



New Zealand
FILM COMMISSION



Te Tumu Whakaata Taonga

Feature Film Finishing Grant

He Aratohu mā ngā Kaitono Guidelines for Applicants

March 2022

Īmēra mai, mēnā he pātai āu

If you have any questions please email investment@nzfilm.co.nz



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- A detailed list of documentation required to make an application can be found in the ***FEATURE FILM FINISHING GRANT SUBMISSION CHECKLIST***.



KUPU WHAKATAKI - INTRODUCTION

The Feature Film Finishing Grant (the “Fund”) aims to support filmmakers to take their independently produced feature film (fiction or documentary) through the final stages of post-production and on to cinema screens.

We want to support films that are distinctive, culturally significant, high impact and authentic. We also affirm the richness of New Zealand screen production is often connected to the strength of Māori culture and storytelling that provides a unique point of difference in the global market.

Key Objectives of the Fund

- Support high impact, authentic and culturally significant feature films to achieve a theatrical digital finish.
- Enable high quality, independently produced, feature films to reach audiences here and overseas.
- Add value to the finance already secured by independently produced films who have a viable plan for completion and distribution.
- Facilitate dynamic pathways for outstanding filmmaking talent working outside of mainstream film financing.

Non-recoupable grants of up to \$60,000 per film are available, and applications can be made at any time.

Around \$300,000 is allocated to the Fund annually, therefore funding is limited, and all decisions are discretionary. It will be published on the NZFC website when funding is no longer available. If any applications are in progress at the time, they will not be progressed.



KO WAI KA ĀHEI KI TE TONO - WHO CAN APPLY?

To be eligible for the Fund, the applicant must:

- be a New Zealand citizen or permanent resident;
- be the lead producer of the film (you may also be other key creative roles in the project such as writer or director).

You can either:

- Apply as an individual; or
- Apply as a company. The applicant must be a director of the company and it must be a New Zealand company; that is, the company must be incorporated and carrying out business in New Zealand, and its central management and control must be held by New Zealand citizens or permanent residents.

Your film must meet all the following requirements:

- have significant New Zealand content (as set out in the New Zealand Film Commission Act 1978);
- be at locked cut stage (see glossary);
- be independently produced (see glossary).
- be a feature length (minimum 80mins duration) fiction or documentary film;
- have either:
 - *A Distributor Pathway*: a recognised distributor with confirmed arrangements for a general theatrical release (see glossary) in New Zealand; or
 - *Festival Pathway*: an invitation to screen at either the New Zealand International Film Festival (“**NZIFF**”), DocEdge or a prestigious international film festival and have your own comprehensive theatrical distribution plan (see glossary) for New Zealand.



NGĀ MEA KA TAEA E KOE TE TONO – WHAT CAN YOU APPLY FOR?

You must provide a detailed budget of intended costs.

What can I spend it on?

The grant can be used for New Zealand based costs that are necessary to complete the final stages of post-production of the film (i.e., from locked cut to delivery). You may only apply for actual and reasonable third-party costs.

Key Categories (see Glossary):

- Costs associated with **Picture completion** and grading
- Costs associated with **Sound completion** (including composition)
- Costs associated with **Master outputs** and deliverables

What is specifically excluded?

- Related party costs and above the line fees.
- Costs that are not directly associated with core post-production activities specified above unless pre-approved by NZFC
- Legal and accounting fees
- Re-shoots, stock footage, visual effects (VFX), music licensing, picture editing costs
- Capital expenditure
- Cast and crew screenings and complimentary DVD or Blu-ray copies
- Website creation and maintenance costs
- Marketing and publicity costs and related items
- Prints and advertising costs (P&A)
- Film festival submission costs or screening fees
- Travel including to attend film festivals
- Retrospective costs; i.e. costs already incurred by the film.

WHAKARITENGA TONO - APPLICATION PROCESS

APPLY ONLINE

You must apply via the NZFC online application portal
<https://funding.nzfilm.co.nz>

There is no deadline, but the fund will close once all funding has been allocated.



ELIGIBILITY

Once your application is received, it will be checked for eligibility in line with these guidelines. If the NZFC determines that your application does not meet requirements it will be deemed ineligible and you will be notified.



ASSESSMENT

If your application passes the eligibility stage, your application will be assessed by NZFC staff and external assessors (where required). Applications will be assessed against the assessment criteria set out further below in these guidelines.



DECISION

Final funding decisions will be made by the Head of Development and Production and the Chief Executive Officer, with input from the Marketing and Rautaki Māori teams (as applicable). You will be notified within six weeks of receipt of your application.



CONTRACTING

If successful you will then receive a contract for funding from the NZFC. Funding will be paid in accordance with the terms of the contract.



