

# Claim Form

## Nova Scotia Film & Television Production Incentive Fund



### 1. General Information

#### Company & Project

Applicant Company Name \_\_\_\_\_ Nova Scotia Registry of Joint Stocks ID # \_\_\_\_\_

Parent Company Name \_\_\_\_\_ Nova Scotia Registry of Joint Stocks ID # \_\_\_\_\_

Project (Production) Name \_\_\_\_\_

#### Company Ownership & Control

Please confirm for each criteria which percentage range applies to the Nova Scotian Ownership and Control:

	50% or greater	Less than 50%
1. Percentage of voting shares in the production company	<input type="checkbox"/>	<input type="checkbox"/>
2. Percentage of rights to the production	<input type="checkbox"/>	<input type="checkbox"/>
3. Percentage of creative and financial control over production	<input type="checkbox"/>	<input type="checkbox"/>
4. Percentage of profits arising through the exploitation of the production	<input type="checkbox"/>	<input type="checkbox"/>

### 2. Production Statistics

#### General Production Information:

Genre: \_\_\_\_\_ If other, please describe: \_\_\_\_\_  
 Type of Production: \_\_\_\_\_ If other, please describe: \_\_\_\_\_

#### Production Crew & Shooting Days:

Total Number of Head of Department positions \_\_\_\_\_

Total Number of Crew Members Employed \_\_\_\_\_ Number of Nova Scotian Crew Members Employed \_\_\_\_\_

Number of Nova Scotians employed in Head of Department positions \_\_\_\_\_ Number of Trainees Employed \_\_\_\_\_

Total Number of Performers\* \_\_\_\_\_ Number of Nova Scotians as Principal Performers \_\_\_\_\_

Total Shoot Days \_\_\_\_\_ Total Number of Nova Scotia Shoot Days \_\_\_\_\_

Total Number of Nova Scotia Shoot Days in a Rural Area \_\_\_\_\_ Total Eligible Nova Scotia Labour \_\_\_\_\_

Start Date of Principal Photography \_\_\_\_\_ Completion Date of the Final Print \_\_\_\_\_

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### Primary Shooting Location(s):

County/Province	Community	Number of Shooting Days
County/Province	Community	Number of Shooting Days
County/Province	Community	Number of Shooting Days
County/Province	Community	Number of Shooting Days
County/Province	Community	Number of Shooting Days
County/Province	Community	Number of Shooting Days

### Production Costs:

Total Production Costs	Total Eligible Nova Scotia Costs
Total Post-Production Costs	Total Nova Scotian Post-Production Costs

\*Excludes background performers

**3. Incentive Calculation**

<b>Head of Department (HoD) Positions (calculation for incentive purposes)</b>		<b># of Individuals</b>	<b>Equaling # of HoD positions</b>
<ul style="list-style-type: none"> <li>Number of NS Residents employed in HoD positions, listed in section 5 of the guidelines.                             <ul style="list-style-type: none"> <li>- In the event that one individual Nova Scotian serves in multiple HoD positions only one HoD point will be granted for that individual.</li> <li>- In the event of shared HoD positions, provided one of the individuals is NS and the onscreen credit is shared equally, a point will be granted.</li> <li>- All Nova Scotians in HoD positions satisfy a minimum of 50 per cent of the function of each HoD position</li> </ul> </li> </ul>		[ ]	[ ]
<ul style="list-style-type: none"> <li>Number of Trainees used to substitute for a HoD position (Maximum of 4 Trainees per production)</li> </ul>		[ ]	+ [ ]
<ul style="list-style-type: none"> <li>Number of NS Resident performers in Lead or Principal Performer roles (Productions with more than 10 performers → Minimum of 5 NS Resident performers, or Productions with 10 or fewer performers → Majority of the cast being NS Resident performers)</li> </ul>		[ ]	+ [ ]
<b>Total HoD positions:</b>			= [ ]

<b>Funding Level Incentive</b>		<b>Incentive % claimed</b>	<b>Allowable %</b>
Productions approved under <b>Funding Stream I:</b> Please confirm which of the following incentive criteria apply:			
<ul style="list-style-type: none"> <li><b>Base Incentive:</b> Each of the criteria listed under “Nova Scotian Corporate Ownership and Control” in Section 2 g) is met</li> </ul>	Yes <input type="checkbox"/> No <input type="checkbox"/>	[ ]	(26%)
<ul style="list-style-type: none"> <li><b>Location Incentive:</b> More than 50% of total days of principal photography was in Rural/Non-metropolitan Areas in NS</li> </ul>	Yes <input type="checkbox"/> No <input type="checkbox"/>	+ [ ]	(2%)
<ul style="list-style-type: none"> <li><b>Shooting Length Incentive:</b> More than 30 of the total shooting days in NS</li> </ul>	Yes <input type="checkbox"/> No <input type="checkbox"/>	+ [ ]	(1%)
<ul style="list-style-type: none"> <li><b>Incentive Deduction:</b> Number of HoD positions below the minimum required 50% (see calculation of HoD positions above):</li> </ul>	[ ]	- [ ]	(0.5% per)
<b>Subtotal:</b>		= [ ]	

