

GRANT AGREEMENT NO.

This Grant Agreement is between the Mt. Hood Cable Regulatory Commission (“COMMISSION”) and NW Documentary (or “GRANTEE”) in an amount not to exceed \$47,968 for the “Upgrading Cameras to Support Live Storytelling Events” project.

RECITALS:

1. GRANTEE submitted a grant application for the FY 2023-24 Community Technology Grants Program competitive grants process and following COMMISSION review, was recommended for funding.
2. The COMMISSION now desires to award a grant to GRANTEE in an amount not to exceed \$47,968.

THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

ARTICLE I – SCOPE OF WORK/OUTCOME MEASURES

GRANTEE agrees to implement the “Upgrading Cameras to Support Live Storytelling Events” project as described in ATTACHMENT A: Scope of Work/Grant Application, which by this reference are incorporated herein and made a part hereof. GRANTEE shall not use the Grant funds for any purposes other than those set forth in Attachment A.

ARTICLE II – AGREEMENT PERIOD

This Agreement becomes effective on April 1, 2024, 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, May 30, 2025, unless extended or earlier terminated under the terms of this Agreement.

ARTICLE III – SPECIFIC CONDITIONS OF THE GRANT

- A. **Publicity:** During the term of this Grant Agreement, GRANTEE shall use its best efforts to mention the COMMISSION’s grant funding in publicity regarding the program(s) that will be supported by the grant funds.

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.

- B. **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 for six (6) years after COMMISSION makes final grant payment, GRANTEE has made final report, or the termination date of this Agreement, whichever is later. GRANTEE shall provide COMMISSION prompt access to these records upon request and permit copying as COMMISSION may require.

- C. COMMISSION Grant Manager: COMMISSION hereby appoints Rana DeBey to act as its Project Manager with regard to this Agreement. COMMISSION may, from time to time, designate another person to act as the Commission Project Manager and will inform GRANTEE in writing of any change in Project Manager.

Attn: Rana DeBey, Project Manager:
Mt. Hood Cable Regulatory Commission
c/o City of Portland
Bureau of Planning & Sustainability
1810 SW 5th Ave, Suite 710
Portland, OR 97201
Email: rana.debey@portlandoregon.gov

- D. GRANTEE Project Manager: GRANTEE hereby appoints Sam Gaty to act as its Project Manager regarding this Agreement. GRANTEE may, from time to time, designate another person to act as the GRANTEE Project Manager and will inform COMMISSION in writing of any change in Project Manager.

Sam Gaty
Executive Director
NW Documentary
850 SE 3rd Ave, Suite 405
Portland, OR 97214
(503) 227-8688
sam@nwdocumentary.org

- E. Payment: The COMMISSION Project Manager is authorized to approve work, billings, and invoices submitted pursuant to this grant and to carry out all other COMMISSION actions referred to herein in accordance with this Agreement.
- F. 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 April 1, 2024 through October 31, 2024; November 1, 2024 through March 31, 2025. 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 April 30, 2025.

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. Reported expenses will be charged against the advanced funds and will be made after review and approval of the status reports.

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.

- G. 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.

ARTICLE IV -- PAYMENTS

- A. The amount of this grant award is \$47,968. 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 disburse an advance payment to the Grantee in the amount of \$47,968, as specified in the invoice, within thirty (30) days after receipt of the invoice.
- B. GRANTEE shall submit the invoice online through the COMMISSION's online grants management system using the status report module, and 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.
- C. GRANTEE agrees to operate the program as described in the GRANTEE's grant application and to expend funds in accordance with the approved budget, unless the GRANTEE receives prior written approval from the COMMISSION'S Grant Manager to modify the program or the budget.

