

Application for Grant Funding: Film/Video Internships

Hampshire College has two grants available to support students doing film and video internships. This will serve as the application for both grants. Please carefully read the descriptions below to determine if you are eligible for one or both grants (if eligible, you may apply for both). NOTE: If you are eligible for the Academy Grant, you are automatically eligible for the Tom Joslin Award.

1. The Academy of Motion Picture Arts and Sciences Internship Grant

The Academy of Motion Picture Arts and Sciences Internship Grant supports two students doing internships with employers focused on theatrical motion picture production. Two students are awarded \$5000 each to fully support their internship experience. At least half of the grant funding must be awarded to students from groups underrepresented in the motion picture industry, which includes women, people of color, and other minority groups.

Eligibility:

- The internship must be related to film or video production intended for the big screen, including animation, narrative, and documentary film. (Internships focused on television or the internet, or on producing film festivals are not eligible.)
- The internship must be at least 200 hours

2. The Tom Joslin Internship Award

The Tom Joslin Internship Award supports students doing internships in the film/video industry, which can include television, performance art that includes video, and screenwriting. Grants range from \$200 - \$1000, depending on financial need and availability of funding.

In order to be considered for either grant, you must:

1. Be a current Hampshire student in good academic and disciplinary standing.
2. Be returning to Hampshire upon completion of the internship (graduating students and students taking a non-academic leave are not eligible).
3. Have a letter from an internship supervisor verifying that you have been offered an eligible internship.

Priority will be given to students who are doing eligible internships with Hampshire alums through the Entertainment Industry Internship Program (EIIP), and who can demonstrate financial need; however students doing other internships will also be considered.

For more information on EIIP, please visit the website: <http://www.hampshire.edu/corc/eiip.htm>.

Questions:

If you have any questions about the application process or are having difficulty completing any of the parts, please contact Sharón Friedner at sfriedner@hampshire.edu, 413-559-5768 (ext 5768). Please ask your questions well before the application deadline!

APPLICATION CHECKLIST

(Instructions follow)

- ❑ Application cover sheet
 - ❑ Statement of need
 - ❑ Letter from your internship supervisor
 - ❑ Faculty Recommendation Form
 - ❑ Budget Form
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Please submit all documents in one envelope to The Career Options
Resource Center (on the 3rd floor of the library)

or by email to Sharón Friedner, sfriedner@hampshire.edu, by the
deadline posted on the grant website:

<http://www.hampshire.edu/corc/10788.htm>

Applications accepted until the library closes.

NOTE: The letter from your internship supervisor and the faculty
recommendation form may be submitted separately by email, but must
be received by the deadline.

Film/Video Internship Funding Application Instructions

The Career Options Resource Center is administering the film/video internship grants. In order to apply, please submit all of the following in one envelope or by email to Sharón Friedner (sfriedner@hampshire.edu) by the deadline posted at <http://www.hampshire.edu/corc/10788.htm>.

1. Application Cover Sheet that you create, which includes:
 - a. Title: "Application for Film/Video Internship Funding"
 - b. Your name, email, and phone number
 - c. Name of your academic advisor or current members of your committee
 - d. Your permanent address and your summer address (if your summer address is unknown, please say that)
 - e. The name and location of the company where you will be interning
 - f. Your internship supervisor's name, email, and phone number
 - g. Which grant(s) you are applying for
2. A statement of need (in business letter format, no more than 2 pages) that includes:
 - a. The name of the company/organization where you will be interning
 - b. Where the internship is located
 - c. The dates of the internship and number of hours per week. If applying for the Academy Grant, please demonstrate that your internship will be at least 200 hours.
 - d. Your anticipated duties and responsibilities
 - e. How this internship will impact your life and enhance your current and future goals
 - f. If you are applying for the Academy grant, and you have an identity that is underrepresented in the film industry, please explain.
 - g. Support you already have for the internship (for example: free housing, family financial support, etc.)
 - h. How this grant money will help you participate in the internship
 - i. Please address the letter to Film/Video Grant Committee, Career Options Resource Center, Hampshire College, Amherst, MA 01002
3. A letter from your internship supervisor* that includes:
 - a. A description of the company/organization
 - b. A confirmation that you are accepted as an intern
 - c. A brief description of the project you will be involved with
 - d. A description of your anticipated duties and responsibilities

FOR THE ACADEMY GRANT ONLY:

- e. Verification that the project is intended for theatrical release, and not only for television or internet, and that the position is at least 200 hours.
- f. An agreement that if you receive a screen credit, it will include the title "Academy of Motion Picture Arts and Sciences Intern" along with your name

*Instruction letters for you to give to your internship supervisor, outlining the above requirements, are included on page 4 and 5 of this packet, and are also available separately on the grant website. **If you are applying for the Academy Grant, make sure to use the first letter. That letter will count for both grants.** If you are only applying for the Joslin Award, use the other letter. You may email the letter to your internship supervisor if you wish, or you can send a hard copy. If your supervisor is planning on emailing their letter directly to Sharón Friedner, please indicate that in a note on your Cover Sheet.

