication’s Assistant Director of Production Services.

DOCUMENTARY:
- Treatment
- Shot list
- Budget
- Crew list + releases
- Schedule
- Safety plan (if required). Note that a safety plan is required if ANY scenes feature stunts, pyrotechnics, and/or driving shots where the camera is on or in a moving car. Your safety plan must be approved at least a week ahead of your checkout by your 488M instructor and the Moody College of Communication’s Assistant Director of Production Services.
Award monies may be considered taxable income by the IRS.

International students should check with the International Office website to see if their country has a tax-treaty which will exempt specific income amounts from taxation [https://world.utexas.edu/isss/ssn-tax/treaties](https://world.utexas.edu/isss/ssn-tax/treaties).

- Make an appointment with ISSS to complete the tax treaty application through the GLACIER Tax system.
- Print completed GLACIER Tax Summary and W-8BEN and submit forms to Payroll Services.
- Direct questions to [scholarshipdesk@austin.utexas.edu](mailto:scholarshipdesk@austin.utexas.edu).


- Request a petition letter from the Graduate Coordinator to submit with this appeal form.
ELIGIBLE AND INELIGIBLE EXPENSES

ELIGIBLE
- Catering and craft services
- Travel to filming location (outside the Travis County limits)
- Location rentals
- Wardrobe
- Prop construction and rental
- Animal handling
- Professional supervision of stunts and pyrotechnics
- Rental of specialized production equipment (not available from Moody Equipment Checkout)
- Special Effects
- Hard drives (other equipment purchases are not eligible)
- Composer and/or music licenses
- Make-up and/or hair
- Actors

INELIGIBLE
- Payments to enrolled UT students
- Payments to crew (except in the case of highly specialized personnel such as animal handlers and stunt coordinators)
- Travel to meet with composer
- Receipts in foreign language/currency with no English translation
- Hand-written receipts
- Rental of production equipment available from Moody Equipment Checkout
- Receipts that are faded and/or illegible
- Receipts that do not detail items purchased or services provided
- Venmo payment screenshots
SUBMITTING RECEIPTS

- All receipts must be submitted at the same time (not piecemeal).
- Put all your paperwork in a binder.
- Receipts amounts should be a minimum of $20.
- Include a coversheet with your name, EID and film title.
- Include a spreadsheet documenting each receipt.
  - Include date, vendor name, amount, category i.e. production design, catering/craft services, wardrobe, location fee etc.
  - Make sure to number each receipt.
  - Receipts should be in the same order as listed in the excel spreadsheet.
  - Email copy of spreadsheet to Graduate Coordinator.
- Receipts must be valid and legible (point of sale receipts tend to fade quickly. It’s a good idea to make a copy early on)
- Point of sale receipts must be taped down on an 8.5” x 11” sheet of paper as they will need to be scanned.
- Actor invoices should be accompanied with contract.
- AirBnB location rental must be accompanied with contract.
- Foreign language receipts must be accompanied by English translation.
- Foreign currency receipts must be accompanied by Oanda.com foreign exchange rate confirmation.
- Reimbursements for payments made by others (e.g. producer) must be accompanied by original receipts.
### EXAMPLES OF ACCEPTABLE RECEIPTS

#### PREPRODUCTION EXPENSES - PINK TAB

<table>
<thead>
<tr>
<th>Receipt #</th>
<th>Date</th>
<th>Item</th>
<th>Purpose</th>
<th>Vendor</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>6/14/18</td>
<td>Equipment rental</td>
<td>Specialized camera equipment (Easy Rig, Teradek, Director's Monitor)</td>
<td>MPS</td>
<td>$645.00</td>
</tr>
<tr>
<td>2</td>
<td>5/31/18</td>
<td>Location Fee</td>
<td>Film location</td>
<td>David Bills</td>
<td>$1,380.00</td>
</tr>
<tr>
<td>3</td>
<td>5/23/18</td>
<td>Hard Drives</td>
<td>hard drives</td>
<td>B&amp;B</td>
<td>$299.90</td>
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</tbody>
</table>

Sub-total: $2,324.90

#### PRODUCTION EXPENSES - GREEN TAB

<table>
<thead>
<tr>
<th>Receipt #</th>
<th>Date</th>
<th>Item</th>
<th>Purpose</th>
<th>Vendor</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>6/6/2018</td>
<td>Pizza</td>
<td>6/6 Crew Lunch</td>
<td>Domino's</td>
<td>$151.33</td>
</tr>
<tr>
<td>6</td>
<td>6/8/2018</td>
<td>D-Tap Cabre</td>
<td>Camera cable</td>
<td>Omega Broadcast Group</td>
<td>16.24</td>
</tr>
<tr>
<td>7</td>
<td>6/5/2018</td>
<td>Parking Ticket</td>
<td>Gear Van Parking Ticket</td>
<td>UT Austin</td>
<td>$75.00</td>
</tr>
<tr>
<td>8</td>
<td>6/1/2018</td>
<td>Crafty &amp; Meals</td>
<td>Crafty &amp; Meals</td>
<td>Costco</td>
<td>$561.18</td>
</tr>
<tr>
<td>9</td>
<td>6/8/2018</td>
<td>Crafty &amp; Meals</td>
<td>Crafty &amp; Meals</td>
<td>Costco</td>
<td>$241.72</td>
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<tr>
<td>10</td>
<td>6/11/2018</td>
<td>Gear Van</td>
<td>Gear Van</td>
<td>Budget</td>
<td>$199.48</td>
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<tr>
<td>11</td>
<td>6/11/2018</td>
<td>Mini Cooper</td>
<td>Picture Car - Mini Cooper</td>
<td>Turo</td>
<td>$281.60</td>
</tr>
<tr>
<td>12</td>
<td>6/10/18</td>
<td>Beef/Chicken/Noodles</td>
<td>6/10 Crew Lunch</td>
<td>Panda Express</td>
<td>$154.80</td>
</tr>
<tr>
<td>13</td>
<td>6/1/18</td>
<td>Sandwiches</td>
<td>6/3 Crew Lunch</td>
<td>Jason's Deli</td>
<td>$191.09</td>
</tr>
<tr>
<td>14</td>
<td>6/4/2018</td>
<td>Burritos</td>
<td>6/4 Crew Lunch</td>
<td>Chipotle</td>
<td>$140.89</td>
</tr>
<tr>
<td>15</td>
<td>6/7/2018</td>
<td>Tacos</td>
<td>6/7 Crew Breakfast</td>
<td>Taco Cabana</td>
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</tr>
<tr>
<td>16</td>
<td>6/5/2018</td>
<td>Crafty</td>
<td>Crafty</td>
<td>Costco</td>
<td>$92.53</td>
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<tr>
<td>17</td>
<td>6/5/2018</td>
<td>Mr Brown Coffee</td>
<td>Mr Brown Coffee</td>
<td>MT Supermarket</td>
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</tr>
<tr>
<td>18</td>
<td>6/6/2018</td>
<td>Crafty</td>
<td>Crafty</td>
<td>HEB</td>
<td>$31.46</td>
</tr>
<tr>
<td>19</td>
<td>6/3/2018</td>
<td>Mr Brown Coffee</td>
<td>Mr Brown Coffee</td>
<td>MT Supermarket</td>
<td>$67.96</td>
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<tr>
<td>20</td>
<td>6/6/2018</td>
<td>Crafty Beverages</td>
<td>Crafty Beverages</td>
<td>Costco</td>
<td>$27.83</td>
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### Invoice

**Date:** July 2, 2018

**To:** University of Texas at Austin

**From:** Darren Bul, Acting Services

**Address:** 2161 West Adams Ave, Los Angeles, CA, 90010

**Phone:** 323-880-7440

**Rate:** $50/day

**Description:** 6 days of shooting

**Rate:** Flat Rate

**Amount:** $300

**Total:** $300
EXAMPLES OF RECEIPTS THAT WILL NOT BE ACCEPTED
Any amount in your award which remains unclaimed (via valid receipts) after August 1st will revert back to the Moody College of Communication.

Additional controls and oversight processes, such as reviews of spending and receipts, can be implemented by RTF faculty at their discretion.

These processes, rules, and amounts will be reviewed periodically and changed as needed.
QUESTIONS?