



MOODY GRANT WORKSHOP 2021-2022

PRE-THESIS FILM

SEPTEMBER 2021




DESCRIPTION AND PURPOSE

- 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.

MOODY PRE-THESIS FILM AWARDS ELIGIBILITY

- \$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 88I 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

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- Eligible student submits film deliverables to RTF 488M Pre-thesis Production professor for review (see MFA Handbook).
 - RTF 488M Pre-thesis Production professor emails Graduate Coordinator confirming approval of student's deliverables.
 - Student submits valid receipts totaling \$1,000 to the Graduate Coordinator by January 15, 2022.
 - Student provided funding up to \$1,000 in a single lump sum payment in early February, 2022. Taxes may be withheld for international students.

Students who fail to submit valid receipts by January 15, 2022 will not receive a pre-thesis scholarship award.

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.

TAX AND FINANCIAL AID CONSIDERATIONS

- Award monies may be considered taxable income by the IRS. If you are a US student, then taxes are not withheld from the scholarship payment. You will receive a 1098T in the spring to submit with your taxes. Information related to taxes for students can be found at <https://www.irs.gov/newsroom/tax-benefits-for-education-information-center>
- International students' scholarships will be taxed. Tax amounts vary by country of citizenship. RTF Accounting will submit proof of tax along with the students receipts in the event that students do not have receipts totaling the pre-tax award amount.
 - Check the Texas Global website to see if their country has a tax-treaty which will exempt specific income amounts from taxation <https://global.utexas.edu/iss/advising-services/taxes/tax-treaties>
- Students on federal financial aid must submit a **Cost of Attendance Appeal** to the Office of Financial Aid <https://onestop.utexas.edu/forms/>. This ensures that you do not lose aid eligibility after receiving the scholarship.
 - Request a petition letter from the Graduate Coordinator to submit with this appeal.

EXAMPLES OF ELIGIBLE AND INELIGIBLE EXPENSES

ELIGIBLE

- Catering and craft services
- Travel to filming location (outside the Travis County limits)
- Location rentals
- Wardrobe
- Prop/Set construction and rental (including professional design, construction, and building services)
- 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
- Professional acting services
- Make-up and/or hair
- COVID-19 safety equipment or costs

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
- Rental of production equipment available from Moody Equipment Checkout
- Receipts in foreign language/currency with no English translation
- Hand-written receipts
- Receipts that are faded and/or illegible
- Receipts that do not detail items purchased or services provided
- Venmo payment screenshots without an itemized invoice to accompany it

ELIGIBLE AND INELIGIBLE EXPENSES

- If you have questions about what may qualify as an eligible expense, make sure to inquire with the Graduate Advisor and Graduate Coordinator BEFORE putting money down on that expense.

SUBMITTING RECEIPTS

- All receipts must be submitted to the Graduate Coordinator at the same time (not piecemeal) in one PDF document.
- Page 1 should be a coversheet with your name, EID, and film title.
- Page 2 should be a **spreadsheet** documenting each receipt. If unable to convert spreadsheet to a PDF, you can also attach it separately.
 - 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 included in the PDF in the same order as listed in the excel spreadsheet.
- You must only include receipts that add up to the total scholarship award amount. You may choose to submit additional receipts.
- Receipt amounts should be a minimum of \$20. In other words, only include receipts totaling \$20.00 or more.
- 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.
- Invoices from actors, composers, animal handlers, stunt coordinators, should be accompanied by contracts.
- Location rentals (incl. Airbnb) must be accompanied by a 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.

