

AGREEMENT FOR COMMUNITY TECHNOLOGY GRANT

This Agreement is between the Mt. Hood Cable Regulatory Commission (Commission), through the Office for Community Technology (OCT), and NW Documentary (Grantee) (together referred to as the “Parties”).

RECITALS:

This Agreement is entered into for the purpose of providing the Commission's grant funds for the Grantee's Community Storytelling in Parkrose Project.

AGREEMENT:

1. Grant Amount, Use of Grant

Grantee is awarded an amount not to exceed \$71,940 for specific capital costs related to the Grant project. Grantee shall use the Grant funds exclusively for the purposes outlined in its Grant Application (the "Grant"). The Grant Application is attached to this Agreement as Attachment 1, and incorporated herein by reference. Grantee shall not use the Grant funds for any purposes other than those set forth in Attachment 1.

2. Project Manager

The Commission's Project Manager shall be Rana DeBey or such other person as shall be designated in writing by the OCT Community Technology Program Manager.

3. Payments

Upon submission of an invoice from Grantee, and upon certification by the Project Manager that the invoice is in accordance with this Agreement, the Commission shall pay to the Grantee \$71,940 as specified in the invoice within thirty (30) days after receipt of the invoice.

Grantee shall submit the invoice online through the Commission's online grants management system using the claims module. The invoice, uploaded as an attachment to the grants management system claims module, shall be on Grantee's letterhead, signed and dated by an authorized representative of Grantee and addressed to “MHCRC c/o City of Portland.” The invoice shall include an invoice number, the title of the Grant project and the total grant amount authorized by the Grant. If the Project Manager finds that the invoice is not in accordance with this Agreement, the Project Manager shall notify the Grantee of the reason(s) for the disallowance and non-payment.

Upon request, Grantee shall provide supporting documentation to demonstrate need for invoice payment required for purchase of capital goods in accordance with this Agreement at the time of invoice submission. Alternative payment schedules may be adopted at the Project Manager's discretion based on the supporting documentation provided. The Project Manager shall notify the grantee if an alternative payment schedule is necessary.

All expenditures made from Grant funds for Grant project capital costs must be made at least sixty (60) days prior to the expiration of this Agreement.

Grantee shall repay to the Commission, thirty (30) days prior to the expiration date of this

Agreement, any Grant funds that have not been expended for Grant purposes.

Prevailing wages. State of Oregon, Bureau of Labor and Industries (BOLI) wage rates are required for certain contracts that total \$50,000 and above. If Grantee's project is subject to the prevailing wage requirements, Grantee will comply with the prevailing wage requirements of ORS 279C.800 through 279C.870 and any other applicable prevailing wage requirements contained in ORS 279C, Oregon administrative rules, or city code.

4. Records

Grantee shall account for the Grant funds separately in its books of accounts. Grantee shall charge only Grant-related expenditures against Grant funds.

Grantee agrees to keep accurate and complete financial records that will enable the Commission to easily determine the use of Grant funds and the allocation method of Matching Funds committed by Grantee and Project Partners in the Grant for the project. Grantee shall maintain all financial records related to the Grant for ten (10) years after the termination of this Agreement. Grantee shall provide the Commission prompt access to these records upon request and permit copying as the Commission may require.

5. Reports

Grantee shall submit Interim Status Reports and a Final Status Report (collectively referred to as 'Report(s)') to the Project Manager using the Commission's online grants management system. The Reports shall include both programmatic and financial information as established by the Commission. For a Report to be acceptable to the Project Manager, the Grantee shall document and clearly describe the progress of the grant scope in accordance with the reporting schedule defined below.

Interim Status Reporting periods are June 1, 2021 through December 31, 2021; January 1, 2022 through June 30, 2022; July 1, 2022 through December 31, 2022. Interim Status Reports are due within thirty (30) days of the end of each reporting period.

Grantee shall submit a Final Status Report no later than March 1, 2023.

Interim and Final Status Reports shall include an accurate and complete financial report of Grant fund and Matching fund expenditures. The Report shall include copies of receipts or other evidence of payment for actual grant funded capital costs incurred by Grantee related to the Grant.

The Project Manager, at her/his sole discretion, may require additional programmatic information or financial documentation of Grant project expenditures. Grantee shall make its books, general organizational and administrative information, documents, papers and records that are related to this Agreement or Grantee's performance of services related to this Agreement available for inspection by the Project Manager or other Commission representatives during reasonable business hours following five (5) business days advance written notification from the Project Manager.

Grantee shall immediately provide notice in writing by electronic mail to the Project Manager when Grantee anticipates or realizes any deviation in the Grant project which may result in Grantee's inability to complete the Grant project as originally submitted and approved by the

Commission.