4. Faculty Recommendation Form completed by a Hampshire professor or advisor. Please email the form to a professor to complete (available separately on the grant website). If you already have a recommendation from a Hampshire professor that you used for the Entertainment Industry Internship Program, you may use that for this application. If your recommendation was previously or will be emailed to Sharón Friedner, please indicate that in a note on your Cover Sheet.
5. A Budget Form showing all your estimated expenses for the internship. Use the form in this packet.

Hampshire College
Career Options Resource Center
893 West Street
Amherst, MA 01002

Dear Internship Supervisor,

_____ is applying for the **Academy of Motion Picture Arts and Sciences Internship Grant** to help fund an internship this summer. This grant is intended only for internships focused on some aspect of theatrical motion picture production (as opposed to television or internet). Film festival internships do not qualify for funding.

In order to qualify for this grant, the applicant must submit a letter of support from you that includes the following information:

- a. A description of your company/organization
- b. Confirmation that you have accepted the grant applicant as an intern
- c. A brief description of the project the intern will be involved with
- d. Verification that the internship is focused on theatrical motion picture production
- e. Verification that the student will work at least 200 hours
- f. A brief description of the intern's anticipated duties and responsibilities
- g. The following statement (required by the Academy):

I agree to include the title "Academy of Motion Picture Arts and Sciences Intern" along with the intern's name in the event that the intern is granted screen credit for any project.

- h. Your signature and the date

We will accept an emailed letter of support if it is sent directly to sfriedner@hampshire.edu. If you have any questions, please feel free to contact Sharón Friedner, Assistant Director of Hampshire College's Career Options Resource Center, at 413-559-5768 or at the above email.

Sincerely,

Sharón Friedner
Internship Coordinator

Hampshire College
Career Options Resource Center
893 West Street
Amherst, MA 01002

Dear Internship Supervisor,

_____ is applying for the **Tom Joslin Internship Award** to help fund their film-related internship this summer. This grant is intended for internships focused on any aspect of film and video production, including television production and performance art that involves video.

In order to qualify for this grant, the applicant must submit a letter of support from you that includes the following information:

- a. A description of your company/organization
- b. Confirmation that you have accepted the grant applicant as an intern
- c. A brief description of the project the intern will be involved with
- d. A brief description of the intern's anticipated duties and responsibilities
- e. Your signature and the date

We will accept an emailed letter of support if it is sent directly to sfriedner@hampshire.edu. If you have any questions, please feel free to contact Sharón Friedner, Assistant Director of Hampshire College's Career Options Resource Center, at 413-559-5768 or at the above email.

Sincerely,

Sharón Friedner
Internship Coordinator

FACULTY RECOMMENDATION FORM

Film/Video Internship Grant

_____ is applying for a grant to support their film/video internship. There are two grants available: The Academy of Motion Picture Arts and Sciences Internship Grant for internships focused on theatrical motion picture production, and the Tom Joslin Internship Award for any film/video-related internship. In order to qualify for the grant, students need a recommendation from a faculty member or advisor who is familiar with their work. If you have any questions, please feel free to contact Sharón Friedner, Assistant Director of Hampshire's Career Options Resource Center, at 413-559-5768, sfriedner@hampshire.edu.

1. In what capacity and for how long have you known the student?

2. Please rate the student in the following areas:

1=Poor 3=Average 5=Outstanding NA=Not Applicable or No Knowledge		Poor - Average - Outstanding				
	NA	1	2	3	4	5
Punctuality						
Follow-through						
Initiative						
Technical Skills						
Academic Standing						

3. If you rated the student "3" or below in any area, please explain.

4. Grant recipients will be expected to exhibit outstanding performance at their internship as well as complete a follow-up report and thank-you letter to the donor. Please explain why you believe this student would be an appropriate choice for this grant.

Name (print)

Date

Email

Phone

Please give to the student in a signed, sealed envelope, or email directly to sfriedner@hampshire.edu

BUDGET FORM

Film/Video Internship Grant

Please give estimates to the best of your ability.

Dates of Your Internship: Start _____ End _____ Number of Weeks _____

Number of hours per week you will work: _____

1. Rent/housing costs: _____ Per Month Total for Summer _____
Explanation: _____

2. Utility costs: _____ Per Month Total for Summer _____
Explanation: _____

3. Transportation costs: _____ Per Month Total for Summer _____
Explanation: _____

4. Food: _____ Per Month Total for Summer _____
Explanation: _____

5. Other expenses: _____ Total for Summer _____
Explanation: _____

GRAND TOTAL FOR SUMMER: \$ _____

Other comments: