



**New Zealand**  
FILM COMMISSION



Te Tumu Whakaata Taonga

# New Zealand Film Commission

## Short Film International Festival Fund – Guidelines for Applicants

May 2017

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We encourage you to read these guidelines carefully as they are intended to help you deliver the strongest application possible. Please also read the relevant information sheets on our website.

Please get in touch well before making a formal application for financing, as we can offer helpful advice and guidance.

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## Introduction

As part of our work to support the New Zealand film industry, the New Zealand Film Commission wants to help the makers of great short films have their work seen here and overseas.

International film festivals are a great way to showcase the unique New Zealand voice and culture overseas, and help filmmakers develop skills and relationships that contribute to a successful film industry.

Festivals are an opportunity to pitch your film and promote yourself, form connections with industry members and companies, understand international film production and financing, and develop new ideas with 'like minds'.

If you've been invited to a significant festival, we may be able to help.

## Short Film International Festival Fund overview

The Short Film International Festival Fund provides financial assistance towards the travel costs for the makers of short films invited to significant film festivals. There is also some funding available to cover post-production costs where that is necessary for your film to meet minimum screening requirements.

Read our *Qualifying Festivals list* to see which festivals this fund is available for.

The Fund is available for travel costs including economy airfares, accommodation (up to \$NZ150 per night for up to five nights) and transfers. The \$150 per night cap may be increased for the Cannes, Berlin or Toronto festivals because of the high costs in those centres.

The Fund is also available for post-production costs up to a maximum of \$10,000 where this is necessary to deliver the film to the festival. This funding only covers the most cost-effective option level of premium digital delivery (DCP, HDcam or Digital file).

Where we receive applications from different short films that have been selected for the same festival, applications will be considered competitively.

Our investment is discretionary; that is we choose where best to apply the limited funding available, and we reserve the right to offer applicants less than the sum requested.

Our decisions are final. The criteria we apply may change from time to time, but our decisions will be consistent with the New Zealand Film Commission Act 1978.





## We are here to help

These guidelines are intended to help you deliver the strongest application possible. You are welcome to discuss your project with our Talent Pathways Manager as you work on your application.

To contact us email [talentdev@nzfilm.co.nz](mailto:talentdev@nzfilm.co.nz) or phone 0800 659 754

## Who can apply

In order to be eligible for the Short Film International Festival Fund, you must be a New Zealand citizen or permanent resident and (preferably) professionally based in New Zealand.

Your films must be invited to at least one of the film festivals specified by the NZ Film Commission.

Read the *Qualifying Festivals list* to see if your application is eligible.

## How to apply

Applications may be submitted at any time but you should be aware that there is a set amount of money available each year. If you are applying in the second half of the financial year (December-June) it's important to contact the Talent Pathways Manager to check whether there is funding available before applying.

Complete the Short Film International Fund Application Coversheet and provide all relevant information, as set out in the checklist.

The application form and checklist is a writable pdf file so you will need to have the Adobe Acrobat programme loaded on your computer. Please double-check before you start filling in the form that you are working on a downloaded version that you can save, not just a 'preview' version.

Once your application is ready, please combine all your application documents in a single file, either Acrobat (.pdf) or Word (.doc/.docx) format.

It's important you provide as much information as you can to help us make a full and fair assessment. We are unable to consider incomplete applications.

Send your application electronically to [talentdev@nzfilm.co.nz](mailto:talentdev@nzfilm.co.nz).





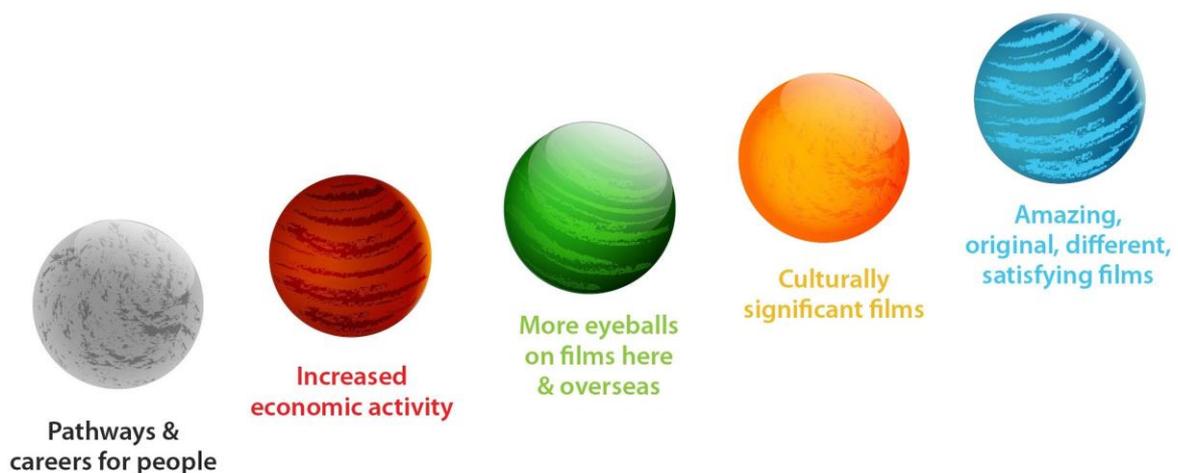
## What to include in your application

Your application has to make it easy for us to see and understand your ideas and your film-making aspirations.

