**To submit this form you must:**

* The majority of the script is in Te Reo Māori.
* The team has Māori individuals in at least two out of three key creative roles of writer, director and producer.
* The director is Māori.
* The lead producer is not also assuming the role of writer or director.
* The lead producer on this project is the funding application owner.
* The lead producer is only applying for one project in this current production financing round.
* Pick an option for 'The production has established involvement of Iwi/hapū/whanau/Māori in the elements or content that is in the project'
* Do you have a conflict of interest with any of our assessors?
* Confirm you have secured the necessary rights to produce the project
* Do you have any projects in development with Te Tumu Whakaata Taonga?
* Do you have any outstanding reports or deliverables due to Te Tumu Whakaata Taonga?

# **He aratohu mā ngā kaitono - Guidelines**

**Welcome to He Pounamu Te Reo Feature Film Initiative application form. Key application requirements are listed below - review these and indicate whether you meet the criteria.**

[**Link to He Pounamu Te Reo Māori Feature Film Initiative Guidelines**](https://www.nzfilm.co.nz/funds/he-pounamu-te-reo-maori-feature-film-initiative)

We recommend you scan all the sections of this application form before you start to get an idea of what you need to provide.

**Important Updates:**

* Some conditions of the He Pounamu Te Reo Māori Feature Film Initiative Guidelines and the [NZFC Terms of Trade](https://www.nzfilm.co.nz/resources/terms-trade) have been varied by the [NZFC COVID-19 Policy](https://www.nzfilm.co.nz/resources/covid-19-policy). Please read this prior to submitting your application.
* It is now a requirement to have a specific COVID-19 Health and Safety plan for your project and this plan needs to align with the ScreenSafe COVID-19 standards and protocols which have been endorsed by WorkSafe. You can find out more on [ScreenSafe's website.](https://screensafe.co.nz/covid-19-coronavirus/)

**Kupu Whakataki - Introduction**

Te Tumu Whakaata Taonga - New Zealand Film Commission (NZFC) is committed to ensuring Aotearoa New Zealand has a successful screen industry. The Māori voice is key to our success.

[*Te Rautaki Māori*](https://www.nzfilm.co.nz/new-zealand/te-rautaki-m%C4%81ori) o Te Tumu Whakaata Taonga New Zealand Film Commission affirms the richness of New Zealand screen production is bound to the extraordinary strength of Māori culture and storytelling. Māori filmmakers and stories represent six of the top ten box office spots for Aotearoa films. Internationally, stories with diverse perspectives are in high demand and, in some cases, outperform mainstream theatrical films. The mission of Te Rautaki Māori is to champion Māori film and filmmakers to Aotearoa and the world.

NZFC values the importance of the He Pounamu Te Reo Māori Feature Film Initiative, an annual fund for the production of dramatic feature films in te reo Māori. This fund aims to increase the number of films produced in te reo Māori and create a culturally appropriate production financing pathway for these films. If you have a dramatic feature film script written predominantly in te reo Māori, led by talented Māori creatives, then we would like to hear from you.

Please get in touch well *BEFORE* making a formal application for financing, as we can offer helpful advice and guidance regarding the details for the application.

**Tirohanga whānui ki te whāngainga pūtea waihanga - Production financing overview**

Up to $2.5 million has been allocated to the production financing of dramatic feature films where the script is in Te Reo Māori and where a minimum of two out of three key creative roles of writer, director or producer are Māori. The number of films supported through this initiative will depend on the range and quality of proposals received. Projects without a producer attached or that require further development should consider other Te Tumu Whakaata Taonga development opportunities.

The amount of financing you apply for should be in proportion to the budget and anticipated market/audience for your film. Typically, we will invest no more than $2 million per project, but that amount is the exception rather than the norm.

Production financing is provided as an equity investment, meaning Te Tumu Whakaata Taonga has a stake in the film and a recoupment and profit position for our investment. Like any investor, conditions are attached to the investment, and we expect to be involved in certain decisions. Conditions for investment are set out in our [Terms of Trade document](https://www.nzfilm.co.nz/resources/terms-trade) and our [COVID-19 Policy](https://www.nzfilm.co.nz/resources/covid-19-policy).

