

GRANT AGREEMENT NO.

This Grant Agreement is between the Mt. Hood Cable Regulatory Commission (“COMMISSION”) and Portland State University (or “GRANTEE”) in an amount not to exceed \$63,730 to support the Sub-Basement Studios: Supporting Women in Cinematography project.

RECITALS:

1. GRANTEE submitted a grant application for the FY 2024-25 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 \$63,730.

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 Sub-Basement Studios: Supporting Women in Cinematography 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 June 1, 2025, 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, September 30, 2026, 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 Reaz Mahmood 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.

Attn: Reaz Mahmood
Coordinator of Student Media
c/o Portland State University
PO Box 751 (SPA)
Portland, OR 97207-0751
email: reaz@pdx.edu

With a copy to:

Attn: Rebecca Lockwood
Award Acceptance Manager
c/o Portland State University
PO Box 751 (SPA)
Portland, OR 97207-0751
email: awards@pdx.edu

- 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 June 1, 2025 through November 30, 2025; December 1, 2025 through May 31, 2026. 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 August 15, 2026.

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 \$63,730. This is a cost reimbursable grant, meaning GRANTEE will only be reimbursed for eligible expenses incurred. The COMMISSION will pay GRANTEE the amount of the invoice within thirty (30) days of the approval date.
- B. GRANTEE shall use its best efforts to submit invoices for grant-funded expenses incurred in any July 1 - June 30 period (the Commission's fiscal year) to the COMMISSION according to the following timeline in each year of the grant in which expenses occur:

1. In fiscal year Quarter 1 (July 1 - September 30), Quarter 2 (October 1 - December 30) and Quarter 3 (January 1 - March 31), submit invoices incurred during a quarter no later than 45 days after the close of each fiscal quarter.
 2. In fiscal year Quarter 4 (April 1-June 30), provide an estimate of anticipated grant-funded expenses incurred during the month of June by June 25, and an invoice for any grant-funded expenses incurred in the month of June by August 15.
 3. Alternative invoicing schedules are allowed in agreement with the COMMISSION's Grant Manager and Grantee.
- C. GRANTEE shall submit the invoice online through the COMMISSION's online grants management system using the status report module and guidance provided by the Grant Manager, for actual capital costs incurred by GRANTEE related to the approved Grant budget. The invoice, uploaded as an attachment to the grants management system status report module, shall be on GRANTEE's letterhead, signed and dated by an authorized representative of GRANTEE and addressed to "MHCRRC 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.
- D. 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.
- E. 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.
- F. 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.
- G. 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.
- H. 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.
- I. 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.
- J. 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.

- K. 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.
- L. 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. 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.
- C. 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.
- D. 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. COMMISSION shall reimburse GRANTEE for all reasonable costs incurred through the date of termination. Such costs shall include all non-cancelable commitments that exist at the time the notice of termination is received.

- E. 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.
- F. 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.
- G. 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.

- H. 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.

- I. Indemnification. Subject to the limitations of the Oregon Tort Claims Act (ORS 30.260 through 30.300) and to the extent permitted under the law, including without limitation, the Oregon Constitution, Article XI, Section 7, 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.
- J. 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.
- K. 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.
- L. 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.
- M. 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.

- N. 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.
- O. 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.
- P. 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.
- Q. Third Party Beneficiaries. There are no third-party beneficiaries to this Agreement and may only be enforced by the Parties.
- R. 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.
- S. NOTICE: Notices to Grantee under this Grant Agreement shall be sent to GRANTEE at the following address:

Attn: Reaz Mahmood
Coordinator of Student Media
c/o Portland State University
PO Box 751 (SPA)
Portland, OR 97207-0751
email: reaz@pdx.edu

With a copy to:

Attn: Rebecca Lockwood
Award Acceptance Manager
c/o Portland State University
PO Box 751 (SPA)
Portland, OR 97207-0751
email: awards@pdx.edu

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: Rebecca Lockwood
Title: Award Acceptance Manager
Portland State University

