



BEST PRACTICES FOR PROJECT DIRECTORS

- Put reminders on your calendar two weeks before SDF progress reports are due: January 15 and July 15
- Submit progress reports to SDF on time
- Send SDF a copy of each grant application you make
- For each grant you received, note any grant reporting deadlines on your calendar and submit complete, timely reports to your grantors
- Plan your need for disbursements! SDF cuts checks once a month and requires lead time for processing them.
- Inform SDF of any change in your contact info: (e-mail, address or telephone changes)
- If your project and/or production company has its own website, provide the URL to SDF so that we can provide the link on your SDF website project page
- Let SDF know if you are interested in a work-in-progress screening so that you can get constructive audience feedback
- Inform SDF of any significant changes to your project status: is it now completed? Tabled? Inactive?
- Share news of any screenings, festivals, awards related to your project once it is complete so that we may include it on the SDF website or newsletter
- Bookmark the SDF website and check it for news and updates relevant to Project Directors