Additional funding may be available to you and your project through other government organisations including [Te Māngai Pāho](https://www.tmp.govt.nz/) and [NZ on Air](https://www.nzonair.govt.nz/) as well as cultural institutions, international sources, private investors or other partners.

Our investment is discretionary, and our decisions are final. The criteria we apply when making financing decisions may change from time to time, but our decisions will be consistent with the [New Zealand Film Commission Act 1978.](http://www.legislation.govt.nz/act/public/1978/0061/latest/DLM22640.html)

**Heoi anō tā mātou he āwhina atu - We are here to help**

Making a production financing application can be a complex process. **We strongly recommend you discuss your intended approach to financing with us before you approach potential market partners.**

We also recommend you familiarise yourself with the online portal and application requirements to ensure you have all you need to upload by the due date.

If you need assistance, you can contact Te Rautaki Māori team, email rautaki@nzfilm.co.nz or phone 0800 659 754.

**Ko wai ka āhei ki te tono - Who can apply**

**To be eligible for He Pounamu Te Reo Māori Feature Film Initiative:**

* The majority of the script must be in Te Reo Māori.
* The content must be led by the Māori key creatives.
* The team must have Māori individuals in at least two out of three key creative roles of writer, director and producer. The director attached at the time of the application must be Māori.
* The producer must be the person making the application for He Pounamu Te Reo Māori feature Film Initiative, and ideally is Māori. This recognises the need for one person to take overall responsibility for the project and the producer’s critical role in providing creative guidance, film financing expertise and an overall strategy for the project. The person named as the lead producer in your application cannot be the same person as the writer or director.
* Producers will only be permitted to apply for one project per production financing round. The main applicant must be a New Zealand citizen or permanent resident.
* This is initiative is to progress te reo Māori films. If applications for previous funds have been unsuccessful, we may take this into consideration when assessing your project for the He Pounamu Te Reo Feature Film Initiative.
* If your project is a co-production, it must have a proportion of significant New Zealand content and an experienced producer who is a New Zealand citizen or permanent resident. [Find out more about co-productions here.](https://www.nzfilm.co.nz/new-zealand/about-us/what-we-do/co-productions)

**Te āheinga kaupapa mō te kōkiri Kiriata Māori Rautaki - Project eligibility for He Pounamu Te Reo Māori Feature Film Initiative**

He Pounamu Te Reo Māori Feature Film Initiative is one of several options for getting support from Te Tumu Whakaata Taonga. The following points will help you decide if it’s the right option for your feature film project.

* We are open to projects that are bringing in other sources of finance and a higher budget.
* Market attachment at application stage is welcomed but is not a requirement to apply.
* If your project already has market attachment or other finance, please submit offers or letters of interest with your application
* Ideally, your script will be production ready. However, Te Tumu Whakaata Taonga will consider scripts which still require finessing, and these projects will be assessed with the potential for support through alternative development frameworks.
* Projects will be required to provide an audience engagement plan; however, a non-traditional [approach will be considered. An audience engagement plan information sheet can be found here.](https://www.nzfilm.co.nz/resources/audience-engagement-plan-information-sheet)
* You can apply for He Pounamu Te Reo Māori Feature Film Initiative at any budget level. The amount you apply for should be in proportion to the budget and anticipated market/audience for your film.
* If you don’t have market attachment or other finance partnerships, you will need to demonstrate the film can be made within the budget of $2.5 million or less.
* You can apply for production financing for a certified official co-production; that is, a joint project with someone in another country or ‘territory’ covered by a film treaty or agreement. You will need a producer in both places and each producer is expected to raise the finances that are intended to be spent in each place. [Find out more about co-productions here.](https://www.nzfilm.co.nz/new-zealand/about-us/what-we-do/co-productions)
* Te Tumu Whakaata Taonga is primarily interested in funding narrative feature films which are intended to be screened theatrically and are not less than 80 minutes in length. Formats generally considered to fall outside core funding objectives are:
  + - Advertising programmes or commercials;
    - News or current affairs programmes;
    - productions of a public event or live event, including sports events, stage-plays, music concerts, dance performances or comedy shows; and
    - programmes primarily intended for television broadcast.
* [Your film must have significant New Zealand content. Read our New Zealand Content information sheet for more detail.](https://www.nzfilm.co.nz/resources/new-zealand-content-information-sheet)
* If you haven’t got all your financing in place yet but plan to apply for the main Te Tumu Whakaata Taonga production financing fund or He Pounamu Te Reo Māori Feature Film Initiative, please get in touch.