Date: _____

Date: _____

APPROVED AS TO FORM:

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

25770 - Sub-Basement Studios: Supporting Women In Cinematography

Application Details

Funding Opportunity: 25542-2025 Community Technology Grants
Funding Opportunity Due Date: Jun 30, 2025 8:09 AM
Program Area: Community Technology Grants
Status: Submitted
Stage: Final Application

Initial Submit Date: Apr 9, 2025 4:31 PM
Initially Submitted By: Madeleine Gaskill
Last Submit Date: Apr 28, 2025 5:27 PM
Last Submitted By: Madeleine Gaskill

Contact Information

Primary Contact Information

Active User*: Yes
Type: External User
Name: Salutation **Madeleine** Middle Name **Gaskill**
First Name Last Name
Title:
Email*: mgaskill@pdx.edu
Phone*: (503) 725-5687 Ext. Phone
###-###-####
Fax: ###-###-####

Organization Information

Status*: Approved
Organization Name*: Portland State University
Organization Type*: Community College or University
Tax Id:
Organization Website:
Address*: 1825 SW Broadway

Portland Oregon 97201-
City State/Province Postal Code/Zip
Phone*: (503) 544-9984 Ext. Phone
###-###-####
Fax: ###-###-####

FY21-22 Final Application Project Narrative

Project Narrative

Total Grant Funds:	\$63,730.00
Total Match Funds:	\$63,732.00
Total Funds:	\$127,462.00
Proposed Technology:	Video production equipment
Public Benefit Area:	Reducing Disparities
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:

Sub-Basement Studios is Portland State's student-run film and video production club. We are comprised of 5 student directors who plan meetings, run broadcasts, produce short films, and put together a community film festival at the end of the school year. We promote independent filmmaking for students at PSU and create a community within the film program during our weekly meetings. In recent years, SBS has increased its focus on diversity and inclusion within the group as a way to sow the seeds for transformation in the broader film community. As part of that larger vision, this grant project will support our aim to train women entering the program specifically on the equipment because, in the past, our technical workshops and meetings have been male-dominant.

We are preventing disparities at Portland State University by providing cinema-standard film equipment to Sub-Basement Studios members. Our goal as an organization with this grant is to have a 50% crew of women on any project that will fulfill the grant requirements. We plan to continue to train more Portland State students with an emphasis on women on the provided technology. We hope to create equity in the Portland State film community by providing more opportunities to learn on industry-standard equipment and prepare women for future employment in the Portland film industry. We hope that the 50% standards will diversify the number of women involved in film crews included in this project, as well as future Portland State crews. The inclusion of women in these departments will destigmatize the expectations of women on film sets and normalize women working with technology on film sets. By providing the opportunity to work with professional film equipment, we foresee more projects led and comprised of women to be completed within Sub-Basement Studios. The provided equipment will reduce economic and gender barriers for women who want to make professional films that can be shared with the greater Portland community. The opportunity to work on these projects will demonstrate knowledge and ability with professional equipment and allow women to break through gender barriers into the Portland film-making industry. The current Sub-Basement Studios staff has a strong understanding of the equipment we currently use and experience with the professional equipment requested. Three out of the five Sub-Basement directors interned at Koerner Camera Systems, a Portland rental house that trains its interns on industry-standard cameras and lenses. Although we do not have the equipment we aim to purchase, all directors have a strong understanding of the requested equipment through professional work experience. We hope to upgrade our equipment, develop greater experience, and share knowledge with others in the Sub-Basement Studios. At least one Sub-Basement director will be present at each project date to monitor and train volunteers on the requested technology.

