

PREMIUM DEVELOPMENT SUBMISSION CHECKLIST

This information sheet lists the documentation for Premium Development (the development strand of Premium Productions for International Audiences Fund) Ara Ki Te Puna Kairangi – Round two (**Premium Development**) 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 for Premium Development, 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 Development Guidelines](#), the [Premium Fund Terms of Trade](#) and the [Premium Fund FAQ](#) published on the NZFC website page of the Premium Fund.

ELIGIBILITY

An applicant must:

- be a NZ citizen or permanent resident;
- be the (or one of the) NZ producer/s of the project;
- For Development Funding the applicant must be able to demonstrate at least one ‘produced by’ credit in one of the eligible formats and genre. If this credit is not in the format and genre they are applying for, then they must have another member of the producing team with a ‘produced by’ credit in the format and genre they are applying for
- Apply through a company incorporated and carrying on business in New Zealand (‘NZ’) and which has its central management in New Zealand (at least one of the directors of the applicant company must be held by a NZ citizen or Permanent Resident);’
- be able to demonstrate that it owns (or in the case of a co-production or partnership, share) all necessary rights to develop the project and has on the ability, on commencement of production, to obtain the copyright in the project.
- Project is one of the three Eligible Formats
- 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)
- 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 Development 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 FOR ALL SINGLE FORMATS:

- Narrative about how the production would deliver to each of the Premium Fund Objectives including how your proposal supports Māori cultural aspirations.

OPTIONAL FOR ALL SINGLE FORMATS:

- Four-minute creative video pitch by the team
- Visual materials eg a mood or look-book
- An animatic
- Material reflecting any diversity and inclusion factors the production is taking into account
- Director attached
- Director's vision statement

REQUIRED FOR DRAMA:

- Complete Draft script that complies with industry standards
- Logline that accurately reflects the story of the project
- One-page synopsis that accurately reflects the key characters, genre and story of the project, and includes the ending
- Writer's notes analysing submitted draft and outlining future development
- Project development history
- Bio of Script Editor or Consultant (if using) and their written confirmation of availability
- Detail of script research to be carried out using the Fund
- Detail of location research which can be carried out for packaging purposes only

REQUIRED FOR DOCUMENTARIES:

- An advanced story treatment
- A sizzle, trailer or character reel
- Logline
- Synopsis detailing the central question to be explored
- Director attached
- Director's vision statement
- Producer's overview including development history, assessment of current stage, next steps forward, the documentary's relevance to *now*.
- Detail of archive footage research to be carried out.

REQUIRED FOR ANIMATION PROJECTS:

- Narrative Elements (10-20 pp) including:
 - Introduction (title and representative image of the project, format, detail of technique)
 - Synopsis
 - Treatment (detailed description of the story and key characters)
 - Concept (graphical & musical treatment, world, atmosphere, references)
 - Project development history (origin, aims/intentions)
 - Outline of the project's current phase and forthcoming stages
- Graphic Elements including:
 - Any backgrounds/sets available, characters, model sheets, graphic research materials, references etc