- D. If for any reason GRANTEE receives a grant payment under this Grant Agreement and does not use grant funds, provide required services or take any actions required by the Grant Agreement the COMMISSION may, at its option terminate, reduce or suspend any grant funds that have not been paid and may, at its option, require GRANTEE to immediately refund to the COMMISSION the amount improperly expended or received by GRANTEE.
- E. Grant payments under this Agreement may be used only to provide the services or take the actions listed previously in this Grant Agreement and shall not be used for any other purpose.
- F. If, for any reason, GRANTEE's anticipated services or actions are terminated, discontinued or interrupted, the COMMISSION's payment of funds under this grant may be terminated, suspended or reduced.
- G. The majority of expenditures (a minimum of 90%) made from Grant funds for Grant project capital costs must be made at least sixty (60) days prior to the expiration of this Agreement.
- H. 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.
- I. GRANTEE will keep vendor receipts and evidence of payment for materials and services and time records and evidence of payment for program wages, salaries, and benefits, and GRANTEE services. All such receipts and evidence of payments will promptly be made available to the Grant Manager or other designated persons, upon request. At a minimum, such records shall be made available and will be reviewed as part of the annual monitoring process.
- J. 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 Commission code.
- K. Prevailing wage indemnity. GRANTEE AGREES TO INDEMNIFY, DEFEND, AND HOLD HARMLESS COMMISSION, 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.

ARTICLE V -- GENERAL GRANT PROVISIONS

- A. Cause for Termination; Cure. It shall be a material breach and cause for termination of this Agreement if GRANTEE uses grant funds outside of the scope of this Agreement, or if GRANTEE fails to comply with any other term or condition or to perform any obligations under this Agreement within thirty (30) days after written notice from COMMISSION. If the breach is of such nature that it cannot be completely remedied within the thirty (30) day cure period,

GRANTEE shall commence cure within the thirty (30) days, notify COMMISSION of GRANTEE's steps for cure and estimated time table for full correction and compliance, proceed with diligence and good faith to correct any failure or noncompliance, and obtain written consent from COMMISSION for a reasonable extension of the cure period.

- B. No Payment or Further Services Authorized During Cure Period. During the cure period, COMMISSION is under no obligation to continue providing additional grant funds notwithstanding any payment schedule indicated in this Agreement. GRANTEE shall not perform services or take actions that would require COMMISSION to pay additional grant funds to GRANTEE. GRANTEE shall not spend unused grant funds and such unused funds shall be deemed held in trust for COMMISSION. GRANTEE shall be solely responsible for any expenses associated with cure of its noncompliance or failure to perform.
- C. Termination for Cause. Termination for cause based on GRANTEE's misuse of grant funds shall be effective upon notice of termination. Termination for cause based on failure to comply or perform other obligations shall be effective at the end of the 30-day period unless a written extension of cure period is granted by COMMISSION. GRANTEE shall return all grant funds that had not been expended as of the date of the termination notice. All finished or unfinished documents, data, studies, and reports prepared by GRANTEE under this Agreement shall, at the option of COMMISSION, become the property of COMMISSION; and GRANTEE may be entitled to receive just and equitable compensation for any satisfactory work completed on such documents up until the time of notice of termination, in a sum not to exceed the grant funds already expended.
- D. Penalty for Termination for Cause. If this Agreement is terminated for cause, COMMISSION, at its sole discretion, may seek repayment of any or all grant funds tendered under this Agreement, and decline to approve or award future grant funding requests to GRANTEE.
- E. Termination by Agreement or for Convenience of Commission. COMMISSION and GRANTEE may terminate this Agreement at any time by mutual written agreement. Alternatively, COMMISSION may, upon thirty (30) days written notice, terminate this agreement for any reason deemed appropriate in its sole discretion. If the Agreement is terminated as provided in this paragraph, GRANTEE shall return any grant funds that would have been used to provide services after the effective date of termination. Unless the Parties agree otherwise, GRANTEE shall finish any work and services covered by any grant funds already paid and shall not commence any new work or services which would require payment from any unused grant funds.
- F. Changes in Anticipated Services. If, for any reason, GRANTEE's anticipated services or actions are terminated, discontinued or interrupted, COMMISSION's payment of grant funds may be terminated, suspended or reduced. GRANTEE shall immediately refund to COMMISSION any unexpended grant funds received by GRANTEE.
- G. Amendment. The Grant Manager is authorized to execute amendments to the scope of the services or the terms and conditions of this Agreement, provided the changes do not increase COMMISSION's financial risk. Increases to the grant amount must be approved by the COMMISSION unless the COMMISSION

