



Application

The Eastlink TV Independent Production Fund Program



Nova Scotia Business Inc.

Attention: Linda Wood

Nova Scotia Independent Production Fund

c/o Nova Scotia Business Inc.

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Application

The EastLink TV Independent Production Fund Program

Application will be considered incomplete if form is altered in any manner.

a. General Information

Title of project:			
Company name:			
Company contact:			
Address:			
Phone: (enter 10 digits)		Fax: (enter 10 digits)	
Email:			
Is your company incorporated?	Yes	No	

Nova Scotia Company Registration Number:			
Date of Incorporation/Registration (MM/YYYY):			
Parent company name and contact (where applicable):			
Is this a co-production? If so, please provide the company name and contact:	Yes	No	

Lawyer's name:			
Lawyer's address:			
Phone: (enter 10 digits)		Fax: (enter 10 digits)	

Accountant's name:			
Accountant's address:			
Phone: (enter 10 digits)		Fax: (enter 10 digits)	

Bank:			
Bank Address:			
Phone: (enter 10 digits)		Fax: (enter 10 digits)	

b. Additional Material

Applicant must provide the following documentation:

1. Complete details of production, production schedule, cast and crew lists, etc.;
2. Detailed production budget showing **Nova Scotia labour** and **Nova Scotia expenditure** by line item;
3. Written confirmation that the production will be available on a platform accessible by Canadians;
4. Evidence of all committed production financing including tax credits and incentives calculation worksheets (**NOTE: A minimum of 50% of the Nova Scotia Digital Animation Tax Credit, as applicable, and 100% of the Federal Tax Credit, the Nova Scotia Film and Television Production Incentive and any other provincial tax credits or incentives must be included in the financing structure as producer's equity.**);
5. A proposed recoupment schedule;
6. Formal Business Plan for Production Company;
(*Note: This information is not kept on file with the Corporation. It is **mandatory** to submit a business plan with each application)
7. Formal Marketing Plan for Production;
8.
 - (a) *Most recent financial statement of applicant corporation and any related corporations;
 - (b) *Incorporation certificate and Memorandum of Association and Articles of Incorporation;
 - (c) Name, address, province of residency for officers and directors (corporate register);
 - (d) *Name, address, province of residency and number of shares (common and preferred) for all shareholders (corporate register);

(*Note: This information will be kept confidential – **it must be provided for each application, if not on file with the Corporation. It is the responsibility of the applicant to ensure, prior to applying, that the information is on file with the Corporation. Applications not containing this information will be considered incomplete and will not be reviewed.** If a number of projects are applying for funding at the same time, one set of this information will be accepted.)

9. One copy of final script, where applicable;
10. One copy of original literary property, where applicable;
11. Literary property agreement(s), where applicable;
12. Agreement(s) pertinent to the writing of the screenplay, where applicable;
13. Résumés and background information of producers, writers, etc.;
14. Letter of permission to discuss the project with other financial participants and broadcasters/distributors;
15. Funding Round Application Checklist for The Eastlink TV Independent Production Fund Program;
16. Any additional information relevant to this application.

c. Project Information

Screenwriter:	
Is the script is based on another work?	Yes No
(Title of work)	
(Name of Author)	
(Province of Residency)	

Confirmed Production Staff	Name	Canadian Citizen/ Landed Immigrant	NS Resident
Producer(s)		Yes No	Yes No
		Yes No	Yes No
		Yes No	Yes No
Director		Yes No	Yes No
Executive Producer		Yes No	Yes No
Production Manager		Yes No	Yes No
Director of Photography		Yes No	Yes No
Prod. Design./Art Dir.		Yes No	Yes No
Sound Design/Post Audio		Yes No	Yes No
Editor		Yes No	Yes No
Music Composer		Yes No	Yes No
Writer		Yes No	Yes No
Researcher		Yes No	Yes No
Principal Performer(s)		Yes No	Yes No
		Yes No	Yes No
		Yes No	Yes No

Project Category	Mini-series	Series	Pilot
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Original Version:	English	French	English
	16mm	35mm	Video
	Inch Color:	# Segments:	Length in Min:

Proposed dates and specific locations for shooting:			
(a) Within Nova Scotia (specify):			Yes No
Dates (DD/MM/YYYY):			
Locations:			
Total # of days shooting in Halifax Regional Municipality:			
Total # of days shooting outside Halifax Regional Municipality:			
(b) Outside Nova Scotia (specify):			Yes No
Dates (DD/MM/YYYY):			
Locations:			

Studios, Laboratories and Post-Production Facilities:

Project Financing: (rounded to nearest dollar):		Projected \$:	Committed \$:
Nova Scotia Independent Production Fund			
Canada Media Fund			
Distributor/Sales Agent (Cdn). <i>Specify:</i>			
Distributor/Sales Agent (Foreign). <i>Specify:</i>			
Broadcaster. <i>Specify:</i>			
Other Investment/Financing. <i>Specify:</i>			
Producer (deferred)			
Producer (cash)			
Tax Credits & Incentives*	a) Federal Tax Credit		
	b) Other Tax Credit		
	c) NS Film and Television Production Incentive		
TOTALS			

TOTAL BUDGET FOR PRODUCTION	
Nova Scotia Expenditure	
Nova Scotia Labour	
Total Labour (for co-productions only)	

*considered as equity investment by Producer and a minimum of 50% of the Nova Scotia Digital Animation Tax Credit, as applicable, and 100% of the Federal Tax Credit, the Nova Scotia Film and Television Production Incentive and any other provincial tax credits or incentives must be included in the financing structure.

Are you including all of the the Nova Scotia Digital Animation Tax Credit, as applicable, in your financing scenario?	Yes No
(a) If not, list the amount of Nova Scotia Digital Animation Tax Credit not included. (\$):	
(b) Detailed specific explanation of how the funds will be allocated towards corporate infrastructure (e.g. acquisition of specific capital assets, salaries of corporate staff, business skills development, and implementation of a diversity policy). Please note that it is not sufficient to list "corporate overhead" as an allocation.	
Allocation	Amount

Completion Guarantor's name:			
Address:			
Phone:		Fax:	

Has this project received previous financial assistance other than as listed above?	Yes No
(a) Amount:	Date :
From whom:	
(b) Amount:	Date :
From whom:	

Has this project had any other title(s)? If yes, specify:	Yes No

The undersigned certifies that the information provided herein and attached is accurate and complete and that he/she has read and complied with The Eastlink TV Independent Production Fund Program guidelines.	
Signature	Print Name
Date:	

The Eastlink TV Independent Production Fund Program Related Party Transactions

A related party transaction is a payment from the production budget to non-arm's length parties. Generally speaking this includes:

- All payments to producers (producers' fees; travel expenses; other fees paid back to producer – i.e. if producer is also the director; etc.);
- All costs related to the Applicant, its parent, subsidiary or affiliated company, or a legal entity that is under the direction, ownership or control of a shareholder, director or employee of the foregoing and all persons or entities employed by these entities (i.e. corporate overhead; producer-owned equipment and services);
- All payments to immediate family members and persons or entities employed by any of the above (i.e. in-house staff paid from production budget);
- All Broadcaster-owned equipment and services (i.e. cameras, editing equipment, etc.); Broadcaster in-house technical staff; Broadcaster post house affiliated costs; and any other fees paid back to a Broadcaster (including Broadcaster interim financing).

Applicant Costs:

Budget Account #	Description	Budget Amount in CAD \$
Sub-total		

Broadcaster Costs:

All Broadcaster-owned equipment and services (i.e. cameras, editing equipment, etc.); Broadcaster in-house technical staff; Broadcaster post house affiliated costs; and any other fees paid back to a Broadcaster (including Broadcaster interim financing).

Budget Account #	Description	Budget Amount in CAD \$
Sub-total		

Other investor costs:

All other investors (i.e. services as equity) and interim financiers (i.e. service charges).

Budget Account #	Description	Budget Amount in CAD \$
Sub-total		
TOTAL RELATED		

The Eastlink TV Independent Production Fund Funding Round Application Checklist

Please ensure that you have included the items listed below with your application submission. Failure to do so will identify your application as incomplete and **incomplete applications will not be processed**.

Did you supply **all** the information requested in the application form including, **but not limited to**, the following?

- Synopsis of the Production
- Proposed locations and dates for shooting
- List of Nova Scotians working in key roles
- Detailed production budget showing Nova Scotia labour and Nova Scotia expenditure by line item
- Completed Related Party Transactions form
- Commitment letter from broadcaster
- Financial structure breaking out projected and committed funding
- Specifics regarding Nova Scotia Independent Production Fund's opportunity for recoupment (markets identified for sales)
- Formal Business Plan for Production Company
- Formal Marketing Plan for Production
- Most recent financial statements, shareholder, officer and director information, incorporation certificate, memorandum of association and articles of incorporation
- All other information specifically requested in long-form application (scripts, literary property agreements)
- Letter of permission to discuss project with other financial participants
- Additional relevant information about Production Company

Please enclose this checklist at the front of your application package.

Incomplete packages will be returned to the applicant with the missing information identified on the application checklist. These applications cannot be resubmitted until the next funding round.