Our goal as an organization is to increase members' overall experience with industry-standard equipment and to have our members trained on multiple skill sets for camera usage. These goals will be achieved with a variety of projects: Live Friday broadcasts, short films, and a documentary. Live Friday broadcasts will teach live streaming and create a collaborative experience with our student radio station. Short films will be decided on as a group during our weekly meetings. This will create a community experience of producing a short. Our goal with this project is to get as many of our members involved and excited about using the new equipment while also encouraging more women in the program to work in the camera department on set. The documentary will be a way for us to track our progress throughout the year. It's a great way for us to visually see the impact of the grant on the group. We will record meetings. Members will be able to see their growth throughout the year. We will get footage of the short films and broadcasts being filmed, so we have something to look back on at the end of the year.

To fulfill the hours required for the grant, SBS will organize multiple student-produced short films that will be broadcast through Open Signal. These will be selected in our weekly writers' workshop meetings. For a member to use the equipment, they will have to comprise their film crew

of at least 50% women. Any crew member handling the new equipment will have to meet with our Technical Director to receive training on how to properly handle the gear. The cinematographer on each project will be selected by the SBS directors and will have to have had some prior camera experience. By having a more experienced cinematographer, the crew can then bring on assistant cameras and production assistants who don't have the same experience but want to learn.

We will be collaborating with our PSU radio station, KPSU, to live-stream their weekly radio show every Friday. These Live Friday shows are for local bands and performers who perform for an hour live from KPSU. We will submit 4 of these hour-long broadcasts to Open Signal. We will also produce two short films that are between 2-10 minutes. They will both be narrative projects selected in our writers' workshops. These will both require a crew of at least 50% women. We will be documenting our members' progress and compiling a short documentary demonstrating our growth as an organization. By interviewing the director and cinematographer for each of the shorts, we will be able to see how the grant has benefited the SBS community. This documentary will also be broadcast through Open Signal.

My name is Madeleine Gaskill. I am the current Technical Director for Sub-Basement Studios (SBS) at Portland State University. I felt inspired to apply for this grant because in my sophomore year of college, I was introduced to the former manager of SBS. He and I were able to work on a short film together, and I learned so much from him about the current gear we have. SBS received a grant from MHCRC in the early stages of the organization. We currently use the Ursa Mini camera we received from that grant every week. The PSU academic film program doesn't always present as much hands-on experience as I received as a member of SBS early on. Now that I am a director for our SBS program, I see how important it is to receive that in-person training to get connected within the industry. I truly believe my success in film school has come largely from on-set experience with upperclassmen, rather than what I've learned in class. This grant is a passion project for me, as I am often the only girl working in the camera department on sets. My advanced cinematography class is 16% women. The PSU film department is 50% women, but the sets I've worked on are often significantly less women. My goal for this project is to encourage my peers and incoming freshmen to feel comfortable getting their hands on industry-standard camera gear. I plan on training our new directors on all of the gear we would receive, so that this equipment is carried through SBS long after I have graduated.

(This field has a character limit of 11,000)

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:

MPO Summary:

- At least 10-12 students trained on the industry-standard equipment across the grant project period. Based on our knowledge and ability to maintain equipment for years thereafter, additional students will also benefit from training in subsequent years.
- Four Live Friday broadcasts to share with Open Signal for broadcast.
- Two short films.
- One documentary to share with Open Signal for broadcast.

(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:

How will we measure our progress as an organization through this grant process? We will start by having two tech workshops every term. This is something we have not had in the last year, and it will be a great way for us to measure progress. We will record attendance at these events. These events will be for freshmen in the film program, as well as our current members, who have not had experience with camera gear before. These events will be led by our technical director. We will be able to submit our attendance numbers and how many students we have trained. The goal is to bring more women to the workshops, so they feel they have strong camera skills as they go into their film classes for the year. We will also record our overall member attendance throughout the year. Our goal is to have consistent attendance.

We will track attendance and progress by creating a Google form that members will fill out at the start of every meeting. We have our weekly meetings, and we will be able to submit this data to MHCRC at the end of every term. In the survey, we will also have a feedback section, so members can inform us on what they would like to learn more about or need more help with.