delegated authority to amend the grant amount authorizing this Agreement. Amendments to this Agreement, including any increase or decrease in the grant amount, must be in writing and executed by the authorized representatives of the Parties and approved to form by the COMMISSION's Attorney.

- H. Non-discrimination; Civil Rights. In carrying out activities under this Agreement, GRANTEE shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, handicap, familial status, sexual orientation or national origin. GRANTEE shall take actions to ensure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, age, handicap, familial status, sexual orientation or national origin. Actions 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 post in conspicuous places, available to employees and applicants for employment, notices, which state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin. GRANTEE shall incorporate the foregoing requirements of this section in all other agreements for work funded under this Agreement, except agreements governed by Section 104 of Executive Order 11246.

- I. Audit. COMMISSION, either directly or through a designated representative, may conduct financial or performance audit of the billings and services under this Agreement or GRANTEE records at any time during this Agreement and during the six (6) year period established above in Article III.B. As applicable, audits will be conducted in accordance with generally accepted auditing standards as promulgated in *Government Auditing Standards* by the Comptroller General of the United States General Accounting Office. If an audit discloses that payments to GRANTEE exceeded the amount to which GRANTEE was entitled, then GRANTEE shall repay the amount of the excess to COMMISSION.

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.

- J. Indemnification. GRANTEE shall hold harmless, defend, and indemnify COMMISSION, 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.

- K. Grantee's Contractor; Non-Assignment. If GRANTEE utilizes contractors to complete its work under this Agreement, in whole or in part, GRANTEE shall require any of its contractors to agree, as to the portion contracted, to fulfill all obligations of the Agreement as specified in this Agreement. However, GRANTEE shall remain obligated for full performance hereunder, and COMMISSION shall incur no obligation other than its obligations to GRANTEE hereunder. This Agreement shall not be assigned or transferred in whole or in part or any right or obligation hereunder, without prior written approval of COMMISSION.
- L. Independent Contractor Status. GRANTEE, and its contractors and employees are not employees of COMMISSION and are not eligible for any benefits through COMMISSION, 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.
- M. Oregon Laws and Forum. This Agreement shall be construed according to the laws of the State of Oregon without regard to its provisions regarding conflicts of law. Any litigation between COMMISSION and GRANTEE arising under this Agreement or out of work performed under this Agreement shall occur in Multnomah County court having jurisdiction thereof, and if in the federal courts, in the United States District Court for the State of Oregon.
- N. Compliance with Law. GRANTEE and all persons performing work under this Agreement shall comply with all applicable federal, state, and local laws and regulations, including reporting to and payment of all applicable federal, state and local taxes and filing of business license. If GRANTEE is a 501(c)(3) organization, GRANTEE shall maintain its nonprofit and tax-exempt status during this Agreement.
- O. 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.
- P. No Other Obligations: 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.
- Q. Merger. This Agreement contains the entire agreement between COMMISSION and GRANTEE and supersedes all prior written or oral discussions or agreements. There are no oral or written understandings that vary or supplement the conditions of this Agreement that are not contained herein.
- R. Third Party Beneficiaries. There are no third-party beneficiaries to this Agreement and may only be enforced by the Parties.