**Key Eligibility Checks**

**Considering the above guidelines, please indicate that this application meets the following key project requirements before proceeding with your application.**

**Project Assessment**

**The majority of the script is in Te Reo Māori.**

**The team has Māori individuals in at least two out of three key creative roles of writer, director and producer**

**The director is Māori.**

**The lead producer is not also assuming the role of writer or director.**

The application owner is the person who signed in and started this application. The application owner will be the only point of contact between the Film Commission and your team.

**The lead producer on this project is the funding application owner.**

**The lead producer is only applying for one project in this current production financing round.**

**The production has established involvement of Iwi/hapū/whanau/Māori in the elements or content that is in the project**

Te Tumu Whakaata Taonga engages a range of local and international individuals who have various specialisations across the areas of development, finance, production and/or film licensing of screen content (**External Assessors**).

While some of these individuals specialise in specific areas (for example documentary, animation, interactive projects), all External Assessors provide a useful and an independent perspective on funding applications to Te Tumu Whakaata Taonga staff.

**External Assessor Conflict of Interest**

1. [Consult the lis](https://www.nzfilm.co.nz/node/10143#assessors)t of all international and local industry professionals engaged as assessors for Te Tumu Whakaata Taonga on our website.
2. Indicate whether you have a conflict of interest (COI) with any of these assessors below.

*The list will be regularly updated so please ensure you have familiarised yourself with the list prior to submitting an application for funding.*

**Do you have a conflict of interest with any of our assessors?**

[*List of Te Tumu Whakaata Taonga External Assessor*](https://www.nzfilm.co.nz/node/10143#assessors)*s*

**Yes**

**No**

**Intellectual Property**

**You must hold or share intellectual property rights for your project.**

We want to know you have secured the necessary rights, with written agreements between all parties, and have sought professional advice if necessary.

Read the [Chain of Title information sheet](https://www.nzfilm.co.nz/resources/chain-title-information-sheet) for more detail.

You will be asked to provide more detail and a full Chain of Title document in the Producer Section.

**The producer applying for funding in this application has secured the necessary rights to produce the project**

**Projects in Development with the Film Commission**

**A project cannot be submitted for production funding concurrently with an application for Te Tumu Whakaata Taonga development funding.**

**If you have any outstanding reports or deliverables relating to other projects in development with Te Tumu Whakaata Taonga, or any other Te Tumu Whakaata Taonga grants, loans or equity, they should be delivered before, or alongside, this application.**

You may be considered ineligible for funding if you have outstanding reports or deliverables or you are in breach of any contract with Te Tumu Whakaata Taonga.

**Do you have any projects in development with Te Tumu Whakaata Taonga?**

**Yes**

**No**

**Do you have any outstanding reports or deliverables due to Te Tumu Whakaata Taonga?**

**Yes**

**No**

**I don't know**

**The following resources may be helpful for you when completing this application:**

[Terms of Trade](https://www.nzfilm.co.nz/resources/terms-trade)

[COVID-19 Policy](https://www.nzfilm.co.nz/resources/covid-19-policy)

[Chain of Title](https://www.nzfilm.co.nz/resources/chain-title-information-sheet)

[New Zealand Content](https://www.nzfilm.co.nz/resources/new-zealand-content-information-sheet)

[Audience Engagement](https://www.nzfilm.co.nz/resources/audience-engagement-plan-information-sheet)

[Distributors and Sales Agents](https://www.nzfilm.co.nz/resources/distributor-and-sales-agent-information-sheet)

[Acceptable Private Investment Terms](https://www.nzfilm.co.nz/resources/acceptable-private-investment-terms-information-sheet)

Current title of the film project

Has this project been known by any other name?

Is this film a co-production?

Project genre

Logline

Have you previously applied for production financing?

Funding request from the Film Commission

New Zealand distributor

Is your budget over $1,000,000?

Do you have a New Zealand broadcaster?

