



## Development Loan/Equity Investment Application Form

*Please accept this application for consideration under the following program:*

*Development Loan Program*

*Equity Investment Program*

### **Eligible Applicants**

Only incorporated Newfoundland and Labrador film and video production companies may apply. Individuals, non-incorporated groups, or licensed broadcasters are not eligible. Corporations must demonstrate that their primary focus is on the development, production, and distribution of film and video products, and must be at least 51% owned by a resident of Newfoundland and Labrador as described for individuals. For the purposes of these guidelines, a *Newfoundland and Labrador Resident* is a person who has maintained a principle residence in Newfoundland and Labrador for at least 12 consecutive months immediately prior to the date of application.

### **Development Loan Program**

#### **Overview**

The Corporation may provide a loan to qualified applicants to support the essential process of development that takes an idea through the stages of research, writing, market analysis, and costing. Support for the development of a project does not, in any way, guarantee funding by the Corporation in later stages of the project.

#### **Financial Participation**

The Corporation will apportion its development loan funding in two phases for non-series projects as follows:

##### *Phase One – Conception and Development of First Draft Script*

At this stage, the Corporation will normally advance a maximum of \$15,000 for the option or acquisition or rights, scriptwriter's and editor's fees, research, required travel expenses, normal overhead, and producer's fees. At the end of this phase of development, the producer will be required to provide a completed first draft script and cost report. The Corporation's contribution cannot exceed 33% of the budget.

##### *Phase Two – Shooting Script and Production Development*

At this stage, the Corporation will normally advance a maximum of \$20,000 for pre-casting and preliminary search for shooting locations as required for script writing, required travel expenses, normal overhead, producer's fees, preliminary shooting schedule, preparation of a marketing plan, preparation of the final budget, and completion of a shooting script. At the end of this phase, the producer will be required to provide a shooting script, a production budget, a marketing plan, and a cost report. The Corporation's contribution cannot exceed 33% of the budget. A producer may apply for Phase Two development without having received Phase One development

For series projects, the full \$35,000 of funding may be accessed in one stage. All of the criteria outlined for non-series projects in Phase One and Phase Two apply for series applications.

**For further details, please review the Development Loan guidelines available from the NLFDC (address on last page).**

## **Equity Investment Program**

### **Overview**

To support Newfoundland and Labrador-based production, NLFDC will provide production assistance in the form of Equity Investment to eligible producers for the financing of productions. For the purposes of these guidelines, *Equity Investment* means a financial contribution by the NLFDC that shall be repaid from earned revenue resulting from the production.

### **Financial Participation**

The NLFDC will normally provide a maximum of 20% contribution of the overall costs of the project. The schedule of payments will be based on the individual project needs and production schedule. Typically, 95% of the financial commitment will be disbursed on principal day of photography with the remaining 5% being disbursed once the production has been completed and all conditions of funding have been met.

Within genres, the NLFDC equity investment will normally be subject to the following maximums:

- Dramatic series – maximum \$250,000
- Theatrical feature film, television feature length move (MOW) - \$250,000
- Documentary (single or series), children's, other - \$150,000

**For further details, please review the Equity Investment guidelines available from the NLFDC (address on last page).**

## **Development Loan Application Form Checklist**

Please review the following checklist to ensure that all required materials are included with the application form. Incomplete applications will be neither assessed nor returned. The applicant will be notified in writing of the funding decision.

### **General**

- Completed application form

### **Section 1.0 – The Applicant**

- Certification and Articles of Incorporation
- Shareholder information
- Financial statements

### **Section 2.0 – The Project**

- Project synopsis
- Project intentions (development loan application only)
- Project schedule (development loan application only)
- Production staff and area of residence
- Treatment, outline, or screenplay
- Original literary property
- Original literary property agreement
- Writing agreement(s)
- Broadcast license and/or distribution agreement
- Marketing and distribution plan

### **Section 3.0 – The Financing**

- Letters of commitment
- Detailed development budget (development loan application only)

## **Equity Investment Application Form Checklist**

For an equity investment application, please provide all information as requested for a Development Loan application (above) as well as the following:

### **Section 2.0 – The Project**

- Shooting schedule (instead of project schedule)
- Final script
- Cast and crew listing
- Principal performers listing
- Key components

### **Section 3.0 – The Financing**

- Detailed production budget (instead of detailed development budget)
- Recoupment schedule

## 1.0 The Applicant

<b>Name of Project</b>	
<b>Contact Person</b>	
<b>Production Company</b>	
<b>Address</b>	
<b>Telephone / Facsimile</b>	
<b>Email</b>	
<b>Start date</b>	
<b>Completion date</b>	
<b>Project location during development</b>	
<b>Job creation during development</b>	