- S. Electronic Transaction; Counterparts. The Parties agree that they may conduct this transaction, including any amendments, by electronic means, including the use of electronic signatures. This Agreement, and any amendment, may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute a single instrument.
- T. NOTICE: Notices to Grantee under this Grant Agreement shall be sent to GRANTEE at the following address:

Sam Gaty
Executive Director
NW Documentary
850 SE 3rd Ave, Suite 405
Portland, OR 97214
(503) 227-8688
sam@nwdocumentary.org

NOTICE: Notices to Grantor under this Grant Agreement shall be sent to COMMISSION at the following address:

Attn: Rana DeBey, Project Manager:
Mt. Hood Cable Regulatory Commission
c/o City of Portland
Bureau of Planning & Sustainability
1810 SW 5th Ave, Suite 710
Portland, OR 97201
Email: rana.debey@portlandoregon.gov

SIGNATURES:

COMMISSION

GRANTEE

Name: Julia DeGraw
Title: Chair,
Mt. Hood Cable
Regulatory Commission
(MHCRC)

Name: Sam Gaty
Title: Executive Director
NW Documentary

Date: _____

Date: _____

APPROVED AS TO FORM:

Commission Attorney,
Mt. Hood Cable Regulatory
Commission (MHCRC)

25404 - Upgrading cameras to support Immigrant Storytelling Project's Live Storytelling events

Application Details

Funding Opportunity: 25009-2024 Community Technology Grants
Funding Opportunity Due Date: Jun 30, 2024 8:09 AM
Program Area: Community Technology Grants
Status: Submitted
Stage: Final Application

Initial Submit Date: Feb 12, 2024 10:20 AM
Initially Submitted By: Sam Gaty
Last Submit Date: Mar 4, 2024 10:57 AM
Last Submitted By: Sam Gaty

Contact Information

Primary Contact Information

Active User*: Yes
Type: External User
Name: Mr. Sam Gaty
Salutation First Name Middle Name Last Name
Title: Executive Director
Email*: sam@nwdocumentary.org
Phone*: (503) 227-8688 Ext. Phone

Fax: ### ### ####

Organization Information

Status*: Approved
Organization Name*: NW Documentary
Organization Type*: Non-Profit Entity
Tax Id:
Organization Website:
Address*: 6 NE Tillamook

Portland Oregon 97212
City State/Province Postal Code/Zip

Phone*: (503) 227-8688 Ext. ### ##-####
Fax: ### ##-####

FY21-22 Final Application Project Narrative

Project Narrative

Total Grant Funds: \$47,968.00
Total Match Funds: \$79,000.00
Total Funds: \$126,968.00
Proposed Technology: Video production equipment
Public Benefit Area: Improving Service Delivery
Select which jurisdiction(s) your project will serve: Portland
Please select the size of your organization's total operating budget: Less Than \$500,000

In defining the project purpose, applicants must:

- Define a specific need or problem. This includes clearly defining the community or beneficiaries you intend to impact.
- Propose a credible solution and achievable means of addressing identified needs or problems. How will use of the technology address your identified public benefit area and serve your identified community or targeted beneficiaries?
- Describe how you plan to integrate DEI measures into your project, or alternatively, how your project is supported by DEI-focused work within your organization as a whole.

Project Purpose:

The purpose of this project is to support and improve NW Documentary's (NW Doc) collaboration with The Immigrant Story Project (ISP). This collaboration started in 2018 when NW Doc and ISP co-produced a linked series of five short documentary films about survivors of genocide who now live in the Portland Metro Area. These films were produced during COVID in 2019 and premiered as part of a museum exhibit at the Oregon Jewish Museum at the end of 2020. Each of the five films was created by a different filmmaking team from NW Doc's community of filmmakers. The films work as a collection and as independent short films.

At the same time NW Doc supported ISP live storytelling events. These events were inspired by the Moth and Ted Talks. ISP worked with immigrants and story coaches in the Portland Metro Area. These live events started out in churches but moved to high schools and small theaters, and are now hosted at significant civic auditoriums in the area. The events are free to the public and mix live storytelling and live music performed by local immigrant musicians.

For NW Doc the collaboration with the ISP has been important for two primary reasons. It meets our mission and DEI goals by expanding the communities we serve and introducing new communities to our resources and workshops. The work also creates opportunities for emerging filmmakers to learn by working on meaningful projects. We have created paid work for filmmakers in both the live event recording and the short documentary series.

