

## PREMIUM FUND SUBMISSION CHECKLIST

This information sheet lists the documentation for the Premium Productions for International Audiences Fund - Te Puna Kairangi (**'Premium Fund'**) that is required for submission. Applications must be done online through the New Zealand Film Commission portal.

There is only one application form to submit your project to the Premium Fund, regardless of the format of your project. The application may be to either a Feature Film, a Single Episode Programme or a Series Production ("**Eligible Formats**"). Please select in the application the format relevant to your project. The required documentation must be provided in order to be eligible (unless otherwise specified).

Please make sure that you have read the [Premium Fund Guidelines](#), the [Premium Fund Terms of Trade](#) published on the NZFC website page of the Premium Fund.

### GENERAL ELIGIBILITY

- Applicant must be a New Zealand citizen or permanent resident
- Applicant is the (one of the) New Zealand producer/s of the project
- Applicant must demonstrate experience with multiparty financing
- Applicant must have at least one 'produced by' credit in the producing team in the format you are applying under that has been commercially released

And either:

- (i) be a New Zealand company that is an established NZ screen business

OR

- (ii) is a director of a NZ SPV (that is a NZ screen business) who can demonstrate an appropriate level of credited producer experience
- Project is one of the three Eligible Formats
- Project is 'production-ready' (see definition in *Premium Fund Terms of Trade*)
- Project has, or will have, a 'significant New Zealand content' as defined by the New Zealand Film Commission Act 1978 (See Premium Fund Terms of Trade)
- Project has at least 10% of Private International Investment of the production budget
- Applicant has all, or has the ability to obtain all, the necessary rights in the project (including the intellectual property rights) needed to develop, produce, make and exploit the project. (*NB: In the case of a co-production applicant may share ownership of the rights*)
- Applicant should not have outstanding report(s) or deliverables owed to the New Zealand Film Commission, New Zealand On Air and/or Te Māngai Pāho
- Applicant should not be in breach of any contract(s) with the New Zealand Film Commission, New Zealand On Air and/or Te Māngai Pāho
- Applicant has submitted all required information and documentation as outlined in this Submission Checklist and the *Premium Fund Guidelines*
- All Information and documentation submitted meets the requirements of the *Premium Fund Terms of Trade*

## CONTENTS OF YOUR FEATURE FILM OR SINGLE EPISODE PROGRAMME APPLICATION

### CREATIVE MATERIAL

#### REQUIRED

- A 'production-ready' complete script or documentary treatment that complies with industry standards
- A logline that accurately reflects the story of the project
- One-page synopsis that accurately reflects the story of the project, including the ending
- Director's vision statement
- Project development to date
- Cultural benefits strategy including, if appropriate, how Māori aspirations are supported
- Narrative around how the project represents a 'step change' to national productions able to be funded through existing funding opportunities including considerations such as NZ shooting locations, innovation, technology and infrastructure
- A business case demonstrating how the production delivers to the purpose of the Fund culturally and/or economically

#### OPTIONAL

- An outline, storyboard or animatic
- Written evidence that the script, outline or treatment has been signed off on by Market Partners (could include Commissioning Platform)
- Visual materials (if any)
- Material reflecting any diversity and inclusion factors the production is taking into account

### TRACK RECORD & EXPERIENCE OF KEY PERSONNEL

#### REQUIRED

- Details of key creatives (producer/s, writer/s, director/s), attached to the project including short bio and recent screen credits
- Details of lead cast (if confirmed) including short bio and recent screen credits and written evidence of attachment
- Opportunities for diverse talent and business development including Māori screen businesses

#### OPTIONAL

- Demographic data for key personnel and cast will be requested for statistical purposes only
- Details of other key personnel including executive producers, consultants and below the line attachments such as cinematographer, editor or composer
- Details of other proposed key casting and plans to confirm

FINANCING AND  
RECOUPMENT

**REQUIRED**

- Viable finance plan and details of all third-party financiers, including all private international investors, which equals the amount of your total budget
- Deal memos/letters of commitment from other financiers in the finance plan. Noting we may require evidence that they agree to proceed on risk regarding COVID related events
- Proposed recoupment structure
- For Feature Film, a letter of interest from an established Completion Bond which makes reference to the same budget, production schedule and script/treatment provided as part of your application.
- For Single Episode Programme, a letter of interest from an established Completion Bond which makes reference to the same budget, production schedule and script/treatment provided as part of your application OR a proposed alternative viable production and financial risk management plan (other scenarios considered subject to proposed drawdown of funding).

**OPTIONAL**

- Evidence that all/any financiers agree to proceed on risk regarding COVID related events
- If applicable, confirmation or estimated timing of NZSPG-NZ Provisional Application.
- If you are structuring your project as an Official Co-production, evidence that Co-Production certification documents have been lodged to all relevant countries/authorities.