RAUTAKI MĀORI

Te Rautaki Māori expects productions to demonstrate clear established involvement of Māori in the elements or content that are in the project. Productions with **Māori content** (see Glossary) will be required to:

- have engaged early with secured advisor/s and or creatives with the cultural competency, te reo me ona tikanga (Māori language and cultural practices), and authority to the lead and assure the content as part of or alongside the creative team;
- reflect Māori representation in the creative team commensurate to the level of Māori content and capacity required for the production;
- demonstrate as a production a clear partnership of engagement with, or inclusion of, Māori creative/s, Māori advisor/s and where applicable, hapū and/or Iwi across the production to ensure genuine consultation and where necessary, permission for use;
- provide insight into how the production will benefit the Māori film making industry or local communities through the narrative or production in those regions or local tribal communities.

As a consideration, ideally projects with significant Māori content would have a **higher proportion of key creative roles** leading the project (e.g. producer, director, script writer, animation director).

As part of partnership arrangements that reflect Te Tiriti o Waitangi, careful consideration should also acknowledge the value of the intellectual property of the cultural creatives and content. Considerations by teams with Intellectual Property ('IP') sharing speak to demonstrating a commitment to capacity and capability building to achieve mutually agreed aspirations as informed by the principles of Te Tiriti o Waitangi and Te Ao Māori.

For queries regarding Te Rautaki Māori contact rautaki@nzfilm.co.nz



TIKANGA AROMATAWAI – ASSESSMENT

Eligible applications will be assessed against all four of the following areas:

- **Strength of the creative material, including cultural where applicable**
- **Strength of the distribution plan**
- **Viability of the budget, schedule, other finance and rights**
- **Track record and expertise of the key personnel**

The NZFC may engage External Assessors, including those with appropriate cultural knowledge and/or experience associated with an under-represented community, to provide valuable objective insights (“**Cultural Assessor**”).

For the current list of External Assessors or Cultural Assessors, please visit the NZFC [website](#).

If you feel you have a **Conflict of Interest** (see Glossary) with any of our External Assessors or Cultural Assessors, you may disclose this in your application to assist the NZFC in ensuring fair and impartial assessments are given for all eligible applications.

Decisions will be consistent with these guidelines and the New Zealand Film Commission Act 1978 (NZFC Act).

Funding is discretionary and all decisions are final.

In making funding decisions, NZFC may use its discretion to ensure that the objectives are broadly balanced across the totality of projects approved.




ASSESSMENT AREAS	OBJECTIVES	WHAT WILL BE CONSIDERED
Creative material	Support high impact, authentic and culturally significant feature films to achieve a theatrical digital finish.	<ul style="list-style-type: none">• Does the edit show the film has potential to be high impact and authentic?• Is the film culturally significant?• Is the film likely to achieve commercial success?• If applicable, does the film promote the authentic representation of Māori in characters, stories, places, history and culture (refer to NZFC Te Rautaki)?
Distribution plan	Enable high quality independently produced feature films to reach audiences here and overseas.	<ul style="list-style-type: none">• Does the plan have potential to reach a broad New Zealand audience?• If applicable, is the self-distribution plan comprehensive and realistic?• If there is an agreement with a recognised distributor, is the distribution plan credible and realistic?• Does the film have potential for overseas distribution?
Budget, schedule, other finance and rights	Add value to the finance already secured by independently produced films who have a viable plan for completion and distribution.	<ul style="list-style-type: none">• Is the budget relative to the likely size of the audience for the film?• Is the budget realistic and allows for all the costs for completing the film and including supporting marketing materials required for the anticipated release?• Is there a realistic schedule to delivery?• Are all the legal requirements in place including the rights to fully exploit the film?• Is there confirmation of investment to date? (Finance plan)
Key personnel	Facilitate dynamic pathways for outstanding filmmaking talent working outside of mainstream film financing.	<ul style="list-style-type: none">• What is the track record and experience of the producer, director, writer?• Is the team able to support the film into the market?• What are the team's future plans; do they have other feature films in development?