When the NZFC considers any funding application, we think about how it fits into the bigger picture of our vision of a successful New Zealand film industry. To describe what a successful film industry would look like, we use the metaphor of 'lining up the planets' (see image below). Each planet represents an essential aspect of our vision; when the planets are aligned, we're getting it right.

The planets are not 'tick-boxes' – you don't have to reference every one of them in your application, but it's helpful for you to be aware of where we're coming from.

You may want to think about where you want your film-making career to go and how your film's screening and your attendance at this festival may contribute to this bigger picture.



Keep in mind we read a huge number of applications every year. Your application needs to make the best case for your project.

## What we are looking for

It is important to clearly describe how you intend to maximise your time at the festival as an opportunity to develop your skills and knowledge, understanding of the film industry, and networks.

We will be assessing your application against the following criteria:

- selection to approved festival;
- strategy to maximise on the festival opportunity for professional development (see our *Short Film Marketing Guide*); and
- availability of funds in the current financial year.





Priority will be given to:

- filmmakers who have feature film projects in development and make a case for relevant opportunities the festival attendance will offer them;
- involvement in festivals that offer a range of professional development opportunities to attending filmmakers such as specific industry connection opportunities, writing/directing/producing workshops, pitching opportunities, co-production connections; and
- narrative projects that screen as part of a festival competition.

## What to provide

Your application will include the following sections:

1. Festival material
2. Strategy material
3. CV
4. Budget
5. Background
6. Post-production (if relevant)

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We will be printing and copying your application, so please do not use black or dark colours as page backgrounds. Please present your application documents in 12 pt courier font.

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### 1. Festival material

We expect this to include:

- a copy of the festival acceptance letter;
- the section your film will screen in (including whether it is part of a competition); and
- a copy of the film as a password-protected file, DVD, or Blu-ray.

### 2. Strategy material

Provide a written statement setting out:

- the reasons you want to attend the festival and how attending will benefit your professional development;
- your plan to 'work' the festival, including ways you will promote the film, yourself, and other work you may have planned;
- a list of people you plan to contact and the ways you plan to reach out to them; and
- details of meetings you plan to have throughout the festival and your trip. Please indicate if any of these meetings are already booked.





You may find it useful to read our *Short Film Marketing Guide* as you prepare this material.

### **3. CV**

- Provide your one-page CV

### **4. Budget**

Set out a detailed budget that includes:

- estimated flight costs (quote from travel agent, or webpage screen print);
- travel insurance;
- accommodation costs; and
- transfer costs (where applicable).

### **5. Background**

Please provide a project history including:

- details of the amount of funding your project has received already, and from whom; and
- a list of festivals you have applied for to date.

Please list any other projects you as the applicant have in active development with the NZFC. If there are any outstanding reports or deliverables relating to those other projects, or any other NZFC grants, loans or equity, they should be delivered before, or alongside, this application. Note that you may be considered ineligible for funding if you have outstanding reports or deliverables or you are in breach of any contract with the NZFC.

### **6. Post-production**

On a case by case basis will we consider providing funding for post-production costs where this is necessary to deliver the film to the festival.

If you are seeking financial assistance towards post-production costs, please provide a detailed line by line budget including;

- the most cost-effective option level of premium digital delivery (DCP, HDcam or Digital file) for screening at festival you have been accepted to; and
- production of exhibition and submission materials (a list of our standard delivery requirements is available on request from [materials@nzfilm.co.nz](mailto:materials@nzfilm.co.nz)).

Please also provide a:

- post-production timeline; and
  - quote from post-production facility.
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## What happens to your application

Your application will be assessed by the Talent Development Team and other relevant NZFC staff.

Decisions will be made within two weeks of your application being received.

## Next steps

If you are successful we will be in touch to discuss details.

Whether you are successful or not, you will receive an email letting you know. You will also get feedback from the assessors.

Note that you will have to report back to us on what you have done with the money. To be accountable for the taxpayers' money entrusted to us, we have to be able to certify what has happened as a result of any grant.

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A final reminder that if you have any questions please contact our Talent Pathways Manager by email [talentdev@nzfc.co.nz](mailto:talentdev@nzfc.co.nz) or phone 0800 659 754.

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