6. Project and Fiscal Monitoring

The Commission and the Project Manager shall monitor the Grantee's performance on an as needed basis to assure compliance with this Agreement. Such monitoring may include, but is not limited to, on site visits at reasonable times, telephone interviews and review of required reports. Monitoring will cover both programmatic and fiscal aspects of the Grant. The frequency and level of monitoring will be determined by the Project Manager. Grantee shall remain fully responsible at all times for performing the requirements of this Agreement.

7. Audit

Because grant funds are derived from the cable franchises, the cable companies may conduct a financial review or audit of Grantee for the purpose of verifying whether use of capital grant funds is in accordance with the requirements of cable franchises related to use of capital grant funds. If the Commission receives notice from a cable company in accordance with the terms of the cable franchises of such audit or review, the Commission's Project Manager shall notify Grantee within five (5) business days of receiving the notice, and shall identify to Grantee the relevant financial records of Grantee that the cable company seeks to review. The scope of such audit or review of Grantee shall be consistent with the terms of the applicable cable franchise. Grantee agrees to make such relevant financial records available to cable company's authorized representative for inspection and copying. Such records shall be reviewed during normal business hours at a time and place made available by Grantee. The Commission's Project Manager shall promptly provide Grantee with written notice of the audit or review's conclusions.

8. Publicity

Any publicity regarding the project shall indicate that the project was made possible by a Grant from the Commission through funds provided by the cable companies. Grantee shall notify the Project Manager before releasing information about the Grant to the press or other news media. The Commission may include information regarding the Grant in periodic public reports.

9. No Other Obligations/Complete Agreement

Grantee acknowledges that, except for the Grant, the Commission has no obligation to provide, and the Commission has not led Grantee to believe in any way (whether expressly or by implication) that the Commission will provide any additional or future assistance, financial or otherwise, either to Grantee or for the Grant project.

This Agreement contains the complete agreement of the parties. This Agreement may not be assigned, nor may any of the Commission's rights be waived, except in writing signed by a duly authorized representative of the Commission. The Commission may specifically enforce, or enjoin a breach of, the provisions of this Agreement, and such rights may be freely assigned or transferred to any other governmental entity by the Commission.

10. Representations

Grantee represents that it has full power and authority, and has obtained all necessary approvals, to accept the Grant, to carry out the terms of the Grant and this Agreement, and to conduct the Grant project in compliance with all applicable laws.

11. Indemnification

Grantee shall hold harmless, defend, and indemnify the MHCRC, and its officers, agents and employees against all claims, demands, actions, and suits (including all costs) brought against any of them arising from actions or omissions of GRANTEE and/or its contractors in the performance of this Agreement.

Prevailing wage indemnity. Grantee agrees to indemnify, defend, and hold harmless MHCRC, its employees, officers, and agents, from and against any claim, suit, or action, including administrative actions, that arise out of Grantee's failure to comply with ORS 279C.800 to 279C.870 and any applicable administrative rules or policies.

12. Compliance with Laws

The Commission and Grantee agree to comply with all applicable local, state and federal laws and regulations that apply to the subject matter of this Agreement.

13. Independent Contractor Status

Grantee and its contractors and employees are not employees of the MHCRC or the City of Portland and are not eligible for any benefits through the MHCRC, including without limitation, federal social security, health benefits, workers' compensation, unemployment compensation, and retirement benefits. GRANTEE will be responsible for any federal, state, or local taxes and fees applicable to payments hereunder.

13. Amendment

The Project Manager is authorized to amend the terms and conditions of this Agreement, provided such changes do not increase the Grant amount or the Commission's financial risks or change the purpose of the Grant. If approved, such amendments shall only be effective if in writing, and signed by duly authorized representatives of both Parties. Any change in the amount of the Grant funds or the financial risks under this Agreement must be approved by vote of the Commission.

14. Term of the Agreement

This Agreement becomes effective on July 1, 2021, unless Grantee fails to sign and return the Agreement to the Commission within thirty (30) days of Commission action to approve the Agreement, in which event this Agreement shall be null and void. The term of this Agreement is through, and including, April 30, 2023, unless extended or earlier terminated under the terms of this Agreement.

15. Early Termination of Agreement

This Agreement may be terminated prior to the expiration of its term by:

- (a) Written notice provided to Grantee from the Commission before any obligations are incurred; or
- (b) Mutual written agreement of the Parties.
- (c) Alternatively, the MHCRC may, upon thirty (30) days written notice, terminate this agreement for any reason deemed appropriate in its sole discretion.

