

City of Richmond

Call for Filmmakers

The City of Richmond is seeking a filmmaker and/or professional film production team to develop a series of short videos featuring stories of newcomers who have settled in Richmond.



Background

Richmond is one of the most culturally and ethnically diverse cities in Canada. There are over 150 ethnic origins and over 100 languages spoken in Richmond. Six out of ten residents were born outside of Canada. Racialized communities comprise more than three-quarters of the total population, the highest proportion of any municipality in British Columbia and the second highest in Canada.

The City of Richmond is committed to reducing barriers faced by newcomers by providing City-related information that would assist newcomers in accessing services in the community. The City has recently released the latest edition of the [Newcomer's Guide to Richmond](#) and is now seeking to develop a video series that will feature stories of newcomers who have settled in Richmond. The series will comprise of five videos, two to three minutes in length, and will incorporate interviews, image stills, and filmed footage that address the themes listed on the following page.

Project Budget:

Up to \$12,500 CAD

Eligibility Requirements:

Open to filmmakers, film production professionals and companies, including for-profit and not-for-profit, residing in the Lower Mainland. Filmmakers who identify as IBPOC/BIPOC or have demonstrated experience working with IBPOC/BIPOC communities and culturally diverse project stakeholders are encouraged to apply.

Deadline for submissions:

June 21, 2021 at 5:00 p.m. PST

Delivery of completed project:

November 30, 2021

Themes

The five themes to be covered in the video series are as follows:

- **Video #1:** Richmond's diversity
- **Video #2:** History of Richmond
- **Video #3:** Settlement services
- **Video #4:** Exploring Richmond
- **Video #5:** How to get involved

The filmmaker will have access to the City's photographs and archival photos. City staff will be able to facilitate connections with various community groups and City departments, if necessary.

Budget

A total budget of up to \$12,500 CAD is available for this project. The budget includes (but is not limited to) professional fees, research, planning, equipment rental, production, consultation with staff and project stakeholders, materials, post-production and editing process, insurance and all applicable taxes. Shortlisted filmmakers will be required to provide a detailed budget as part of their submission package.

Eligibility

This opportunity is open to filmmakers residing in the Lower Mainland. Qualified filmmakers and/or professional film production teams will have proven experience in digital storytelling, documentary filmmaking or videography. Filmmakers who identify as IBPOC/BIPOC or have demonstrated experience working with IBPOC/BIPOC communities and culturally diverse project stakeholders are encouraged to apply. City of Richmond staff and its Richmond Intercultural Advisory Committee members, selection panel members, project personnel, and immediate family members are not eligible to apply.

Selection Process

All applications will be reviewed by a selection panel comprised of City staff and community representatives. Shortlisted candidates will be invited to make a presentation of their qualifications in a virtual interview. At the conclusion of the process, the panel will recommend one candidate for this opportunity. The selected candidate will work in consultation with City staff and members of the Richmond Intercultural Advisory Committee to develop the video series.

Selection Criteria

The following criteria will inform the adjudication and evaluation process for the selection of up to three shortlisted candidates:

- Artistic merit of the Statement of Interest in response to project theme and goals.
- Demonstrated qualifications, skills and experience of past work.
- Knowledge and understanding of the newcomer experience in Richmond.
- Proven ability to meet deadlines and work within a set budget.
- Demonstrated ability to work effectively with individuals of diverse cultural and ethnic backgrounds.
- Knowledge of the City of Richmond's [Cultural Harmony Plan](#) and [Newcomer's Guide to Richmond](#).
- Lived experience as an immigrant in Canada is an asset.
- Demonstrated connection to Richmond is an asset.

Submission Requirements

Email all documentation as one (1) PDF document not to exceed a file size of 5 MB to:

inclusion@richmond.ca.

- **Information Form**
Please complete the information form attached to this document.
- **Statement of Interest**
(one page maximum) why the filmmaker/team is interested in this opportunity and how their practice relates to this project and the posted selection criteria.
- **Professional CV**
(one page maximum) current professional CV.
- **Digital Media Work Samples**
Applicants may submit up to five samples of past work that best illustrate their qualifications for this project. Please provide links to previous work via Youtube, Vimeo or similar. Please do not send large video files.
- **References**
Three references who can speak to your abilities, skills and accomplishments. Please provide name, title and contact telephone number and/or email. Reference letters are not required.

Project Timeline

The selected filmmaker must complete all work by November 30, 2021.

Deadline to Apply: Monday, June 21, 2021, 5:00pm PST

Finalist Notifications: June 30, 2021

Finalist Interviews*: July 12 to 16, 2021

Notification of Selected Candidate: July 19 to 23, 2021

Project Start: July 26, 2021

Completion: November 30, 2021

*Individuals applying for this opportunity are kindly asked to ensure their calendar is flexible during the week of July 12 to 16, 2021.

Sources for Additional Information

[City of Richmond Cultural Harmony Plan](#)

[City of Richmond Newcomer Information](#)

Additional Information

1. The selected candidate may be required to show proof of WCB coverage and up to \$2,000,000 general liability insurance.
2. Please be advised that the City and the selection panel are not obliged to accept any of the submissions and may reject all submissions. The City reserves the right to reissue the Call for Filmmakers as required.
3. All submissions to this Call for Filmmakers become the property of the City. All information provided under the submission is subject to the Freedom of Information and Protection of Privacy Act (BC) and shall only be withheld from release if an exemption from release is permitted by the Act. The filmmaker shall retain copyright in the concept proposal. While every precaution will be taken to prevent the loss or damage of submissions, the City and its agents shall not be liable for any loss or damage, however caused.
4. Extensions to the deadline will not be granted under any circumstances. Submissions received after the deadline and those that are found to be incomplete will not be reviewed.

Questions

Please contact the Inclusion Coordinator:

Telephone: 604-276-4391

E-mail: inclusion@richmond.ca