The problem we are seeking to address with this grant is to upgrade our equipment to meet the growing ambition of the ISP. In fall of 2024 the ISP live storytelling event will be held at the Newmark Theater downtown Portland. This is a marker of the impressive growth ISP has achieved for their live storytelling events. The founder and executive director has a clear vision for the standard of video production he wants to achieve. ISP has limited resources and NW Doc is able to provide video production services at an accessible rate. However, the live events are recorded in low light conditions with the cameras set far away from the performers. High-quality cameras and fast camera lenses are needed to capture the event as desired. This grant will enable NW Doc to secure the right equipment and work with ISP to create consistent production standards going forward.

Part of NW Doc's DEI development of this collaboration has been to find a project lead who is from the immigrant community and who has the filmmaking skills to deliver. In 2023 NW Documentary brought in Jesus Contreras an existing member of our filmmaking community to be the

director of this production. We have identified camera systems that Jesus is comfortable with that meet ISP requirements.

This grant is focused on the two live storytelling events scheduled for 2024, in May and September. The first event will highlight stories of Asian American Immigrants and feature music by the Minodoka Swing Band. The second event is planned to highlight stories of Latin American immigrants, the musical performance is TBD.

We have already talked with ISP about their plans for 3 live storytelling events in 2025 and plan to support those events as well. However, there aren't concrete plans for those events yet and we have decided not to include them in the timeline of this grant. This equipment purchased through this grant would continue to serve the collaboration beyond 2024.

NW Documentary has a long-running show at Open Signal – the DIY Doc Show - and the recordings from these live events will be included in that. It is also possible that broadcast special programs could be created and aired on community broadcast stations. This would be done in consultation with ISP.

Both of our organizations believe in the power of storytelling and the importance of uplifting stories from marginalized communities. We are proud of the work NW Doc has done to support ISP as it has grown and this grant would allow us to continue to ISP's growth and ambition.

(This field has a character limit of 10,000)

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.

Measurable Project Outcomes:

Video Output

Qty	Item	Mns	Total Mns
8	Videos of each storyteller's live performance	10	80
2	Videos of live musical performances	30	60
4	Show for broadcast	28	112

Service Delivery

1. We will get survey ISP and use results as a benchmark for our performance on the grant-funded project. Goals:
 - 50% + improvement in image quality
 - 25% + improvement in satisfaction with workflow

2. We will get data from ISP for online views of the videos. ISP has set goals for online views as follows:

- 1k + views per storytelling video
- 10k + view per musical video

(This field has a character limit of 1500)

How will you evaluate progress toward, and achievement of, the project's 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.

Evaluation Plan:

Spring Live Storytelling Event

March	ISP will pair storytellers and coaches in March to work on their narrative and performance.
April	NWDoc will have regular meetings with ISP and Jesus Contreras to plan for the shoot and work out technical details including camera placement and lighting.
May	NWDoc will confirm camera crew. Live event will take place and NWDoc will record the event
June	Editing of May live event recording will be completed, including audio mix, color correction, and graphics. Final videos will be delivered to ISP ready to publish online. Broadcast dates will be set in consultation with ISP.

Fall Live Storytelling Event

July	ISP will pair storytellers and coaches in March to work on their narrative and performance.
August	NWDoc will have regular meetings with ISP and Jesus Contreras to plan for the shoot and work out technical details including camera placement and lighting.
September	NWDoc will confirm camera crew. Live event will take place and NWDoc will record the event
October	Editing of May live event recording will be completed, including audio mix, color correction, and graphics. Final videos will be delivered to ISP ready to publish online. Broadcast dates will be set in consultation with ISP.

Each live event will have an audience of 200+ These events are free to the general public and are meant to serve not only the communities the storytellers come from but also the general public who attend the events. The videos are then shared on the Immigrant Stories YouTube channel. We will use Immigrant Story reports to track community impact and engagement with the final video project.