	<input type="checkbox"/> Any artistic or production elements available (first images, trailer/teaser etc)
TRACK RECORD & EXPERIENCE OF KEY PERSONNEL	<p>REQUIRED:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Details of key creatives (producers, writers, directors), attached to the project, including short bio and recent screen credits <input type="checkbox"/> Opportunities for diverse talent and business development including Māori screen businesses <p>OPTIONAL</p> <ul style="list-style-type: none"> <input type="checkbox"/> Demographic data for key personnel and cast will be requested for statistical purposes only <input type="checkbox"/> Details of proposed lead cast including short bio and recent screen credits <input type="checkbox"/> Intentions around key international casting, if required for financing <input type="checkbox"/> Details of other key personnel including executive producers, consultants and below the line attachments such as cinematographer, editor or composer <input type="checkbox"/> Details of other proposed key casting and plans to confirm
BUDGET AND TIMELINE	<p>REQUIRED</p> <ul style="list-style-type: none"> <input type="checkbox"/> Development Budget, which includes breakdown of expenditure on Producer and EP fees. <input type="checkbox"/> Estimated Production budget <input type="checkbox"/> Proposed Development Timeline <input type="checkbox"/> A draft of your COVID-19 Risk Mitigation Strategy* <input type="checkbox"/> Warranty of copyright, access and clearances <p>OPTIONAL</p> <ul style="list-style-type: none"> <input type="checkbox"/> Draft shooting schedule <input type="checkbox"/> Draft production budget <input type="checkbox"/> Anticipated Legal requirements <input type="checkbox"/> 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
MARKET	<p>REQUIRED</p> <ul style="list-style-type: none"> <input type="checkbox"/> A draft audience engagement plan for domestic and international audiences, which demonstrates a path to market (including your intended objective measure of audience reach) <input type="checkbox"/> Detail of Market attachment work or market attendance (real or virtual) <p>OPTIONAL</p> <ul style="list-style-type: none"> <input type="checkbox"/> 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	<p>REQUIRED FOR ALL SERIES FORMATS:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Narrative about how the production would deliver to each of the Premium Fund Objectives including how your proposal supports Māori cultural aspirations. <input type="checkbox"/> A series Bible including but not limited to: <ul style="list-style-type: none"> <input type="checkbox"/> Logline <input type="checkbox"/> One-page Synopsis <input type="checkbox"/> The World (if Drama and Animation) / Environment and Location (if Factual). <input type="checkbox"/> Tone, style and themes (Animation Technique if Animation format) <input type="checkbox"/> Characters or Subjects <input type="checkbox"/> Series outline <input type="checkbox"/> A Pilot treatment <input type="checkbox"/> Project development to date <input type="checkbox"/> Firm plan for Writers' Room (if intending to run one) <input type="checkbox"/> Biog of Showrunner and their written confirmation of availability in the timeframe <input type="checkbox"/> Biog of any Script Editor or Consultant <input type="checkbox"/> Detail of script research to be carried out <input type="checkbox"/> Detail of location research to be carried out for packaging only <p>OPTIONAL FOR ALL SERIES FORMATS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Advanced First episode/Pilot script that complies with industry standards. <input type="checkbox"/> Further episode scripts as available <input type="checkbox"/> Director's vision statement <input type="checkbox"/> Four-minute creative video pitch by the team <input type="checkbox"/> Visual materials eg mood/look book <input type="checkbox"/> Intended pathway to key international casting required for financing. <input type="checkbox"/> Material reflecting any diversity and inclusion factors the production is taking into account
	<p>REQUIRED:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Details of key creatives (producers, writers, directors), attached to the project, including short bio and recent screen credits <input type="checkbox"/> Opportunities for diverse talent and business development including Māori screen businesses <p>OPTIONAL</p> <ul style="list-style-type: none"> <input type="checkbox"/> Demographic data for key personnel and cast will be requested for statistical purposes only <input type="checkbox"/> Details of proposed lead cast including short bio and recent screen credits <input type="checkbox"/> Intentions around key international casting, if required for financing <input type="checkbox"/> Details of other key personnel including executive producers, consultants and below the line attachments such as cinematographer, editor or composer <input type="checkbox"/> Details of other proposed key casting and plans to confirm
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	<ul style="list-style-type: none"> <input type="checkbox"/> A draft of your COVID-19 Risk Mitigation Strategy* <input type="checkbox"/> Warranty of copyright, access and clearances <p>OPTIONAL</p> <ul style="list-style-type: none"> <input type="checkbox"/> Draft shooting schedule <input type="checkbox"/> Draft production budget <input type="checkbox"/> Anticipated Legal requirements <input type="checkbox"/> 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
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Īmera mai, mēnā he pātai tāu.

If you have any questions, please consult the [Premium Fund FAQ](#)
You are welcomed to submit your inquiry to the e-mail the fund
premiumfund@nzfilm.co.nz