Completion bonder

Proposed start of pre-production

Proposed start of principal photography

Proposed delivery date

Proposed New Zealand release date

To submit this form you must:

**Ngā mea hāngai - Key project information**

**Has this project been known by any other name?**

**Yes**

**No**

**Is this film a co-production?**

**Yes**

**No**

**Current title of the film project**

*Please do not provide a confidential title. If funded, title will be published.*

Enter the current title of your film

**Have you previously applied for production financing?**

Yes

No

**Logline**

*The logline is a statement, in 35 words or less, that reflects the narrative ‘hook’, premise or essential dramatic dilemma inherent in the proposed film. This is not a tagline for a movie poster, but rather a one or two-line summary of the film’s essential storyline.*

*Keep in mind that we always publish the title and sometimes the logline of all projects we fund. If you want to keep any details confidential please let us know, and provide us with another version we can publish.*

Enter a logline

**Project genre**

*Select all that apply. Select 'Other' if yours is not listed.*

* Action
* Adventure
* Animation
* Biography
* Comedy
* Crime
* Drama
* Family
* Fantasy
* Film-Noir
* History
* Horror
* Music
* Musical
* Mystery
* Romance
* Sci-fi
* Sport
* Thriller
* War
* Western
* Other (please specify)

**Development investment to date**

*Provide details of all the money invested in developing your project so far.*

*Please include any previously received Film Commission development funding, New Zealand Writers Guild Seed Grants, self-funding, private investment or money from any other financing body.*

|  |  |  |
| --- | --- | --- |
| **Investor** | **Detail** | **Amount $** |
|  |  |  |
| **Total amount: $** |

*If you are unsure of the development expenditure you have received, please contact us to discuss at development@nzfilm.co.nz.*

**Project Packaging Summary**

Provide key info where applicable. Further detail will be provided in the upcoming sections.

Please make sure this is consistent with the Finance Plan and Budget submitted in following sections.

Funding request from the Film Commission

$

Estimated production budget

$

New Zealand distributor

Enter a New Zealand distributor

**Is your budget over $1,000,000?**

Yes

No

Sales agent (mandatory if budget over $1,000,000)

Enter a sales agent

**Do you have a New Zealand broadcaster?**

Yes

No

Collection agent (if applicable)

Enter a collection agent

Completion bonder

*Our*

*specify that you must have a bond in place if the budget is over $1 million*

*or you are applying for more than $500,000 from the Film Commission. Enter N/A if you are*

*making a request below these amounts.*

Enter a completion bonder

[*e*](https://www.nzfilm.co.nz/resources/terms-trade)

[*Terms of Trad*](https://www.nzfilm.co.nz/resources/terms-trade)

New Zealand Screen Production Grant lender (if applicable)

Enter a New Zealand Screen Production Grant lender

Proposed start of pre-production

/

/

XX

XX

XXXX

Proposed start of principal photography

/

/

XX

XX

XXXX

Proposed delivery date

/

/

XX

XX

XXXX

Proposed New Zealand release date

/

/

XX

XX

XXXX

**Proposed Finance Details**

Outline the investment from key sources in the following two tables. Provide full investment details in the finance plan and recoupment section.

*Tables have been pre-filled with examples, modify and add to these as needed. You can add extra table rows by pressing 'Add Another Line'.*

New Zealand Government Investment

*Add, edit or delete rows where needed.*

|  |  |  |
| --- | --- | --- |
| **Entity** | **Detail** | **Amount $** |
| Te Tumu Whakaata Taonga | Production Financing | $ |
| NZSPG | Bonded Portion | $ |
| NZSPG | Unbonded Portion | $ |
| NZ on Air |  | $ |
| Te Mangai Paho |  | $ |
| *Add another line* |  |  |
| **Total Amount**: $ |

Market Investment

*Add, edit or delete rows where needed.*

|  |  |  |
| --- | --- | --- |
| **Entity** | **Detail** | **Amount $** |
| New Zealand distributor |  | $ |
| New Zealand broadcaster |  | $ |
| New Zealand private investment |  | $ |
| International private investment |  | $ |
| Post-production investment |  | $ |
| International sales advance |  | $ |
| International pre-sales |  | $ |
| Other | (e.g. funding from offshore government agencies including incentives) |  |
| *Add another line* |  |  |
| **Total Amount**: $ |

**Te hunga mahi - Creative team**

**For narrative dramas if your total budget is above $1 million:**

Producers will need a proven track-record in producing feature films, short films, high-end television drama and/or commercials.