Termination of this Grant shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination. However, upon receiving a notice of termination, Grantee shall immediately cease all activities under this Grant, unless expressly directed otherwise in writing from the Commission in the notice of termination. Further, upon termination, the Commission and/or Grantee shall deliver to the other party all works-in progress and other property that are or would be deliverables had the Grant been completed. Grantee shall be entitled to receive reasonable compensation as provided for under this Agreement for any satisfactory work completed up until the time of notice of termination.

16. Material Failure to Perform

The Project Manager may terminate this Agreement after determining that Grantee has failed to comply with any material term or condition of this Agreement. It shall be a material breach and cause for termination of this Agreement if Grantee uses grant funds outside the scope of this Agreement.

Notice and Opportunity to Cure. The Project Manager shall give Grantee written notice of the intent to terminate this Agreement, identifying the reasons for such action. Grantee shall have thirty (30) days from the date of the written notice to cure the breach. If the breach is of such nature that it cannot be completely cured by Grantee within the thirty (30) day period, then Grantee shall submit a cure plan to the Project Manager no later than fifteen (15) days from the date of the written notice. Grantee's cure plan shall include actions, steps, and a time period to cure the breach. Grantee must obtain written consent from the Project Manager to proceed with a cure plan under an extended cure period.

No Payment During Cure Period. During the cure period or extended cure period, the Commission is under no obligation to accept or pay invoices submitted by Grantee under this Agreement. Grantee shall not perform services or take actions that would require the Commission to pay grant funds to Grantee without the written consent of the Project Manager. Grantee shall not spend unused grant funds and such unused funds shall be solely held in trust for the Commission. Grantee shall be solely responsible for any expenses associated with cure of its noncompliance or failure to perform.

Cause for Termination. If Grantee fails to cure the material breach within thirty (30) days of the written notice of termination, or if Grantee does not receive consent from the Project Manager to proceed with a cure plan and executes the cure plan satisfactory to the Project Manager, then the Commission may, at its sole discretion, require Grantee to refund to the Commission any amounts improperly expended, any unexpended amounts or the full amount of Grant funds paid by the

Commission to Grantee for the Grant project in compliance with the terms and conditions of this Agreement.

17. Suspension of Work

The Project Manager may at any time give notice in writing to Grantee to suspend work and expenditure of funds provided under this Agreement. The notice of suspension shall specify the date of suspension and the estimated duration of the suspension. Grantee shall immediately suspend work and expenditure of funds to the extent specified. During the period of the suspension Grantee shall properly care for and protect all projects in progress including materials, supplies, and equipment that are on hand for performance of the Grant. The Project Manager may, at any time, withdraw the suspension of work as to all or part of the suspension in written, by electronic mail, notice to Grantee specifying the effective date and scope of withdrawal. Grantee shall then resume diligent performance of the work. In no event shall Grantee be entitled to any incidental or consequential damages because of suspension.

The causes for suspension of work include, but are not be limited to, Project Manager's concerns about Grantee's ability to complete the Grant in accordance with this Agreement or any other non-compliance with the Agreement.

18. Non-Discrimination

In carrying out activities under this Agreement, Grantee shall not discriminate against any employee or applicant for employment on the basis of race, color, religion, age, sex, marital or economic status, familial status, national origin, sexual orientation, disability or source of income. Grantee shall take actions to insure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, age, sex, marital or economic status, familial status, national origin, sexual orientation, or disability. Such action shall include but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Grantee shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, marital or economic status, familial status, national origin, sexual orientation, disability or source of income. In regard to carrying out activities under this Agreement, Grantee shall further not arbitrarily refuse to provide services to any person and shall not discriminate in offering services on the basis of race, color, religion, age, sex, marital or economic status, national origin, sexual orientation, disability or source of income.

19. Severability

Commission and Grantee agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.

20. Choice of Law and Choice of Forum

This Agreement shall be construed according to the laws of the State of Oregon, without regard to its provisions regarding conflict of laws. Any litigation between the Commission and Grantee arising under this Agreement or out of work performed under this Agreement shall occur, if in the state courts, in the Multnomah County court having jurisdiction thereof, and if in the federal courts, in the United States District Court for the State of Oregon.

21. Survival

As of the date of termination of this Agreement, any pre-existing unresolved claim or dispute by either Party, including but not limited to, money owed, performance due, or any other obligations of the Parties, that is the result of the other Party's performance or non-performance, will, by their terms, survive termination of this Agreement and will be resolved in accordance with the terms and conditions of this Agreement. All indemnity and unperformed obligations will survive termination of this Agreement. The obligation under Section 5 to submit a Final Report shall also survive termination of this Agreement.

22. Assignment

This Agreement or any interest therein may not be assigned or subcontracted without the prior written consent of the Project Manager. In the event of transfer without prior written consent, the Commission may refuse to carry out this Agreement with either the transferor or the transferee and yet retain and reserve all rights of action for any breach of contract committed by Grantee.