For each Friday broadcast we will need three camera people. With 3 camera people and 4 broadcast events we will train approximately 12 students on camera across the year. We will also have two lighting people on these sets. We will also have two lighting people on these sets. We will have 50% women on every set for the year.

The short films will have a camera crew of at least 4, with 50% of that crew being women.

The documentary will be made by all of our members across the year. By interviewing the director and cinematographer for each of the shorts, we will be able to see how the grant has benefited the SBS community.

We will also measure how many hours members are using the equipment from the grant during the project year. This will show at the end how many members we were able to introduce to this equipment.

(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:

We don't have any project partners. This project is completely within Student Media at Portland State.

(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)

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:

SBS's Technical Director will be working to train all of the members on the equipment. After graduation, she will ensure that the new Technical Director understands all of the equipment as well. In receiving this equipment, SBS will be able to make shorts that are up to industry-standard, when it comes down to gear specs. By upgrading our current camera system, SBS will be able to submit shorts to academy festivals as well. If the organization were ever to make a feature film, the gear would be up to popular streaming service standards.

Once the gear is received, the current SBS staff will take a week to inventory all of the new gear, and become familiar with it. This will create a space where all of the directors feel comfortable taking care of the equipment. For a member to have their short produced in the first year of the grant, they will have to go through a training workshop with one of the SBS directors in order to check out any of the new equipment. The gear requested has been compiled by our current team. Three out of our five directors had the opportunity to train at the camera rental house, Koerner Camera Systems. The gear requested is cinema-standard equipment that many productions filming in Portland use on a regular basis. This list of gear would greatly increase the quality of the content we produce as an organization. We will implement a check-out system in order to keep track of all the gear that is used. This will help us record any damage done to gear or any items that need to be replaced in the future. SBS has a strong list of members that will become directors after the current staff graduates. They will be trained on our check-out system to ensure the new gear is handled with respect. SBS has a strong history of maintaining gear long-term.

(This field has a character limit of 5000)

Proposed Project Start and End Date:

Projects may include timelines of up to 2 years.

Proposed Start Date (month/year): 07/2025

Proposed End Date (month/year): 06/2026

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

Implementation Plan:

Overview: The project will start on July 1st and finish in June of the following year. By having our project last a year, we will be able to track production for the entire year. Our training for members will take place primarily over the summer and fall terms (June-December 2025). These workshops will also be recorded in the short documentary. One of the shorts will be completed over the summer of 2025, and the other during the academic year (June 2025- June 2026). Our goal is to complete our Live Fridays by the end of the Winter term (March 2026). The documentary will be the last broadcast, as it will show the group's progress throughout the entire grant project (June 2026).

All of the directors of SBS will work together to compile the equipment inventory once we have received new equipment. There will be standards for how the gear is used to ensure longevity. By working on personal projects that are separate from in-class work, more members will be able

to learn the new equipment. This project will promote more women in the camera department within the film department and will encourage more creative projects to be made within SBS next year.

Throughout the project, we will be taking behind-the-scenes photos on the film sets. These pictures are shared within the SBS community and often encourage new members to join in on projects that are currently filming. The goal of the grant is to encourage as many of our members to learn the new equipment and to create sets that are open to female voices. There will be requirements for new members to use the equipment, including a training process with our Technical Director.

For each broadcast we will need 3 camera people. With 3 camera people and 4 broadcast events we will train approximately 12 students on camera across the year. We will also have 2 lighting people on these sets. We will have 50% women on every set for the year. This will train more women in the program on camera. The short films will be shot by students who have not had the opportunity to film on the camera before. They will be trained in our tech workshop to learn how to use the equipment. This will give new students the opportunity to put a short film on their portfolio.