Directors will need a proven track record in short films, high-end television drama and/or commercials.

**For documentaries with a total budget above $1 million:**

Producers or producing teams need a proven track record in producing high quality long form documentary work or have produced a feature film.

Company name

Company business number (NZBN)

Company address line

Company city

Company post code

Is the producer a New Zealand citizen/permanent resident?

Producer name

Producer's specific role

Producer bio

Upload a producer CV

Producer email address

Producer phone number

Is the director a New Zealand citizen/permanent resident?

Director name

Director bio

Upload a director CV

Is the writer a New Zealand citizen/permanent resident?

Writer name

Writer bio

Upload a writer CV

To submit this form you must:

Directors need a track record of high-quality film and/or television production.

**For lower budget films:**

Producers and directors may have less experience, but at least have a proven track-record in short films, television drama and/or commercials.

**Production Company**

Provide details of the production company applying for He Pounamu Te Reo Māori Feature Film Initiative.

Company name

*This is your legal company name, as registered by the*

Enter a company name

[*NZ Companies Offic*](https://www.companiesoffice.govt.nz/companies)*e*

Company business number

NZBN

Registered office address

Address line

Enter an address line

Suburb

Enter a suburb

City

Enter a city

Post code

Enter a post code

*Find your*

*.*

[*post cod*](https://www.nzpost.co.nz/tools/address-postcode-finder)

[*e*](https://www.nzpost.co.nz/tools/address-postcode-finder)

Phone number

Enter a phone number

Email

Enter an email

Mailing address differs from office address listed above

Company Website

(

optional

)

**Producer(s)**

The lead producer should have logged in and started this application. They will be the key point of contact for communications via this online portal. If another member of your team started this application, you may 'transfer ownership' of this application in the [Dashboard](https://funding.nzfilm.co.nz/). Look for the transfer icon

1.

**Producer Key Information**

Producer name

First and last name

Add another Producer

Role

Select an option

Producer bio

*300*

*words max.*

Enter a bio

Producer CV

Please attach with application

Producer website

(

Optional)

Producer Contact Information

Producer email address

Enter an email address

Producer phone number

Enter a phone number

Is this person a New Zealand citizen/permanent resident?

Yes

No

Director(s) 1.

Director Key Information

Director name

First and last name

Director bio

*300*

*words max.*

Enter a bio.

Director CV

Please attach with application

Director website

(

Optional)

Is this person a New Zealand citizen/permanent resident?

Yes

No

+

Add another Director

Writer(s) 1.

Writer Key Information

Writer name

First and last name

Writer bio

300

*words max.*

*300*

Enter a bio

Writer CV

Please attach with application

Writer website

optional

Is this person a New Zealand citizen/permanent resident?

Yes

No

+

Add another Writer

Other Key Collaborators (if applicable)

Key collaborator

Name of key collaborator

First and last name

Role

Enter a role

Email (optional)

Enter an email

Phone (optional)

Enter a phone number

Collaborator CV

Please attach with application

…

+

Add another collaborator

**Tuhinga auaha - Story**

In this section you can upload the creative material that represents the story you want to bring to the screen.

We want to support projects that are distinctive, culturally significant, high impact and authentic. We’re looking for diversity - a range of budgets, genres, audience appeal and diversity of people making the films.

Full Synopsis

Condensed Synopsis

To submit this form you must:

Projects must be feature length and intended for theatrical release.

**Full Synopsis**

*The synopsis is a highly condensed story outline of no more than 600 words that clearly reflects*

*the dramatic spine of the film. It must touch on the film’s tone, genre, emotional journey and key*

*characters, and must include the film’s ending.*

*600*

*words max.*

Condensed Synopsis

*A short synopsis that accurately reflects the story of the film including the ending.*

*250*

*words max.*

Script upload

*Your script inclusive of Te Reo Māori dialogue should be 90 to 120 pages in industry standard format.*

Please attach with application

*PDF file only.*

Writer's notes (optional)

*Add any writer’s notes that address development work you may wish to undertake.*

*500 words max.*

**Ringa tohu - Director**

*Your director's vision sets out how your director sees your project coming to life on screen*.