PRODUCTION

**REQUIRED**

- Production budget top-sheet and the full production budget
- Proposed overall production schedule (please see *Premium Fund Terms of Trade* for Premium Fund requirements)
- Projected number and percentage of NZ cast, crew and suppliers
- Cashflow and drawdown schedule consistent with the *Premium Fund Terms Of Trade*
- A COVID-19 Risk Mitigation Strategy\*

**OPTIONAL**

- Draft shooting schedule

MARKET PARTNERS AND  
PATHWAY TO AUDIENCE

**REQUIRED**

- An audience engagement plan for domestic and international audiences, which demonstrates a clear path to market (including your intended objective measure of audience reach)
- An offer (either a full agreement, deal memo or Letter of Offer with proposed terms) from distributor/s which includes a commitment to a New Zealand window and/or release

**OPTIONAL**

- Details on the distributor/s or co-production partner (if applicable) including recent credits and key personnel

## CONTENTS OF YOUR SERIES PRODUCTION APPLICATION

### CREATIVE MATERIAL

#### REQUIRED

- A series Bible including but not limited to:
  - One-page Synopsis
  - The World (or environment and location if Factual).
  - Tone, style and themes
  - Characters or Subjects
  - Series outline
- First episode 'production ready' script/treatment that complies with industry standards
- Director's vision statement
- Project development to date
- Cultural benefits strategy including, if appropriate, how Māori aspirations are supported
- Narrative around how the project represents a 'step change' to national productions able to be funded through existing funding opportunities including considerations such as NZ shooting locations, innovation, technology and infrastructure
- A business case demonstrating how the production delivers to the purpose of the Fund culturally and/or economically

#### OPTIONAL

- Evidence of Script/s approval by the Commissioning Platform
- Further episode scripts as available
- Visual materials (if any)
- Material reflecting any diversity and inclusion factors the production is taking into account

### TRACK RECORD & EXPERIENCE OF KEY PERSONNEL

#### REQUIRED

- Details of key creatives (producer/s, writer/s, director/s), attached to the project including short bio and a recent screen credits
- Details of confirmed lead cast including short bio and recent screen credits and written evidence of attachment
- Opportunities for diverse talent and business development including Māori screen businesses

#### OPTIONAL

- Demographic data for key personnel and cast will be requested for statistical purposes only
- Details of other key personnel including executive producers, consultants and below the line attachments such as cinematographer, editor or composer
- Details of other proposed key casting and plans to confirm

FINANCING AND RECOUPMENT

**REQUIRED**

- Viable finance plan and details of all third-party financiers, including private international investors (as defined in the *Premium Fund Terms of Trade*), which equals the amount of your total budget
- Deal memos/letters of commitment from other financiers in the finance plan
- Proposed recoupment structure
- A letter of interest from an established Completion Bond which makes reference to the same budget, production schedule and script(s)/treatment provided as part of your application OR a proposed alternative viable production and financial risk management plan ((other scenarios considered subject to proposed drawdown of funding).

**OPTIONAL**

- If applicable, confirmation or estimated timing of NZSPG-NZ Provisional Application.
- If you are structuring your project as an Official Co-production, evidence that Co-Production certification documents have been lodged to all relevant countries/authorities
- Evidence that all/any financiers agree to proceed on risk regarding COVID related events

PRODUCTION

**REQUIRED**

- Production budget top-sheet and the full production budget for the entire season
- Proposed overall production schedule (please see *Premium Fund Terms of Trade* for Premium Fund requirements around contracting)
- Projected number and percentage of NZ cast, crew and suppliers
- A COVID-19 Risk Mitigation Strategy\*
- Cashflow and drawdown schedule consistent with the *Premium Fund Terms Of Trade*

**OPTIONAL**

- Draft shooting schedule
- Considerations such as NZ shooting locations, innovation, technology and infrastructure

MARKET PARTNERS AND  
PATHWAY TO AUDIENCE

**REQUIRED**

- An audience engagement plan for domestic and international audiences which demonstrates a clear path to market (including your intended objective measure of audience reach)
- An offer (a full agreement, deal memo or Letter of Offer with proposed terms) from distributor/s which includes a commitment to a New Zealand window and/or release.

**OPTIONAL**

- Details on distributor or co-production partner (if applicable) including recent credits and key personnel

As a reminder, late or incomplete applications will not be considered. Please allow sufficient time to complete your application. Any unsolicited additional information provided after the deadline will not be accepted.

If you have any questions, please e-mail the fund [premiumfund@nzfilm.co.nz](mailto:premiumfund@nzfilm.co.nz)

\*The COVID 19 Risk Mitigation Strategy that addresses the following matters, and any other matters that you consider relevant to mitigate the risks that COVID-19 poses to your production:

Physical Production:

- What alert Level has been budgeted?
- What alert Level can the production safely operate at?
- What measures will you use to protect vulnerable communities/groups/individuals?
- What other measures have been budgeted for and will be put in place for COVID-19 Health and Safety?

Financial:

- What contractual arrangements will be in place with crew in the case of a COVID-19 event or changes in alert Levels?
- What cast contracts will be used for key cast? What are the provisions in the event of a shut down? What are their availability periods?
- Are any cast and crew travelling to New Zealand? Will they all be out of quarantine before the commencement of principal photography? Have you factored enough time in the schedule for applications for Border Exemptions, travel and the limited New Zealand quarantine space?
- Do any other financiers require COVID-19 insurance, or will they proceed on risk without it? If yes, how/where will this insurance be obtained?
- Have you included shut down/start-up costs in the budget in case of a COVID-19 event or change to alert Levels?
- What other measures will you utilise to mitigate the financial risks from COVID-19?

Please note that this Risk Mitigation Strategy is not expected to be a complete Health and Safety Plan, which we would expect the producers to compile with a Health and Safety professional before pre-production commences.

**CHANGE LOG: Updated 15 February 2021 to:**

- *Update the completion bond requirement to allow flexibility to allow for industry appropriate alternate approaches to managing financial risk to be considered.*
- *Include the requirement for a Cashflow / Drawdown schedule for Series Production as indicated in the application form.*
- *Adjusted wording to align with documentary terminology.*
- *Adjustment on NZSPG wording to reflect application portal.*