Notwithstanding Grantee's use of any subcontractor for performance of this Agreement, Grantee shall remain obligated for full performance hereunder, and the Commission shall incur no obligation other than its obligations to Grantee under this Agreement. Grantee agrees that if subcontractors are employed in the performance of this Agreement, the Grantee and its subcontractors are subject to the requirements and sanctions of ORS Chapter 656, Workers' Compensation.

23. Electronic Means

The parties agree the Commission and Grantee may conduct this transaction, including any contract amendments, by electronic means, including the use of electronic signatures.

24. Notice

Any notice provided for under this Agreement shall be sufficient if in writing and (1) delivered personally to the following addressee, (2) deposited in the United States mail, postage prepaid, certified mail, return receipt requested, (3) sent by overnight or commercial air courier (such as Federal Express), or (4) email addressed as follows, or to such other address as the receiving party hereafter shall specify in writing:

If to the Commission:

Attn: Rana DeBey, Project Manager:
Mt. Hood Cable Regulatory Commission
c/o City of Portland/ OCT
1120 SW 5th Ave, Suite 405

Portland, OR 97204
Email: rana@mhcrc.org

If to Grantee:

Attn: Sam Gaty
NW Documentary
205 NW 86th Ave
Portland, OR 97229
Email: sam@nwdocumentary.org

Any such notice, communication or delivery shall be deemed effective and delivered upon the earliest to occur of actual delivery, three (3) business days after depositing in the United States mail as aforesaid, one (1) business day after shipment by commercial air courier as aforesaid or the same day an email transmission is sent (or the first business day thereafter if sent on a Saturday, Sunday or legal holiday).

AGREEMENT FOR COMMUNITY TECHNOLOGY GRANT: Community Storytelling in Parkrose Project

GRANTEE: NW Documentary

BY: _____ Date: _____

Name: _____

Title: _____

MT. HOOD CABLE REGULATORY COMMISSION SIGNATURES:

By: _____ Date: _____
Mt. Hood Cable Regulatory Commission Chair

Approved as to Form:

By: _____ Date: _____
Mt. Hood Cable Regulatory Commission Attorney



Application

01422 - 2021 Community Technology Grants

01612 - Community Storytelling Project in Parkrose

Community Technology Grants

Status:	Submitted
Original Submitted Date:	05/07/2021 1:00 PM
Last Submitted Date:	05/24/2021 1:28 PM

Primary Contact

Feel free to edit your profile any time your information changes. [Create your own personal alerts using My Alerts.](#)

Name:	Mr.	Sam		Gaty
	Salutation	First Name	Middle Name	Last Name
Email:	sam@nwdocumentary.org			
Phone:*	503-227-8688			
	Phone		Ext.	
Title:	Executive Director			

Organization Information

Organization Name:	NW Documentary		
Organization Type:	Non-Profit Entity		
Tax ID			
Organization Address:	6 NE Tillamook		
City*	Portland	Oregon	97212
	City	State/Province	Postal Code/Zip
Phone:	503-227-8688		

Project Narrative

Total Grant Funds:	\$71,940.00
Total Match Funds:	\$139,000.00
Total Funds:	\$210,940.00
Proposed Technology	Video production equipment
Public Benefit Area	Improving Community Involvement
Project Purpose	

In defining the project purpose, applicants must:

We will pilot a new organizational structure to advance DEI goals for intentional community building

NW Documentary has been serving Portland since 2003. We offer workshops, access to equipment, and a welcoming community to anyone with a story to tell. Over the years we have seen the power and importance of storytelling and nonfiction storytelling in particular. Every film impacts the filmmakers, the film's subjects, and the community connected to the story. We believe that stories create community and that documentary filmmaking is a tool for building stronger communities.

Our goal has always been to make documentary filmmaking accessible to everyone. We offer cameras, mics, lights, and computers as well as a public workspace where people can drop in to find community and get support for their projects. NW Documentary has always served a diverse community but hasn't had the ability to intentionally build community. We have always had a permanent physical location and a side effect of that was that there was a geographic bias in who we are serving. Anyone was welcome but they had to learn about the organization and seek it out. In 2021 we are piloting a new structure for NW Documentary that will allow us to bring our services to new communities and be more intentional in how we build our own community.

We will bring NW Documentary's resources, workshops, and services into existing community spaces around the Metro area. We will embed NW Documentary in these spaces for two to three years before moving on to a new community. In partnership with these communities and neighboring organizations, we will help to surface and tell stories. We will bring our long-running DIY Documentary workshops* to enable members of these communities to tell their own stories. We will also invite our community of filmmakers to collaborate on an anthology film project centered around the partner community. We will seek out opportunities to work with youth from the community and help them make short documentary films. The culmination will be a diverse collection of short documentary films that will screen as a collection. We will organize screenings of these films within the community and throughout the city. We will distribute the films online and broadcast them on cable access channels.