<b>Funding Level Incentive</b>		<b>Incentive % claimed</b>	<b>Allowable %</b>
Productions approved under <b>Funding Stream II:</b> Please confirm which of the following incentive criteria apply:			
<ul style="list-style-type: none"> <li><b>Base Incentive:</b> One or more of the criteria listed under “Nova Scotian Corporate Ownership and Control” in Section 2 g) is not</li> </ul>	Yes <input type="checkbox"/> No <input type="checkbox"/>	[ ]	(25%)
<ul style="list-style-type: none"> <li><b>Location Incentive:</b> More than 50% of the total days of principal photography was in Rural/Non-metropolitan Areas in NS</li> </ul>	Yes <input type="checkbox"/> No <input type="checkbox"/>	+ [ ]	(2%)
<ul style="list-style-type: none"> <li><b>Shooting Length Incentive:</b> More than 30 of the total shooting days in NS</li> </ul>	Yes <input type="checkbox"/> No <input type="checkbox"/>	+ [ ]	(1%)
<ul style="list-style-type: none"> <li><b>Incentive Deduction:</b> Number of HoD positions below the minimum required 50% (see calculation of HoD positions above):</li> </ul>	[ ]	- [ ]	(0.5% per)
<b>Subtotal:</b>		[ ]	

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NS Content Incentives Eligibility:			
Please confirm the following, if criteria is met:			
		<b>Incentive % claimed</b>	<b>Allowable %</b>
A – no less than 60% of all principal performers, actors, stunt performers and stunt actors are NS residents	Yes <input type="checkbox"/> No <input type="checkbox"/>	█	(1.5%)
B - Production meets at least three NS content requirements:	Yes <input type="checkbox"/> No <input type="checkbox"/>	+ █	(1.5%)
If yes, please confirm which requirement is met:			
1. Majority copyright ownership by Applicant Company with Nova Scotia Ownership and Control of Production	Yes <input type="checkbox"/>		
2. Minimum of two Trainees (no prior paid film or TV production experience)	Yes <input type="checkbox"/>		
3. 75 per cent of the post-production work is carried out in NS	Yes <input type="checkbox"/>		
4. The producer of the production is a NS Resident (minimum two years prior to principal photography)	Yes <input type="checkbox"/>		
5. NS Spend is 75 per cent of total production costs and greater than \$25,000	Yes <input type="checkbox"/>		
6. The principal writer of the production is a NS Resident	Yes <input type="checkbox"/>		
7. The principal director of the production is a NS Resident	Yes <input type="checkbox"/>		
<b>Subtotal:</b>		= █	

Total Eligible Incentive:	
Funding Level Incentive	█
NS Content Incentive	+ █
<b>Total Eligible Incentive:</b>	= █

Funding Calculation:		
<b>Eligible NS Cost</b>		<b>Eligible Incentive Percentage</b>
█	X	█
		=
		<b>Eligible Funding Amount</b>
		█

**4. Deliverables Checklist**

No.	Item/Description	Did you provide?
1.	A completed copy of the Claim Form.	<input type="checkbox"/> Yes
2.	A copy of the completed Production in a format acceptable to the Administrator.	<input type="checkbox"/> Yes
3.	The final list of Head and Tail Credits as they actually appear on the completed Production.	<input type="checkbox"/> Yes
4.	A full electronic press kit including, but not limited to, a minimum of two cast shots and two “behind the scenes” production shots, submitted in a format required by the Administrator, as well as any additional publicity/promotional materials available.	<input type="checkbox"/> Yes
5.	A Statutory Declaration - Eligible Nova Scotia Costs and Head of Department positions (available online).	<input type="checkbox"/> Yes
6.	A Statutory Declaration – Incentive Eligibility (Stream I or Stream II) (available online).	<input type="checkbox"/> Yes
7.	A Trainee Final Report (PART 2 of Training Plan. Template available online) is mandatory if a Trainee was employed by the production.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
8.	a) An audited Production Cost Statement prepared by a certified accountant where the final cost of the Production <b>exceeds \$500,000</b> . b) Production Cost Statement with a Review Engagement Report where the final cost of the Production is <b>greater than \$250,000 up to \$500,000</b> . c) Uncertified Final Cost Report supported by a Statutory Declaration (available online) where the final cost of the Production is <b>equal to or less than \$250,000</b> .	<input type="checkbox"/> Yes
9.	Direct Deposit Authorization Form for EFT	<input type="checkbox"/> Yes
10.	Such other documentation listed in the Incentive Agreement or that the Administrator advises the Applicant may be required.  Please list additional attachments:	<input type="checkbox"/> Yes

**5. Authorize, Certify and Agree**

On behalf of the Applicant Company identified above (the “Company”), I hereby make a claim for the Nova Scotia Film & Television Production Incentive Fund. I **certify** that I am an authorized officer of the Company and that the information provided in this claim and its attachments is true and correct to the best of my knowledge and belief. I **agree** to comply with, and to cause the Company to comply with, the terms stated in the program guidelines and Incentive Agreement, including reporting requirements.

On behalf of the Company:

- I **acknowledge and agree** to allow the Province to make any enquiries of such persons, firms, corporations, and federal and provincial government agencies and departments required, to collect and to share information with them, including personal information as defined in the *Freedom of Information and Protection of Privacy Act*, as the Province deems necessary, in order to process this claim; to monitor the subject project; and to evaluate the results of the project and this incentive after project completion.
- I hereby waive confidentiality of such information and agree that its collection and disclosure will not be the basis of any liability, claim or order against the Province.
- I hereby **give** the Province permission to release the name of the Company in any form and through any media for purposes of marketing the Nova Scotia Film & Television Production Incentive Fund.

I **authorize, certify and agree to all the terms above**

Authorized Officer Name:	
Title:	
Signature:	
Date:	