

INTERIM PRODUCTION FUNDING ROUND

SUBMISSION CHECKLIST

This information sheet lists the documentation for the Interim Round of the Premium Productions for International Audiences Fund - Te Puna Kairangi (**'Premium Fund'**) that is required for submission.

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 Interim Round Guidelines](#), the [Premium Fund Terms of Trade](#) published on the NZFC website page of the Premium Fund.

APPLICANT AND CONTENT 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
 - Be able to demonstrate at least one 'produced by' credit in the producing team in the eligible format and genre (Factual or Fiction) you are applying under that has been commercially released (Executive and Associate Producer credits on feature films are not considered a 'Produced by' credit); and
 - 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); which must be **either**:
 - an established screen business (active for more than three years with commercial credits in at least one of the eligible formats);
- OR
- a Special Purpose Vehicle (SPV) where the applicant is a company director and majority shareholder with 'produced by' credit/s (or equivalent) in at least one of the eligible formats.
- Project is one of the three Eligible Formats
 - Project has, or will have, 'significant New Zealand content' as defined by the [New Zealand Film Commission Act 1978](#) (See [Premium Fund Terms of Trade](#))
 - The majority of filming for this project will be completed in New Zealand
 - Project has at least 10% of Private International Investment of the production budget as defined in the Key Conditions of the Guidelines and the 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, and not be in breach of any contract(s) with 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*

PRODUCTION ELIGIBILITY

All of the items listed below **MUST** be supplied and judged as satisfactory by the NZFC (as administrators of the Premium Fund) to prove 'production readiness' as outlined in the *PPF Interim Round Production Guidelines*. These are the qualifying preconditions of the applications advancement to the assessment phase. They must be as up to date and current as possible. The supplied items will also be used in the assessment phase.

- ❑ Advanced script(s)/ documentary treatment that complies with industry standards.
- ❑ Evidence of endorsement / sign off of script(s) from market partner(s) or through market comment and attachment.
- ❑ If not all scripts are written please provide a narrative and timeline of the plan to write them and the personnel assigned to this process.
- ❑ Evidence of attachment of key personnel and their screen credits (Director, Producer and Writer or other key positions for your format type) and if they are travelling into NZ the plans / arrangements you have for this.
- ❑ Evidence of attachment of key cast / documentary participants (as applicable) and if they are travelling into NZ the plans / arrangements you have for this.
- ❑ Viable finance plan (which equals the amount of your total budget) and details all of the financiers other than the Premium Fund,
- ❑ Supporting documentation / evidence of attachment and investment by way of letters of offer or draft agreement from all parties in the finance plan.
- ❑ Status information on certification processes that maybe essential to the closing of your production such as NZSPG provisional certificates, Co-Production certificates (in all territories) etc.
- ❑ A viable production timeline (including a date for completion of closing, start of pre-production, start of Principal Photography and delivery date/s)
- ❑ A viable shooting schedule
- ❑ A current letter of intent from a completion bond that references the current finance plan and production details, OR a proposed alternative viable production and financial risk management plan (see *Guidelines* for explanation)
- ❑ A viable budget incorporating Guild recommendations where applicable (there is no minimum budget level to be eligible for funding from the Premium Fund) that matches the finance plan. Including NZ Labour groupings and Covid cost groupings as defined in the *Terms of Trade*.

- A viable cashflow and drawdown schedule which reflects draft terms of investors and Premium Fund requirements and is consistent with the *Premium Fund Terms Of Trade*
- A proposed recoupment structure that reflects the positions of all financiers
- A COVID-19 Risk Mitigation Strategy (see *Guidelines* for explanation)
- Bullet points (150 Words max) around your cultural advice and/or whānau, hapū and/or Iwi engagement, as appropriate to the cultural considerations, cultural safety and protocols on the production e.g. consultation on shooting locations, protocols for cultural scenes etc.

IN ADDITION TO THE ABOVE PLEASE PROVIDE

<p>CREATIVE MATERIAL FEATURE FILM / SINGLE EPISODE</p>	<p>REQUIRED for a feature film or single episode</p> <ul style="list-style-type: none"> <input type="checkbox"/> A logline that accurately reflects the story of the project <input type="checkbox"/> One-page synopsis that accurately reflects the story of the project, including the ending <input type="checkbox"/> Director’s vision statement or similar <input type="checkbox"/> Market Partner involvement (not a Financier) such as Sales Agents sales estimates, letters of attachment, distribution plans etc. <p>OPTIONAL</p> <ul style="list-style-type: none"> <input type="checkbox"/> An outline, storyboard or animatic <input type="checkbox"/> Visual materials (if any)
<p>CREATIVE MATERIAL SERIES</p>	<p>REQUIRED for a Series</p> <ul style="list-style-type: none"> <input type="checkbox"/> A Series Bible including but not limited to: <ul style="list-style-type: none"> ○ One-page Synopsis ○ The World (or environment and location if Factual). ○ Tone, style and themes ○ Characters or Subjects ○ Series outline <input type="checkbox"/> Director’s vision statement or similar <p>OPTIONAL</p> <ul style="list-style-type: none"> <input type="checkbox"/> Visual materials (if any)
<p>EXPERIENCE OF PERSONNEL / CAST</p>	<p>OPTIONAL</p> <ul style="list-style-type: none"> <input type="checkbox"/> Details of other 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

OBJECTIVE CRITERIA RESPONSE TO BE COMPLETED BY ALL APPLICANTS IN ALL FORMATS

BOOST
ECONOMIC
GROWTH

- Bullet points (150 Words max) on how your project and its market attachments / distribution will bring strong audience discoverability and reach internationally and in NZ

OPTIONAL

- Upload about your audience discoverability and reach

INCREASE
EMPLOYMENT

- Number and % of NZ Cast, Crew and Suppliers
- Total anticipated Labour spend as shown grouped in your budget

CREATE CULTURAL BENEFIT

- Bullet points (150 Words max) on the New Zealand cultural content of your project including story, setting, characters, Māori content, treatment, style etc.
- Bullet points (150 Words max) about the inclusion of Māori and other persons under-represented in the screen sector as part of your Creatives, Staff or Team. (Note this is NOT training opportunities as that is covered below). Include plans to recognise the value and contribution of the cultural content they bring e.g financial, other benefits, interest in the SPV, recoupment schedule etc.
- Bullet points (150 Words max) about the potential for this project to create longer term benefits to the NZ screen sector e.g. relationship building, halo effect.

SPEED TO
MARKET

- Bullet points (150 Words max) around how the project represents a 'step change' to national productions able to be funded through existing funding opportunities

DEVELOP SKILLS
AND CAPABILITY

- Bullet points (150 Words max) around internship and mentoring commitments at early career stage and career development opportunities at higher level roles including opportunities for Māori and people currently under-represented in the screen sector.
- Bullet points (150 Words max) about the long-term economic benefits of the production to NZ including innovation and technology, regional benefit, business sustainability and infrastructure.