Director’s vision

Director's vision document

To submit this form you must:

We would expect the director's vision to cover:

Background;

Style/look (costume, sound, music);

Setting and locations;

Methodology (approach to filming).

Director’s vision

*1500*

*words max.*

**Director's vision document**

Include a document that will help us understand your vision (limit 20 pages). This could incorporate a look-book, visual references, location overview and/or costuming plans.

If you have multiple files, please merge them in to one PDF Document. If you don't know how to merge a PDF, [use this tool](https://www.ilovepdf.com/merge_pdf).

Please attach with application.

**Kaihautū - Producer**

Please tell us about your intentions for the project from a producer’s perspective. This might include:

Project history

Producer's overview

Chain of title

To submit this form you must:

The origins of the project;

History of previous scripts or other creative development;

Past creative participants;

Information about any underlying options;

The producer’s vision for the film;

Prior development investment.

Project history

*This might include, among other things, the origins of the project, history of previous scripts or*

*other creative development, any other past creative participants, and/or information about any*

*underlying options.*

*500*

*words max.*

Producer's overview

*The producer's overview should:*

* *describe your vision for the film and why you want to work on this project;*
* *explain the film's genre/sub-genre and why you have chosen this form;*
* *include notes about the creative material;*
* *provide an assessment of the current script;*
* *outline how the team members will work together;*
* *discuss the role of script consultant or editor;*
* *discuss the anticipated scale of production and production financing strategy;• outline next steps required to move the project forward.*

*1000*

*words max.*

Chain of title

*Please upload your Chain of Title document below. This should be combined to make one*

*overall document. If you don't know how to merge a PDF,*

[*.*](https://www.ilovepdf.com/merge_pdf)

*You can read more about what constitutes a Chain of Title in our*

[*.*](https://www.nzfilm.co.nz/resources/chain-title-information-sheet)

*PDF file only.*

[*use this too*](https://www.ilovepdf.com/merge_pdf)

[*l*](https://www.ilovepdf.com/merge_pdf)

[*information shee*](https://www.nzfilm.co.nz/resources/chain-title-information-sheet)*t*

Please attach with application

File upload (optional)

Please attach with application

Te Rautaki Māori Considerations

Please provide evidence that you have considered Te Tumu Whakaata Taonga Te Rautaki Māori (documentation is available in [Te Reo](https://www.nzfilm.co.nz/sites/default/files/2018-04/Te%20Rautaki%20Maori%20270418%20WEB.pdf) and [English](https://www.nzfilm.co.nz/sites/default/files/2018-04/Te%20Rautaki%20English%20270418%20WEB.pdf)).

Te Rautaki Considerations

*Confirmation that any cultural considerations, protocols and personnel relating to Māori interests*

*have been actioned or reflected in planning.*

Diversity and Inclusion Considerations

Material reflecting any diversity and inclusion factors the production is taking into account. You may also upload supporting documentation.

Diversity and Inclusion Considerations (optional)

File upload (optional)

*PDF file only*

Please attach with application

Finance plan upload

Recoupment structure upload

Does your finance plan include NZSPG?

Are you requesting waiver of historical development loans?

To submit this form you must:

**Mahere pūtea me te here haumi - Finance plan and recoupment**

Please tell us about your plan to finance this film and your recoupment structure.

*NB: The guidelines around market and finance are now varied due to the* [*COVID-19 Policy*](https://www.nzfilm.co.nz/resources/covid-19-policy)*. Please familiarise yourself with this policy before proceeding.*

The producer must provide a complete finance plan for the project which matches the budget and which is supported by documentation (as applicable) and must include but is not limited to:

* An acceptable distribution agreement/deal memo offer from an established theatrical distributor for a New Zealand release.
* An acceptable offer to represent the project for Rest of World (ROW) sales (as applicable).
* Details of any third party financiers including any letters of interest/ commitment with terms of their offer from those parties on their letterhead.
* Letter from a lender advising their terms for any finance elements that require to be cash flowed.
* Letter from related parties outlining acceptable terms of reinvestment or deferral (no higher than 30% of fee to be deferred or reinvested).
* Letter/s of Interest on agent or representation letterhead for any named key talent.