Milestones: We will submit our 4 best broadcasts to Open Signal by March 1, 2026. These broadcasts will start in October 2025. We plan to record around 10, but submit the best 4 for the broadcasts. We will submit 2 before December 1, 2025, and the last 2 before March 1, 2026. The 2 short films will be produced during our weekly meetings, so 1 will be released at the end of the Fall term (December 1, 2025). The 2nd will be released at the end of the Winter term (March 1, 2026). The documentary will be the last thing broadcast to Open Signal, as it will show the group's progress over the year (June 1, 2026)

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Supplemental Material Attachments

Description	File Name	Type	Size	Upload Date
authorization letter	authorization letter_2025_4_28_signed.pdf	pdf	189 KB	04/28/2025 05:22 PM
SBS Budget Narrative	PSU_SBS_Budget Narrative_2025APRIL9.pdf	pdf	181 KB	04/24/2025 12:26 PM

FY20-21 Application Budget Correct

Budget Narrative

Budget Narrative:

PERSONNEL

Sub-Basement Studios student leaders receive pay via Educational Leadership Service Awards (ELSA) for their work as project managers and mentors. All costs (\$38,700) are matching funds.

- The Station Manager oversees the studio and is responsible for meeting this project's planned outcomes. Their responsibilities include development content creation projects, project quality control, oversight of evaluation process and outcomes, staff training project implementation, equipment purchasing, and serving as contact with organizational administrators; mentoring production crew members; providing guidance as needed to help ensure that all projects activities are completed. Their ELSA is \$2,500 per term (\$10,000 per year.).
- The Technical Director's primary function is to oversee all student training and equipment. They are the first contact for students. Specific responsibilities include training; management of training process; equipment inventory, storage and repair; primary content distribution; mentoring production crew members; guidance as needed to help ensure that all projects activities are completed. Their ELSA is \$2,100 per term (\$8,400 per year).
- The Projects Director oversees day to day operations of each of the on-going projects. They act as executive producer to each of the project producers. They help guide each producer through the production process. They are directly involved in content creation. Responsibilities include management of video project operation, content creation oversight, content creation implementation, mentoring production crew members, guidance as needed to help ensure that all projects activities are met. Their ELSA is \$2,100 per term (\$8,400 per year).
- The Marketing Director oversees the creation and implementation of all outreach, marketing and media. They have a hand in distribution alongside the technical director through social media and other outlets. They will work directly with students in the implementation of graphic design and electronic press kits (EPK). Other responsibilities are: management of outreach programs, alternate contact distribution, oversight of graphic design and creation; mentoring production crew members; guidance as needed to help ensure all projects activities are met. Their ELSA is \$1,700 per term (\$5,100 per year).
- The Volunteer Director's primary function is to keep communication flowing throughout SBS. They keep all members up to date and are the first contact for students needing non-technical information. They also serve as office manager for day to day operations. Their responsibilities include: management of volunteer membership; resource scheduling; mentoring production crew members; guidance as needed to help ensure that all project activities are completed. Their ELSA is \$1,700 per term (\$6,800 per year).

Production crews. Sub-Basement Studios non-leader members are volunteers and will contribute their time for all aspects of the grant project. Specific activities include project production, directing, filming, sound engineering, film editing, sound editing. The cost is based on the value of volunteer time market rate published annually by IndependentSector.org for the State of Oregon, and is estimated as follows: \$34.74/hour x 8 volunteers x 10 days x 8 hours/day = \$22,234. All costs are matching funds.

Grant Funds: \$0
Match: \$60,934

Total Personnel Costs: \$60,934

EQUIPMENT

Please see our attached supplemental document for an itemized listing of specific equipment and cost.

Grant Funds: \$57,935.60
Match: \$0

Total Equipment Cost: \$57,935.60

INFRASTRUCTURE / FACILITIES

The Sub-Basement Studios operational budget will also contribute operating costs matching funds as follows: \$1,500 for supplies; \$1,115 for fees and services.

Grant Funds: \$0
Match: \$2,615

Total Infrastructure Costs: \$2,615

OVERHEAD COSTS

This includes a portion of the cost to use financial accounting and personnel time tracking systems, utilities, office supplies, and space rental necessary to support this project. Pursuant to the overhead cost limitation stated in the proposal guidelines, indirect costs for requested funds are calculated at the rate of 10% of total direct costs requested, which is a reduction from the applicable 33.5% rate approved by the federal government in PSU's Colleges and Universities Rate Agreement. Indirect costs for match funds are calculated at 7% of infrastructure direct costs which is the internal General Administration Overhead Charge charged to service departments.