NW Documentary is most concerned with delivering videos that meet or exceed the standards and expectations of Immigrant Stories leadership. Surveys before and after each live event to capture expectations and feedback on process and results.

- Regular pre-production meetings with Sankar Raman of Immigrant Stories
- Regular pre-production meetings with Jesus Contreras

(This field has a character limit of 2500)

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.

Project Partners:

This project supports the work of **the Immigrant Story Project**. The Immigrant Story Project works with immigrants, living in the Portland Metro Area, to tell their stories. This starts with interviews that become written stories and podcasts. The work expands to include photography, live storytelling, live music, and video productions.

NW Documentary has been working with and supporting the Immigrant Story Project 2019 and will record the live events and create videos that can be shared with a wider audience, bringing the stories from the live events to audiences around the state at screenings and to a national and global audience online.

The Immigrant Story Project is led and was founded by immigrants. NW Documentary serves this community through consultation and on-going support to help them realize their mission and vision.

NW Documentary has worked to find a filmmaking team, led by **Jesus Contreras**, that is authentically connected to the immigrant experience. Jesus is a filmmaker from Mexico City. We are proud to support his work, and will look for ways this project can support the work of the careers

of emerging filmmakers.

(This field has a character limit of 3000)

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

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 project's use of the community media center channels; and the plans for maintaining and upgrading the system or equipment in the future.

Technical Design:

We have worked with our community partners in identifying camera systems that are a good fit.

- Jesus Contreras our, filmmaking partner for this project, recommends the camera systems selected.
- These cameras are also on Netflix's list of approved cameras which satisfies Immigrant Story Project's concerns about camera quality.

NW Documentary currently maintains an equipment library. These camera kits would become part of that. They would be available to our community of filmmakers in the future and any future Immigrant Story Projects will be given priority use of the equipment.

Immigrant Story Live currently has 4 live events planned for 2025.

(This field has a character limit of 5000)

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Proposed Project Start and End Date:

Projects may include timelines of up to 2 years.

Proposed Start Date (month/year): April 2024

Proposed End Date (month/year): April 2025

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

Implementation Plan:

First Performance

- **April – May 2024.** Work with Sankar Ramen, Executive Director of Immigrant Story Project, to finalize plans for the video shoot.
 - Recruit and confirm the camera crew for May 11th shoot.
 - Purchase equipment

- **May 11th 2024 at Reser Theater** I am an American Live. “Stories of Exclusion and Belonging”
 - 4 stories from Asian American women plus a live performance by the Minedoka Swing Band
- **May – July 2024.** Work with Jesus Contreras / other editors to complete editing and post-production.

Second Performance

- **August – September 2024.** Work with Sankar Ramen, Executive Director of Immigrant Story Project, to finalize plans for the video shoot.
 - Recruit and confirm the camera crew for Sept 14th shoot.
- **September 14th 2024 - Newmark Theater.** Immigrant Story Live “Sense of Belonging”
 - Centering Latin American stories, at least 1 DACA story. Live musical performance, possibly Edna Vasquez
- **Sept – Nov 2024.** Work with Jesus Contreras / other editors to complete editing and post-production.

We will be in conversation with Sankar about when to broadcast the programs on cable access. Online distribution of the films will be managed by Immigrant Story Project.

We expect that the first performance will be broadcast on cable access partner channels in August 2024, and the second will be broadcast in January 2025

(This field has a character limit of 3000)

Supplemental Material Attachments

Description	File Name	Type	Size	Upload Date
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No files attached.