Letter from a Completion Bond with reference to budget and schedule (applies to Te Tumu Whakaata Taonga investment over $500,000 and budgets over $1,000,000).

Applications for production financing which do not have a complete finance plan in place will not be accepted. All relevant documentation (letters of offer, deal memos and agreements) must be supplied as part of your application for every financing element contained in your finance plan.

Where a finance plan has unconfirmed financing from another government agency we require timing on submissions and decision dates, and a plan how this gap would be filled if unsuccessful.

Refer to the [Terms of Trade document](https://www.nzfilm.co.nz/resources/terms-trade) for more guidance on this section.

**Finance plan and recoupment structure**

1. Provide a viable finance plan and details of any third-party financiers including any letters of interest from those parties.
2. Provide a recoupment structure document. This determines to whom and in what order film income is distributed. This should detail the proposed recoupment structure and a projected ‘waterfall’ of all relevant parties against the minimum recoupment estimates.

Please note that related parties are not able to recoup ahead of Te Tumu Whakaata Taonga and are not entitled to any premium.

You can upload the finance plan and recoupment structure as one document or two depending on your preference.

Resources:

Excel Template:

Excel Template:

[Finance Plan and Recoupment Structur](https://funding.nzfilm.co.nz/uploads/formnflow/field_group_file/file/12/Template_FinancePlanRecoup.xlsx)e

[High](https://funding.nzfilm.co.nz/uploads/formnflow/field_group_file/file/9/Template_HighLevelRecoupmentSchedule.xls) Level Recoupment Schedule

1

. Finance plan upload

*Only PDF or Excel files are accepted.*

Please attach with application

2

. Recoupment structure upload

*Only PDF or Excel files are accepted.*

Please attach with application

Finance plan and recoupment structure summary (optional)

*500*

*words max.*

Supporting Documents

Does your finance plan include NZSPG?

*.*

[*Further information on the NZSP*](https://www.nzfilm.co.nz/new-zealand/funding-and-support/new-zealand-screen-production-grant)

[*G*](https://www.nzfilm.co.nz/new-zealand/funding-and-support/new-zealand-screen-production-grant)

Yes

No

Are you requesting waiver of historical development loans?

Yes

No

New Zealand distribution letter of interest or deal memo

*PDF file only.*

Please attach with application

Sales agent letter of interest or deal memo

*For all projects with budgets over $1,000,000 it is mandatory to upload a sales agent LOI (or deal*

*memo). If not, it is optional.*

*PDF file only.*

Please attach with application

Domestic broadcaster letter of interest

*We do not recommend a signed deal at application stage; an offer is preferable.*

*PDF file only.*

Please attach with application

Bond letter

*Te Tumu Whakaata Taonga requires an independent completion guarantee (or ‘bond’) for all films*

*with Te Tumu Whakaata Taonga investment of $500,000 or more, and/ or budgets over $1 million.*

*A full letter of offer must be included in every production funding application, or else it cannot be*

*considered. The cost of engaging the completion guarantor must be covered in the budget.*

*PDF file only.*

Please attach with application

Further documentation

To be eligible to apply we require a Deal Memo or Letter of Interest for every line of your

finance plan, that sets out the level of commitment and the headline terms.

Do not include market partners, add these details to the Audience Engagement section.

Label files clearly.

1.

Document description

Supporting document

Please attach with application

+

Add another document

Co-production details

Attach confirmation that you have applied for NZ Certification as an Official Co-Production

*PDF file only.*

Please attach with application

[Supported File Type](https://funding.nzfilm.co.nz/formnflow/admin/form/templates/rautaki-he-pounamu-ff-initiative-application-form-feb-2022/preview?field_group_id=12831&locale=en)

[s](https://funding.nzfilm.co.nz/formnflow/admin/form/templates/rautaki-he-pounamu-ff-initiative-application-form-feb-2022/preview?field_group_id=12831&locale=en)

Attach confirmation that your co-producer(s) has applied for certification as an Official Co-

Production in their territory(ies).