NGĀ ĀHEINGA KAUPAPA – KEY CONDITIONS

- You must have, or can obtain, all necessary rights in the project (including the intellectual property rights) needed to complete and exploit the project. See [NZFC Chain Of Title Information Sheet](#).
- Incomplete applications will not be accepted.
- Please note that by submitting your application, you acknowledge and agree that your application may be reviewed by external assessors, and you also accept that the identity of any assessor(s) used to assess your application will be kept strictly confidential to the NZFC and will not be released.
- The NZFC will use reasonable efforts to maintain the confidentiality of the information provided by the applicant. Please note that any information you provide to the NZFC is subject to Official Information Act 1982 (“OIA”) requests. In processing a request under the OIA, the NZFC may consult with the relevant applicant prior to issuing a response to the request.
- Any statistical or demographic information provided as part of your application is not made available to external assessors. The data collected is aggregated and used only in meeting the NZFC's reporting requirements.
- 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.
- **Publicity and Advertising** - If you are looking for funding for publicity and advertising costs, your distributor should consider applying for a Publicity and Advertising Grant. Please visit www.nzfilm.co.nz/distribution/new-zealand/film-distribution-grants for more information on this funding.
- **Health and Safety** – If your application is successful, you will be required to provide warrants that the production will comply with all current health and safety laws, regulations and protocols.
- **Archive copies** – Your budgeted deliverables must include an H264 QuickTime or Pro Res QuickTime file of the completed film for NZFC archival



purposes. This needs to be delivered to the NZFC on completion of post-production.

- **Reapplications** We will not accept reapplications for the same film unless it has been pre-approved by NZFC staff and the application has substantially changed. Contact investment@nzfilm.co.nz before you reapply.
- If your film requires substantial post-production work beyond the \$60,000 available per film from the Fund, or you are seeking funding support for categories of spend that do not qualify under the Fund, you may also be eligible for [Feature Film Post Production Investment](#) (see Glossary).

TE HUARAHI WHAKAMUA - NEXT STEPS

- All applicants will receive an email notifying them of the outcome of their application.
- If you are successful, you will then be invited to enter a funding agreement with the NZFC. No payments will be made until you have agreed to the terms and conditions in the funding agreement and the funding agreement has been fully executed.
- NZFC assistance must be acknowledged where possible and appropriate at screenings and in the media. You will also need to credit the NZFC in the end credits of the film as follows: *Completed with the assistance of a Feature Film Finishing Grant from the New Zealand Film Commission.*
- Recipients must provide a short report within six months of the film's release detailing how the funding was spent and details regarding the film's release. Details of this report will be set out in the funding agreement. Please note that if you don't meet your commitment to this report, you may be ineligible for further funding from the NZFC.



KUPUTAKA - GLOSSARY

Comprehensive Theatrical Distribution Plan must include the scheduled release date, confirmed number of cinemas with paperwork confirming commitment, and an outline of the marketing strategy and assets available.


Conflict of Interest: A conflict of interest may exist when an External Assessor has a personal interest with the applicant, other creatives or the film itself. Personal interests can be financial or relate to family, friends and associates. A conflict of interest can be an actual conflict, a perceived conflict (a situation that others might see as a conflict), or a potential conflict (a situation that while not an actual or perceived conflict right now, could eventuate into an actual conflict). Applicants should disclose if an External Assessor has a financial interest in the film; is a spouse, partner, family member or close friend of any of the creatives attached to the film, or if they have worked with any of the creatives in the past 90 days.

Culturally Significant Content: Culturally significant films and screen stories are those that New Zealand audiences will recognise as reflecting New Zealand identity and culture. Minority co-productions set in another country are unlikely to meet these criteria. The NZFC has a target of 80% of all long form screen stories funded over a three-year timeframe being culturally significant.

Feature Film Post-production Investment Fund –This is NZFC Equity Investment Fund that is awarded by the NZFC Board and is subject to deadline. Please visit <https://www.nzfilm.co.nz/funds/feature-film-post-production-investment> for more information.

General Theatrical Release: A film programmed to screen in at least five cinemas across two main centres, with at least one paid session a day for seven consecutive days.

Independently Produced: For the purposes of the Fund, independently produced means your film has not received **NZFC**, NZ On Air or any other government agency (e.g. Creative New Zealand) funding prior for the format that you are applying.



Locked Cut: Editing of the film is complete, all parties have agreed on this cut and the film is now ready for sound and picture post-production.

Māori Content is anything sourced and generated from a Māori world view, Te Ao Māori - including but not limited to:

- Māori kupu, proverbs, expression of language, dialect, genealogical information, naming conventions;
- reference to or inclusion of Māori names, people, places, characters, protocols;
- anything based on Māori history, stories, myths & legends, songs, dance, cultural expressions that may or may not be in public domain;
- Toi Māori – art, carving, tā moko, raranga, visual arts, games, both traditional and modern cultural expressions;
- Taonga Māori - te reo, landmarks, whakapapa, photographs, heirlooms, tribal landmarks, museum artefacts, flora and fauna – native trees, birds, taonga species;
- use of or reference to specific whānau, hapu, Iwi tribal land, waterways, mountains, social systems and structures;
- Mātauranga Māori - anything that is sourced in the wide context of Māori knowledge, its expression and cultural practice.