Grant Funds: \$5,793.60
Match: \$183

Total Overhead Costs: \$5,976.56

Line Item Budget

Cost Category	Grant Funds	Match Amount	Project Total
Personnel	\$0.00	\$60,934.00	\$60,934.00
Education and Training	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00
Contractual	\$0.00	\$0.00	\$0.00
Equipment	\$57,936.00	\$0.00	\$57,936.00
Infrastructure/Facilities Construction	\$0.00	\$2,615.00	\$2,615.00
Miscellaneous	\$0.00	\$0.00	\$0.00
Overhead	\$5,794.00	\$183.00	\$5,977.00
Total	\$63,730.00	\$63,732.00	\$127,462.00

Signature Page

Final Application Signature

Signature of Duly Authorized Representative*:

Karena Bayruns

Date*:

04/09/2025

Title*:

Proposal Analyst, Team Lead

Phone*:

503-725-2306

E-mail*:

kbayruns@pdx.edu

Research & Graduate Studies
Sponsored Projects Administration

Post Office Box 751
Mail Code SPA
Portland, OR 97207-0751
Phone: 503-725-9900
Email: awards@pdx.edu
Website: www.pdx.edu/research

April 28, 2025

Rana DeBey
Community Grants Manager
MHCRC
1810 SW 5th Ave, Suite 710
Portland, OR 97201

Re: MHCRC Community Technology Grant revised application titled “Sub-Basement Studios: Supporting Women in Cinematography”

Dear Rana:

This letter confirms that Project Manager Reaz Mahmood, and all other appropriate program and administrative personnel at Portland State University have reviewed this application and have approved it for submission.

With this commitment letter I certify as a duly authorized representative of Portland State University, that the information contained within the application is true and complete. Portland State University is in compliance with all assurances referenced in the application process and has institutional policies and procedures in place to ensure compliance with conflict of interest issues, as well as other applicable federal and state laws, rules and regulations.

If you have any questions, just let us know:

- Rebecca Lockwood, Award Acceptance Manager, awards@pdx.edu , 503-725-8025
- Reaz Mahmood, Coordinator of Student Media, reaz@pdx.edu, 503-725-5687
- Karena Bayruns, SPA_proposals@pdx.edu , kbayruns@pdx.edu, or 503-725-2306.

Thank you for your time and consideration!

Sincerely,

Karena Bayruns
Proposal Analyst, Team Lead
Authorized Organization Representative
Sponsored Projects Administration
Portland State University

BUDGET NARRATIVE

PERSONNEL

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Grant Funds: \$0

Match: \$60,934

Total Personnel Costs: \$60,934

EQUIPMENT

The following equipment will support the studio production, field production and postproduction activities. Quotes/back-up for prices from B&H Photo/Video/Audio is available upon request.

ITEM	#	COST per item	COST
CAMERA			
Hollyland Wireless Video System	1	\$649.00	\$649.00
Hollyland Wireless Recevier	1	\$329.00	\$329.00
Tilta Nucleus Nano II Wireless Control System	1	\$619.00	\$619.00
RED RF to PL Adapter Kit	1	\$1,500.00	\$1,500.00
RED KOMODO X Production Pack	1	\$11,995	\$11,995.00
Tilta Komodo Cage	1	\$399.00	\$399.00
Sirui Night Walker 3 Lens Set	1	\$999.99	\$999.99
Sirui Night Walker 2 Lens Set	1	\$798.00	\$798.00
Rotating Arm	2	\$105.00	\$210.00
Sachtler Tripod System	2	\$1,197.00	\$2,394.00