We will also document the work as it is happening and create profiles of the filmmakers, the community, and the storytelling process. This material will become a monthly show that will be broadcast on cable access stations. We will continue to offer support to filmmakers as we always have making equipment generally available and offering a public edit lab and co-working space once it is safe to do so.

We will articulate and demonstrate the power that documentary film and nonfiction storytelling have to shape communities.

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We will bring our services to Parkrose neighborhoods and help use nonfiction storytelling to strengthen existing communities.

NW Documentary is going to start this work with a two-year project in the Parkrose Neighborhood. Parkrose High school is one of the most diverse high schools in the Metro Area and the Parkrose neighborhood does not have as many cultural resources as other parts of the city. Starting in September of 2021 NW Documentary will offer workshops and invite our community of filmmakers to create short documentary films. We are establishing partnerships with the high school and nonprofits in the area that serve high school students to create a youth program as well. The workshops and youth programs build on more than a decade of success in both of these areas. The Parkrose United Methodist Church has offered space for NW Documentary to use as a base of operations and public edit lab once it is safe to reopen. Andru Morgan is the Pastor of the church and has also been a very active member of NW Documentary's community. We will work in close collaboration with him and he will provide guidance and support as we develop our connections to the community. We have also reached out to Elevate Oregon* to develop our youth programs. Elevate Oregon offers support and mentorship to BIPOC youth in the Parkrose school district. We will develop a strategy for youth programs based on feedback from Elevate. Andru is working to secure camera equipment for the church that will remain in the community after NW Documentary's project is complete which will allow the community to continue to tell their own stories.

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We will create a more flexible and responsive public editing lab that allows us to better serve everyone.

Support from this grant will allow NW Documentary to upgrade our editing workstations and transition from desktop to laptop workstations. The laptop workstations respond to community preference observed over the last four years. The laptops will allow us to offer more flexible workstations meeting the physical needs of all members of our communities. The laptops will also allow NW Documentary to be more responsive and flexible in how and where we offer workshops and support. Up to date editing workstations are essential tools for this work. Not only will these upgraded computers allow filmmakers to work they will inspire filmmakers to work. Our ability to show up with professional tools allows NW Documentary to signal the depth of our support with actions rather than words. We believe that everyone should have access to tools that make the creative process as straightforward as possible.

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DIY Documentary workshops*

The DIY Documentary workshops are a series of workshops anchored by a 10-week hands-on workshop. Participants meet once a week to learn about the basics of documentary filmmaking while making a short documentary film of their own. The workshop starts out lecture-based and transitions to critique as participants bring in material from their projects. There is a series of workshops that support this core component. DIY Storyfinding is an exploratory workshop to help participants identify stories that might be interesting and feasible. DIY Storycraft is a writing workshop to help participants think more carefully about and plan for their documentary film. We plan to offer a follow-up to DIY Documentary focused on fine edit, sound design, color correction, and titles. These would run in sequence from Sep 2021 - Jun 2022. We expect 6 - 10 participants.

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Elevate Oregon*

We are in conversation with Elevate Oregon about what this workshop would look like. We will be adapting the curriculum that NW Documentary has developed in partnership with OMSI, Saturday Academy, and the Dougy Center. The workshop will be hands-on and project-centered making sure that students spend a lot of their time working with professional tools and crafting stories that they care about.

The current idea is to work with 6 student filmmakers who will profile 6 other students, following them over the course of the school year. Elevate Oregon would recruit the students and offer staff support.

(This field has a character limit of 7000)

Measurable Project Outcomes

What project outcomes (no more than four) do you hope to achieve for the identified community or targeted beneficiaries through the use of the proposed technology?

The MHCRC is interested in outcomes related to the use of the technology. You will be asked to report on progress made toward achieving these outcomes in your semi-annual grantee reports.

We expect to produce 120 - 180 mins of short documentary films about the Parkrose neighborhood to use in community screenings and broadcast on cable access channels. These short documentary films will be produced from the Anthology Film Project, the DIY Documentary Workshops, and the Youth Programs.

Between the anthology film project, the workshops, and the youth programs **we expect to work with 24 - 30 filmmakers.**

We will track and report demographic data about filmmakers, film subjects, project leaders, and community collaborators. We will compare this data to the demographics of the Parkrose neighborhood and Parkrose High School. We do not have specific demographic goals. The goal is to offer transparency, inspire conversation, and maintain records to track trends over time.