FY20-21 Application Budget Correct

Budget Narrative

Budget Narrative:

Grant Funds – Itemized Equipment List

Items	Qty	Cost	Total
Canon EOS C70	2	\$5,500.00	\$11,000.00
Canon EOS R5 C	2	\$4,300.00	\$8,600.00
EF to RF adapter	4	\$150.00	\$600.00
EF Rokinon Prime Lens Kit (6 Lens)	2	\$3,500.00	\$7,000.00
RF Canon Zoom Lens 70 - 200	2	\$2,800.00	\$5,600.00
RF Canon Zoom Lens 28 - 79	2	\$2,599.00	\$5,198.00
Tripods	4	\$150.00	\$600.00
Pelican Hard Case	2	\$250.00	\$500.00
C70 Battery (BP-A30)	6	\$250.00	\$1,500.00
C70 Battery Battery Charging Station	2	\$250.00	\$500.00
R5 Battery (LP-E6N)	8	\$79.00	\$632.00
R5 Battery Charging Station	4	\$55.00	\$220.00
UV Filter	16	\$80.00	\$1,280.00
Polarizing Filter	8	\$55.00	\$440.00
EF Canon Zoom Lens 100 - 400	1	\$2,399.00	\$2,399.00
RF Canon Zoom Lens 200 - 800	1	\$1,899.00	\$1,899.00
			\$47,968.00

No grant funds are requested for other categories (Personnel, Education and training, Travel, Contractual, Infrastructure/Facilities/Construction), Miscellaneous, Overhead).

Matching Funds

<i>Category</i>	<i>Est. Cost Per Show/Details</i>	<i>Qty</i>	<i>Total</i>	<i>Source</i>
Personnel	\$6,000.00	2	\$12,000.00	NWDoc

- Sam Gaty. NW Documentary, Executive Director.
 - Est 120 hours per show at \$50 an hour
 - Equipment research, purchase, intake, and maintenance.
 - Project administration (budget, filmmaker recruitment, communication, grant reports)
 - Project oversight:
 - Pre-production planning with Sankar Ramen, Immigrant Story, Executive Director
 - Post-production supervision

Education & Training	\$0.00	0	\$0.00	
Travel	\$0.00	0	\$0.00	
Contractual Total	\$30,000	2	\$60,000.00	
Contractual Item 1	\$21,000	2	\$42,000.00	ISP

- **Immigrant Stories Event Production.**

- Sankar Ramen provided the est. cost for each show as between \$20K - 25K
 - This includes: storyteller recruitment, storyteller coaches, administrative, logistical, and marketing costs, venue rental / donation, staff for live events, fees for musicians, etc)
 - The cost of video was included in the estimate. Immigrant Stories has typically paid between \$2,000 - \$5,000 for this work. NW Documentary and our filmmaker community has donated the remaining expense.
 - We have broken the video production cost as separate below.

Contractual Item 2	\$2,000	2	\$4,000.00	ISP
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- **Video Production**

- Jesus Contreras and 3-person crew to run cameras on the day of the event.
 - Estimated at \$500 day rate per crew member

Contractual Item 3	\$7,000	2	\$14,000.00	NWDoc
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- **Video Post-Production**

- 14 days of post-production including, data management, editing, sound mixing, color correction, and graphics. Estimated at \$500 day rate.

Infrastructure/Facilities Construction	\$0.00	0	\$0.00	
Miscellaneous	\$0.00	0	\$0.00	
Overhead	\$3,500.00	2	\$7,000.00	NWDoc

- **Editing Work Station & Software \$3500**

Line Item Budget

Cost Category	Grant Funds	Match Amount	Project Total
Personnel	\$0.00	\$12,000.00	\$12,000.00
Education and Training	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00
Contractual	\$0.00	\$60,000.00	\$60,000.00
Equipment	\$47,968.00	\$0.00	\$47,968.00
Infrastructure/Facilities Construction	\$0.00	\$0.00	\$0.00
Miscellaneous	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$7,000.00	\$7,000.00
Total	\$47,968.00	\$79,000.00	\$126,968.00

Signature Page

Final Application Signature

Signature of Duly Authorized Representative*: Samuel K Gaty

Date*: 02/12/2024

Title*: Executive Director

Phone*:

503-881-5535

E-mail*:

sam@nwdocumentary.org