EXAMPLE RECEIPT SPREADSHEET

| PREPRODUCTION EXPENSES - PINK TAB | | | | | |
|-----------------------------------|------------|----------------------|--|-----------------------|------------|
| receipt # | Date | Item | Purpose | Vendor | Cost |
| 1 | 6/14/18 | Equipment rental | Specialized camera equipment (Easy Rig, Teradek, Director's Monitor) | MPS | \$645.00 |
| 2 | 5/31/18 | Location Fee | film location | David Bills | \$1,380.00 |
| 3 | 5/23/18 | Hard Drives | hard drives | B&H | \$299.90 |
| | | | Sub-total: | | \$2,324.90 |
| PRODUCTION EXPENSES - GREEN TAB | | | | | |
| receipt # | Date | Item | Purpose | Vendor | Cost |
| 4 | 06/06/2018 | Black Wrap | G&E - black out windows in Ballroom | Home Depot | \$59.98 |
| 5 | 06/06/2018 | Pizza | 6/6 Crew Lunch | Domino's | \$151.33 |
| 6 | 6/8/2018 | D-Tap Cable | Camera cable | Omega Broadcast Group | 16.24 |
| 7 | 6/5/18 | Parking Ticket | Gear Van Parking Ticket | UT Austin | \$75.00 |
| 8 | 06/01/2018 | Crafty & Meals | Crafty & Meals | Costco | \$561.18 |
| 9 | 06/07/2018 | Crafty & Meals | Crafty & Meals | Costco | \$241.72 |
| 10 | 06/03/2018 | Gear Van | Gear Van | Budget | \$199.48 |
| 11 | 06/03/2018 | Mini Cooper | Picture Car - Mini Cooper | Turo | \$281.60 |
| 12 | 6/10/18 | Beef/Chicken/Noodles | 6/10 Crew Lunch | Panda Express | \$154.80 |
| 13 | 6/1/18 | Sandwiches | 6/3 Crew Lunch | Jason's Deli | \$191.09 |
| 14 | 06/04/2018 | Burritos | 6/4 Crew Lunch | Chipotle | \$140.89 |
| 15 | 06/07/2018 | Tacos | 6/7 Crew Breakfast | Taco Cabana | \$75.72 |
| 16 | 06/05/2018 | Crafty | Crafty | Costco | \$92.53 |
| 17 | 06/07/2018 | Mr Brown Coffee | Mr Brown Coffee | MT Supermarket | \$50.97 |
| 18 | 06/07/2018 | Crafty | Crafty | HEB | \$31.46 |
| 19 | 06/03/2018 | Mr Brown Coffee | Mr Brown Coffee | MT Supermarket | \$67.96 |
| 20 | 06/03/2018 | Crafty Beverages | Crafty Beverages | Costco | \$27.63 |

EXAMPLES OF ACCEPTABLE RECEIPTS

Itemized Store Receipt



Invoice PLUS Proof of Payment

INVOICE

Darren Bui DATE: JULY 2, 2018

Acting Services
630-386-7640
darrenbui@gmail.com

TO University of Texas at Austin

SHIP PAYMENT TO Darren Bui
3415 West Adams Blvd.
Los Angeles, CA, 90018
630-386-7640

| JOB | PAYMENT TERMS | DUE DATE |
|---------------------|---------------|-----------------|
| Role, "Callum Wang" | \$50 / day | Upon Completion |

| DESCRIPTION | RATE | AMOUNT |
|--------------------|-----------|----------|
| 6 days of shooting | Flat Rate | \$50 x 6 |
| TOTAL | | \$300 |

+ Paypal or Venmo transaction; bank statement highlighting the transaction

EXAMPLES OF RECEIPTS THAT WILL NOT BE ACCEPTED

Faded Receipt

Frisco's Deli # 7100
2405 Russ
Austin, TX
ph (512) 482


TAXES \$5.95
TOTAL \$20.00
CASH \$20.00
CHANGE \$0.00

CREDIT PURCHASE

Name [REDACTED]
CC Type VISA
CC Num XXXXX XXXX XXXX 0530
Approval 020875
Server DEAVEN
Ticket Name Lauren

Amount \$22.56

Hand-written Receipt



Global Rental Car

MARGARET MELISSA MARTINEZ JIMENEZ
 Ed. Avenida 15-31, Zona 13, Colonia Aurora I
 Guatemala, Guatemala
 Tel.: (502) 2281-3996 y (502) 2127-9380
 info@globalcar.com - www.globalcar.com

FACTURA SERIE B
 No 001050

NOMBRE: XXXXXXXXXX

DIRECCIÓN: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

NT: XXXXXXXXXX

TELEFONO: XXXXXXXXXX

| DESCRIPCION | VALOR TOTAL |
|--|--------------------------------|
| <p>Por RENTA DE VEHICULO SEDAN DEL 01/07/18 AL 18/07/18</p> | <p>3276.00</p> |
| <p>SUJETO A PAGOS TRIMESTRALES</p> | |
| <p>TOTAL EN LETRAS: TRES MIL DOSCIENTOS SETENTA Y SEIS</p> | <p>TOTAL Q. 3276.00</p> |

TE IMPRESO - NT 747-99-4 - TEL: 2336-1218 - AUTORIZADO SEGUN RESOLUCION SAT No. 5918-1-61-021840 DE FECHA 02-05-2018 - 1,000 J. DEL 1/01 AL 2,000 - VENCE: 02-05-2020
 ORIGINAL: CLIENTE (BLANCO) • DUPLICADO: CONTABILIDAD (CELESTE) • TRIPLICADO: ARCHIVO (AMARILLO)

UNCLAIMED AWARD MONIES

- Any amount in your award which remains unclaimed (via valid receipts) after January 15, 2022 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?