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The monthly behind-the-scenes show broadcast on cable access stations will provide an ongoing narrative record of the project. **We expect to produce 12 episodes of the show from Oct 2021 - Oct 2022.**

(This field has a character limit of 1500)

Evaluation Plan

How will you evaluate progress toward, and achievement of, the projects anticipated outcomes?

The evaluation plan should include evaluation questions, strategies or methodologies to collect data in order to answer the questions and steps to document findings and lessons learned, and should directly tie to the measurable outcomes listed above.

NW Documentary uses Airtable to manage our organization's data and keep records about filmmakers and their projects. All filmmakers participating in this project will register as filmmakers and enter their projects into this system either through an online form or in conversation with NW Documentary staff. They will be asked to share demographic data about themselves and about the subjects of their films. We will keep track of who they collaborate with to make sure that everyone is appropriately credited for their work. Tracking these kinds of collaboration will provide some additional insight into the community building as it is happening.

Specific data that we plan to collect using Airtable:

- we will track the number of filmmakers who contribute.
- We will collect demographic data about these filmmakers (age, race, gender, sexual identity, and filmmaking experience).
- We will track the number of projects started and the number that are finished.
- We will track the type of stories that are told
- We will also track the demographics of the subjects in the films.
- We will track collaboration and networking between the filmmakers and participants in the workshops.

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Once the films are completed NW Documentary will track the number of screenings including community screenings, theatrical screenings, film festival screenings, etc. The films will eventually live online.

NW Documentary will host the films on our Vimeo page, allowing for the films to be shared and embedded. We will continue to track the impact of the films with views, likes, and shares.

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We will be documenting the process as it is happening and will create and share stories about the storytellers and the storytelling process. This work will help to capture community building as it is happening.

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We currently have a show on Open Signal channels and plan to begin broadcasting on Metro East in 2021.

We expect to be contributing a program each month (Sept 2021 - Dec 2022) that includes material from behind the scenes. The finished films will either be included in these monthly shows in the fall of 2022 or we may see to create a special program to showcase the completed work.

(This field has a character limit of 2500)

Project Partners

A "Project Partner" is defined as an organization that supplies cash or in-kind resources and/or plays an active role in the planning and implementation of the project. You should present who your project partners are, their respective roles in the project, and specific contribution each partner will make to the project in the form of financial support, equipment, personnel, or other resources.

Please list project partners as confirmed or unconfirmed.

Please include a contact name & email address for each project partner listed. Staff will contact the project partner in order to verify the partnership.

NW Documentary is partnering with Parkrose United Methodist Church. The church is providing space for NW Documentary, grounding our work in the neighborhood. The pastor at Parkrose United Methodist has been part of NW Documentary's community for years and is developing a series of storytelling projects that will run parallel and in collaboration with NW Documentary's work in Parkrose.

Confirmed Partnership: Parkrose United Methodist Church. Contact: Andru Morgan andrumorgan@yahoo.com

Andru is the pastor and manager for Parkrose United Methodist Church. He is also a long-time member of NW Documentary and a close collaborator on this project. He brings a number of additional Parkrose contacts.

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NW Documentary is in conversation with Elevate Oregon about collaboration on a youth program. Elevate Oregon serves at-risk students in the Parkrose school district. The specific detail of how what this collaboration will look like will be worked out over the summer of 2021. We will begin working with Elevate Oregon's youth at the start of the school year in September of 2021.

Confirmed Interest: Elevate Oregon. Contact: PaulT@elevateoregon.org

Paul is the program director for Elevate Oregon. We are in conversation with him as we figure out the specific structure and schedule for this collaboration.

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NW Documentary is in conversation with a number of other organizations in the Parkrose neighborhood. We plan to find potential stories that we will share with filmmakers at the start of the anthology project. However, NW Documentary's goal for the anthology project is to give filmmakers as much creative control as possible. The diversity of filmmakers' perspectives only makes the final collection of films stronger, but we expect to be collaborating with many other organizations in the Parkrose area as the project develops.

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NW Documentary brings existing relationships with the Oregon Film Office, other filmmaking organizations, and theaters in Portland. We will work with these organizations to bring the Parkrose Storytelling Project to a wide audience in the city and region.

Unconfirmed / Previous collaborations: Oregon Film Office. Contact: Tim Williams tim@oregonfilm.org

This early in the process there haven't been any specific commitments from Oregon Film Office or other theaters but NW Documentary brings a history of collaboration with Hollywood Theater, Clinton Street Theater, Cinema 21, NW

Film Center, and others. Tim Williams at the Oregon Film Office can share details of the Canopy Stories screenings as well as other collaborations from the past.