**Production Company Ownership:** (copies of Certificate of Incorporation and most recent financial statements must also be included with the application)

Please provide the shareholder information as follows:

<b>Shareholder Name</b>	<b>% of shares owned</b>	<b>Province of residence</b>

## **2.0 The Project**

**Project Synopsis:** a one-page description of the story line being developed (include as an attachment)

**Project Intentions:** detailed description of what will be accomplished during development (include as an attachment for development loan applications only)

**Project Schedule:** detailed schedule for development (include as an attachment for development loan applications only)

Percentage to be filmed in Newfoundland and Labrador	<input type="text"/>
Proposed shooting dates	<input type="text"/>
Proposed shooting location(s)	<input type="text"/>
Genre and length	<input type="text"/>
How many residents of Newfoundland and Labrador will be employed during production?	<input type="text"/>
Has this project had any other titles? If yes, please specify.	<input type="text"/>
Will this be a co-production? If yes, provide details.	
<input type="text"/>	

**Broadcast License / Distribution Agreement:** provide copies of any correspondence related to license and distribution agreements, if applicable.

**Marketing / Distribution Plan:** provide details on any marketing or distribution plans, if applicable.

**Treatment, Outline, or Screenplay:** provide copy, if applicable.

**Original Literary Property:** if the script is based on another work, complete this section. Provide copy of original literary property, as well as a literary property agreement.

Title of Work	<input type="text"/>
Author	<input type="text"/>
Citizenship	<input type="text"/>

**Writing Agreement(s):** provide copy of agreement(s) pertinent to writing of screenplay.

**Production Staff and Area of Residence:** provide copies of resumes and background information.  
**If Equity Investment application, please also provide:**

**Shooting Schedule:** (in place of project schedule)

**Script:** provide copy of final script.

**Cast and Crew:** provide listing of cast and crew.

**Principal Performers:** provide listing of principal performers, and include citizenship and role in production.

**Studios, Laboratories, and Post-Production Facilities**

**Completion Guarantor:** provide contact information.

**Key Components:** provide explanation of how the following key components are applicable to this project.

- Track record of production company
- Experience of producer(s) and other production staff
- Experience of key creative personnel (i.e. writer, director, director of photography, production designer, etc.)
- Potential for recoupment and eventual profit
- Economic benefit and job creation potential within Newfoundland and Labrador
- Potential to contribute to development of local industry

### **3.0 The Financing**

#### **Financial Program**

<b>Program Financing</b>	<b>Projected</b>	<b>Committed**</b>	<b>Percentage</b>
NLFDC			
Totals			100%
<b>Total Budget</b>			
<b>Estimated NL Expenditure (of Total Budget)</b>			

\*\* Attach letters of commitment

#### **If Development Loan Application, please provide the Project Costs**

Scenario	
Development	
General	
Overhead	
Contingency	
TOTAL	
Estimated production budget	
NL expenditure (percentage of production budget)	

Attach detailed development budget

#### **If Equity Investment Application, please provide the following production budget figures:**

Above the Line	
Production	
Post-Production	
Other	
Contingency	
TOTAL	

Attach detailed production budget showing Newfoundland and Labrador expenditure.

## Previous Funding Received from the Government of Newfoundland and Labrador

Project	Company	Type (development loan or equity investment)	Amount

This includes any company in which the applicant is a shareholder.

**Recoupment Schedule:** provide copy of proposed recoupment schedule.

### 4.0 The Declaration

The undersigned, on behalf of \_\_\_\_\_, hereby:

- a) Authorizes the Newfoundland and Labrador Film Development Corporation (NLFDC):
  - i) To make any inquiries of such persons, firms, corporations, or other Government agencies as it deems necessary in order to reach a decision on this application and for such purposes, the NLFDC shall be regarded as an agent for the applicant to such extent that any such inquiry shall be deemed to be made by the applicant hereunder;
  - ii) Access, at any reasonable time, to the site and premises of the facility described in this application
- b) Confirms that all the information and representations submitted in connection with this application for funding are true and correct to the best of the knowledge and belief of the undersigned; and
- c) Confirms that neither the applicant nor its officers are involved in litigation, or in any proceedings before any Government board, agency, or tribunal that have not been disclosed in writing as an attachment to this application.

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**Signature of authorized signing officer**

**Title**

**Date**

Please submit completed applications or any inquiries to the address below:

Newfoundland and Labrador Film Development Corporation  
12 King's Bridge Road  
St. John's, NL, A1C 3K3  
Phone: (709) 738-3456 / Fax: (709) 739-1680 / Toll free (within Canada): 1-877-738-3456  
Email: [info@nlfdc.ca](mailto:info@nlfdc.ca) / Web: [www.nlfdc.ca](http://www.nlfdc.ca)

**Do not staple or bind the application form or any supporting documentation.**