Master creation and deliverables costs are defined as

- mastering, output time and materials;
- master copies and a modest number of screening formats including hard drives (as appropriate to the project);

Picture completion and grading costs are defined as

- online edit/title creation;
- colour grade.

Sound completion (including composition) costs are defined as

- sound editing e.g. tracklaying;
- final sound mixing;
- music composition by New Zealand composers.



Te Rautaki Māori

Te Rautaki Māori is the Māori Strategy of NZFC and is in place to ensure responsible cultural representation is held by Māori with relevant experience or authority for the Māori content within a story or project. To have clear accountability, permission and leadership of the protocols, approach and inclusion of cultural practice or tikanga elements in the project or story; and to elevate the capacity and capability of Māori creatives, cast, crew and advisors as an asset and critical to making great films with Māori content. For queries regarding Te Rautaki Māori contact rautaki@nzfilm.co.nz

CHANGE LOG: Updated March 2022 to restructure and reformat for clarity. Two pathways created for eligibility – Festival and Distributor. Inclusion of Fund objectives. Updated Rautaki requirements. Updates to costs in and out of scope. Information added on assessment criteria. Glossary added.

FEATURE FILM FINISHING GRANT SUBMISSION CHECKLIST

This information sheet lists the documentation that is required for submission. Please make sure that you have read the **Feature Film Finishing Grant Guidelines** published on the [NZFC website](#) before applying.

ELIGIBILITY

To be eligible for the Feature Film Finishing Grant, the applicant must:

- Be a New Zealand citizen or permanent resident;
- Be the lead producer of the film;
- Confirm that you have or can obtain all necessary rights;
- Have read the NZFC Rautaki Māori and declared any Māori content;
- Declare outstanding reports or deliverables due to the NZFC;

You can either

- Apply as an individual; or
- Apply as a company. The applicant must be a director of the company and it must be a New Zealand company; that is, the company must be incorporated and carrying out business in New Zealand, and its central management and control must be held by New Zealand citizens or permanent residents.

Your film must meet all the following requirements:

- have significant New Zealand content (as set out in the New Zealand Film Commission Act 1978);
- be at locked cut stage (see guidelines glossary);
- be independently produced (see guidelines glossary);
- be a feature length (minimum 80mins duration) fiction or documentary film;
- have either a:
 - *Distributor Pathway*: a recognised distributor with confirmed arrangements for a general theatrical release (see guidelines glossary) in New Zealand; or
 - *Festival Pathway*: an invitation to screen at either the New Zealand International Film Festival (“NZIFF”), DocEdge or a prestigious international film festival and have a comprehensive theatrical distribution plan (see guidelines glossary) for New Zealand.



SUBMISSION DOCUMENTS

CREATIVE MATERIAL	<ul style="list-style-type: none"> <input type="checkbox"/> Locked cut of the film as a downloadable screener or H264 Quick Time file. <input type="checkbox"/> If your film contains Māori content, provide a summary of how you have considered NZFC Te Rautaki Māori. <input type="checkbox"/> If applicable, provide a summary of how you have considered diversity and inclusion in your production. 	
DISTRIBUTION PLAN	<i>Distributor pathway</i>	<i>Festival pathway</i>
	<ul style="list-style-type: none"> <input type="checkbox"/> you must include the distribution offer/deal memo/LOI from an established theatrical distributor for an NZ release (on letterhead and unsigned) 	<ul style="list-style-type: none"> <input type="checkbox"/> evidence of your invitation to screen at one of the eligible festivals (NZIFF, DocEdge or prestigious international festival) <input type="checkbox"/> comprehensive theatrical distribution plan.
BUDGET, SCHEDULE, FINANCE AND RIGHTS	<ul style="list-style-type: none"> <input type="checkbox"/> Sales agent offer to represent the film for Rest of World (ROW) if applicable; <input type="checkbox"/> Audience Engagement Plan and supporting documents. <input type="checkbox"/> Summarised costs to date (at the time of application). <input type="checkbox"/> Comprehensive budget of the costs to complete, with the costs you are requesting from FFFG clearly identified. <input type="checkbox"/> Estimated final production budget amount. <input type="checkbox"/> Post-production quotes that show the film can be delivered within the budget. <input type="checkbox"/> Post-production and delivery schedule. <input type="checkbox"/> Finance plan. <input type="checkbox"/> Producer narrative around the rights secured and/or intending to obtain. See our Chain of Title information sheet. 	
KEY PERSONNEL	<ul style="list-style-type: none"> <input type="checkbox"/> Details of key creatives attached to the film, including short bios and key demographic data. <input type="checkbox"/> Brief narrative of key creatives' future projects in development (if applicable). 	