(This field has a character limit of 3000)

PROJECT FEASIBILITY SECTION includes: Technical Design, Project Start/End Date, Implementation Plan and Project Budget (see Final Application Budget form)

Technical Design

The Technical Design should specify in detail the proposed technology and equipment to be employed; the rationale in selecting the particular technology; how the technical design supports the projects use of the community media center channels; and the plans for maintaining and upgrading the system or equipment in the future.

Thanks to a previous grant from MHCRC NW Documentary was able to update our cameras, mics, and lighting equipment.

This grant will allow NW Documentary to update our editing workstations and transition to laptop workstations rather than desktop workstations. Since 2019 we have seen a preference from filmmakers for laptops. 2020 has only highlighted the importance of having flexible lightweight editing workstations. Updating out laptops also makes these workstations more accessible. New computers include a growing number of accessibility features and laptops allow filmmakers to find workspaces that meet their physical needs for the long hours spent editing on computers.

NW Documentary has been using Apple computers for the last decade and our staff and community are very familiar with operating systems and software. Apple computers are also standard equipment used by documentary filmmakers and filmmaking professionals and we believe that it is important to make high-quality professional tools available to everyone with a story to tell. In addition to the laptops, we are requesting funds for a more powerful desktop workstation. The laptops are more than capable of handling video editing, however, there are some tasks like color correction, motion graphics, and final exports of films that need a more powerful computer. These tasks that require more powerful computers can take laptops out of use as they sit exporting films, and having the desktop workstation will help keep the laptops available for editing.

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As people return to public spaces NW Documentary will offer a public editing lab again. This creative coworking space will bring our community of filmmakers to the Parkrose neighborhood and helps form filmmaker networks.

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The laptop workstations and editing software will allow for the creation of films that will be broadcast on cable access stations. The laptops and editing software will also be used to produce the monthly making of the show that will be broadcast.

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NW Documentary has maintained a public edit lab for more than a decade making tools available to everyone with a story to tell. Once this project is complete NW Documentary will continue to make these computers available to new, emerging, and established filmmakers. The laptops will also allow for NW Documentary to bring our Youth Programs to more community spaces and more flexible collaborate and engage with other organizations serving youth.

We expect the laptops to have a 5 - 10 year life span. NW Documentary and our community has a good track record of keeping old machines in good

working order for a long time and we expect that these computers will have a long life as a community resource after this project. Short documentary films created on these machines will be included in the material that we broadcast on community access stations.

We expect the Mac Pro to have a long life span. This desktop is modular and upgradable and we expect to be able to offer this to our community members for 10 - 12 years. Documentary films created on these machines will be included in the material that we broadcast on community access stations. NW Documentary staff, as well as community members and volunteers, will help to maintain and upgrade the computers as needed.

(This field has a character limit of 5000)

Proposed Project Start and End Date:

Projects may include timelines of up to 18 months, and must wrap up by December 2022.

Proposed Start Date (month/year): Sept 2021

Proposed End Date (month/year): Dec 2022

Implementation Plan

The Implementation Plan should include major tasks and milestones in addition to detailed tasks needed to successfully implement the project..

GENERAL STORYTELLING PROJECT TIMELINE

From Sept 2021 through Aug 2022 NW Documentary will hold monthly meetings for the filmmakers. Filmmakers will offer updates on their projects, share footage, and get feedback and support. NW Documentary will check in with filmmakers outside of these meetings as well to help keep them on schedule, and offer support. New filmmakers from the Parkrose community taking the DIY workshops will be invited to join these meetings as well giving them a chance to learn from and connect with more established filmmakers.

Jul 2021 - Prep & Planning.

Aug 2021 - Start to recruit filmmakers. Start to promote DIY Workshops.

Sep 2021 - DIY Storycraft workshop starts. Anthology Filmmaking project starts. Youth program with Elevate Oregon starts.

Oct 2021 - DIY Doc workshop 1 starts.

Dec 2022 - Project evaluation 1. End of Year report.

Mar 2021 - DIY Doc workshop 2 starts.

Jun 2022 - Final edits of all films due. Project evaluation 2. Project data used in marketing materials.

Jul 2022 - Color, sound mixing, and titles for all films. Start planning screenings, marketing, outreach, and distribution.

Aug 2022 - Finalize screening plans. Start promotion for the screenings.

Sep 2022 - Community screenings.

Oct 2022 - Community screenings. Broadcast films on cable access channels.

Nov 2022 - Community screenings. Broadcast films on cable access channels. Films available for online streaming.

Dec 2022 - Complete project evaluation 3. Surveys and final report completed. Broadcast films on cable access channels.

-

PROJECT EVALUATION TIMELINE

Airtable will be used to collect and store data about the filmmakers and projects throughout. This data will be used to track diversity goals and to create reports in Dec 2021, Jun 2022, and Dec 2022.