Easyrig Minimax	1	\$2,375.00	\$2,375.00
Lens Support	2	\$100.00	\$200.00
Chiopt Zoom	1	\$5,999.99	\$5,999.99
Pelican Case	3	\$149.95	\$449.85
Sandisk SSD 2TB	1	\$149.99	\$149.99
SD Card Pelican	1	\$14.99	\$14.99
32GB SD Cards	4	\$9.98	\$39.92
256GB SD Cards	4	\$199.99	\$799.96
Smallrig V-mounts	4	\$249.99	\$999.96
V-mount Charger	2	\$129.00	\$258.00
SDI Cables	4	\$17.99	\$71.96
Camcorder Batteries	2	\$49.99	\$99.98
NPF Batteries	4	\$69.99	\$279.96
Sony Batteries	1	\$27.99	\$27.99
Director's Monitor	1	\$229.00	\$229.00
Camera Monitor	1	\$349.00	\$349.00
Slate	2	\$34.95	\$69.90
GRIP			
Lowboy Combo Stands	2	\$330.00	\$660.00
Hollywood Triple Riser Combo Stand	2	\$390.00	\$780.00
Hollywood Grip Head	2	\$111.00	\$222.00
Cartellini Clamps	3	\$45.00	\$135.00
Boom Rig Kit	1	\$209.95	\$209.95
Dana Dolly	1	\$699.99	\$699.99
Collapsible Speedrail	1	\$899.00	\$899.00
4x4 Frame	1	\$134.49	\$134.49
Floppy	1	\$199.00	\$199.00
6x6 Negative	1	\$95.00	\$95.00
6x6 Butterfly	1	\$340.00	\$340.00
8x8 Scrim	1	\$90.00	\$90.00
8x8 Negative	1	\$180.50	\$180.50
8x8 Frame	1	\$747.88	\$747.88
ELECTRIC			
Nanlite Tubes	1	\$479.20	\$479.20
Aperture 1200x	1	\$2,999.99	\$2,999.99
Aperture 600x	1	\$1,691.00	\$1,691.00
Aperture 300x	1	\$799.00	\$799.00
Aperture F10 Fresnel	1	\$219.00	\$219.00
Aperture Softbox	1	\$228.00	\$228.00
Aperture Lantern	1	\$139.00	\$139.00
Smallrig LEDs with Softboxes	1	\$1,024.95	\$1,024.95

Amaran Flexible Light Mat	1	\$899	\$899.00
48V Generator	1	\$1,499.00	\$1,499.00
Stingers	6	\$30.00	\$180.00
10 guage stinger	3	\$70.00	\$210.00
Surge Protectors	3	\$45.99	\$137.97
SOUND			
Rode Blimp Windshield	1	\$239.20	\$239.20
MixPre Battery Sled	2	\$85.00	\$170.00
MixPre-10	1	\$2,079.00	\$2,079.00
Sennheiser Shotgun	1	\$249.90	\$249.90
Rode Wireless Lavaliers	1	\$399.00	\$399.00
Sennheiser Omni	1	\$865.98	\$865.98
Rode Video Mic	1	\$119.90	\$119.90
Boom Poles	2	\$234.90	\$469.80
Audio Technica Headphones	2	\$149.99	\$299.98
EDITING			
Switchboard	1	\$345.00	\$345.00
TerraMaster D5 Thunderbolt	1	\$699.99	\$699.99
12TB Drives	4	\$339.99	\$1,359.96
Da Vinci Editor Keyboard	1	\$595.00	\$595.00
OTHER			
Peg Boards	8	\$12.24	\$97.92
Hooks	4	\$9.98	\$39.92
Drill	1	\$129.90	\$129.90
Pegboard Basket	3	\$12.98	\$38.94
Apple Boxes	1	\$219.00	\$219.00
Camera Cart	1	\$1,193.00	\$1,193.00
Allen Wrench Kit	1	\$10.99	\$10.99
Smallrig multitool	3	\$29.99	\$89.97
Camera Screw Adapters	1	\$15.89	\$15.89

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