-

DIY DOCUMENTARY SHOW

Sep 2021 - Sep 2022 NW Documentary will produce a monthly show broadcast on cable access channels that profiles the filmmakers and their projects. A behind-the-scenes look at documentary filmmaking and storytelling.

(This field has a character limit of 2000)

Budget Narrative

Budget Narrative

Personnel Total Grant Request \$0.00 Total Match \$110,000

\$70,000 matching - NW Documentary Admin will track the project's budget and timeline; will make equipment purchases; will track and manage equipment; will establish and maintain relationships with community partners; will hire and manage the project admin and instructors; will assist with the creation of behind-the-scenes documentation; will provide services and support to ensure the success of the project; and will complete final reports and assessments. (Cost estimate is based on 2/3 of \$50,000 salary over two years.)

\$25,000 matching - Parkrose Anthology Film Manager will recruit and manage filmmakers; will run monthly meetings for filmmakers; will create behind-the-scenes documentaries; will work with NW Documentary Admin to ensure the success of the project; and will organize the community screenings and the distribution plan for the films. (Cost estimate based on a part-time position for 12 months at \$25,000.)

\$10,000 matching - Youth Program Teachers will prepare for the classes ahead of time; will mentor and coach students; will be available to help students work on stories and technical issues during specific hours; and will help students complete their projects. (Cost estimate based on 200 hours of instruction and support at \$50 an hour over 9 months.)

\$5,000 matching - Parkrose DIY Workshop Instructors will prepare for the classes ahead of time; will teach the DIY Documentary workshops; will be available to help students work on stories and technical issues during office hours. (Cost estimate based on 100 hours at \$50 an hour over 5 months of weekly workshops.)

-

Education and Training Total Grant Request \$0.00 Total Match \$0.00

None

-

Travel Total Grant Request \$0.00 Total Match \$0.00

None

-

Contractual Total Grant Request \$0.00 Total Match \$22,500.00

\$12,000 matching - Rent & Utilities - 16 months of space and utility donated by Parkrose United Methodist Church. Est at \$750 per month.

\$7,500 matching - Finishing Funds will cover color correction, sound mix, titles, and other costs associated with making the films ready for theatrical screenings, community events, and distribution online. (Estimated cost based on prices from a previous anthology film project.)

\$3,000 matching - Event Coordinating will cover the cost of event planning and marketing for community screenings.

-

Equipment Total Grant Request \$66,000.00 Total Match \$0.00

\$40,000 requested - Macbook Pro Laptops x 10. (10 laptops at \$4,000 each)

\$3,000 requested - Portable Monitors x 5 (5 monitors at \$600 each)

\$1,500 requested - Pelican Cases x 10 (10 hardshell cases to protect laptops at \$150 each)

\$800 requested - Laptop Sleeves x 10 (10 sleeves to protect laptops at \$80 each)

\$3,400 requested - External Harddrives x 20 (20 external hard drives at \$170 each)

\$100 requested - External Harddrive Case x 10 (10 protective cases for external hard drives at \$10 each)

\$11,000 requested - Mac Pro Desktop x 1 (1 desktop workstation at \$11,000 each)

\$6,000 requested - Mac Monitor x 1 (1 desktop workstation monitor at \$6,000 each)

\$200 requested - Adaptors x 10 (10 USB adaptors for laptops at \$20 each)

-

Infrastructure / Facilities Construction Total Grant Request \$0.00 Total Match \$0.00

None

-

Miscellaneous Total Grant Request \$5,940.00 Total Match \$2,500.00

\$5,940 requested - Adobe Create Suite annual licenses for Adobe software on the 11 grant-funded workstations.

\$2,500 matching - Event Costs will cover rental costs (venue, screens, AV equipment, outhouses, etc) for community screenings.

-

Overhead Total Grant Request \$0.00 Total Match \$4,000.00

\$4,000 matching - Insurance

-

Line Item Budget

Cost Category	Grant Funds	Match Amount	Project Total
Personnel	\$0.00	\$110,000.00	\$110,000.00
Education and Training	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00
Contractual	\$0.00	\$22,500.00	\$22,500.00

Equipment	\$66,000.00	\$0.00	\$66,000.00
Infrastructure/Facilities Construction	\$0.00	\$0.00	\$0.00
Miscellaneous	\$5,940.00	\$2,500.00	\$8,440.00
Overhead	\$0.00	\$4,000.00	\$4,000.00
Totals	\$71,940.00	\$139,000.00	\$210,940.00

Supplemental Material Attachments

Final Application Signature

Signature of Duly Authorized Representative

Sam Gaty

Date

04/15/2020

Title

Executive Director

Phone

503-881-5535

E-mail

sam@nwdocumentary.org