File upload

*PDF file only.*

Please attach with application

[Supported File Type](https://funding.nzfilm.co.nz/formnflow/admin/form/templates/rautaki-he-pounamu-ff-initiative-application-form-feb-2022/preview?field_group_id=12831&locale=en)

[s](https://funding.nzfilm.co.nz/formnflow/admin/form/templates/rautaki-he-pounamu-ff-initiative-application-form-feb-2022/preview?field_group_id=12831&locale=en)

+

Add another document

Audience engagement plan

To submit this form you must:

**Mahere tūhono tangata - Audience engagement plan**

Please outline your plan for audience engagement below. This should cover target audience, positioning, digital and social media, distribution, genre, running time and comparative titles.

What we are looking for:

* How will this contribute to getting more audiences to New Zealand films?
* Does the plan describe the audience for your film and how to reach them?
* What is the anticipated New Zealand box office and income from ancillary markets such as TV, VOD, DVD?
* Who is the New Zealand distributor? What distribution plans do they have for the film?
* Do you have a sales agent? What is their sales strategy for the film?
* Is there a domestic broadcaster? What is their licence fee?
* Are the rights of the sales agent, distributor and broadcaster aligned?

For usual requirements refer to our [Audience Engagement Plan information sheet](https://www.nzfilm.co.nz/resources/audience-engagement-plan-information-sheet).

Audience engagement plan

*1500*

*words max.*

Audience engagement plan supporting documents (optional)

If necessary, upload files that support your Audience Engagement Plan.

These could include:

Marketing concepts (key art, sketches, infographics)

Sales Estimates

Impact campaign

Label files clearly.

1.

File upload

*PDF files preferred.*

Please attach with application

**Tātai pūtea me te maramataka - Budget and schedule**

Does the budget allow for the specific costs and requirements listed in the Film Commission [Terms of Trade](https://www.nzfilm.co.nz/resources/terms-trade) and [COVID-19 Policy](https://www.nzfilm.co.nz/resources/covid-19-policy) documents?

* Your budget includes as applicable: clearance of all rights in the film worldwide in all media in perpetuity; customary production insurance (including Errors & Omissions insurance (E&O); adequate legal costs; adequate delivery materials (including Te Tumu Whakaata Taonga Materials); provision for a completion bond, if applicable; and a minimum of 10% below the line of contingency.
* Your budget includes marketing material minimums as reflected in market agreements for poster and trailer and other marketing and release elements such as closed captions, test screening DCP, export script, EPK, production stills and publicist;

Full production budget including top sheet (PDF)

Full production budget (Excel or Movie Magic file)

Proposed overall production schedule

Proposed shooting schedule - one liner

Proposed shooting schedule - full

To submit this form you must:

* All development costs must be reflected in the production budget.
* The parties will co-operate to organise and carry out a comprehensive test screening, at the cost of Te Tumu Whakaata Taonga, and on terms agreed to by Te Tumu Whakaata Taonga.

**Production Budget**

Your full production budget should be uploaded below, in two formats:

1. As a PDF file including a top sheet.
2. As the original file in either Excel or Movie Magic Budgeting format.

If you wish to use them, we have budget templates available:

[Excel Budget Templat](https://funding.nzfilm.co.nz/uploads/formnflow/field_group_file/file/10/NZFC_Blank_Budget_Template_XL.xls)e

[Movie Magic Budget Templat](https://funding.nzfilm.co.nz/uploads/formnflow/field_group_file/file/11/NZFC_Blank_Budget_Template_MMB.mbd)e

**Full production budget including top sheet (PDF)**

*Only PDF documents accepted.*

Please attach with application

**Full production budget (Excel or Movie Magic file)**

*Only Excel or Movie Magic files are accepted.*

Please attach with application

**Variance Report**

*As you have applied with this project before, please supply a budget variance report showing how*

*the budget has changed.*

*Only Excel or Movie Magic files are accepted.*

Please attach with application

**Budget assumptions**

*It is useful to receive a brief summary of assumptions in support of your production budget. For*

*example this could include: number of shoot days, length of shoot day, location/studio etc.*

*500*

*words max.*

**Production budget summary (optional)**

*Explain some of the key points and give some context to the information entered above.*

*500*

*words max.*

**Production Schedule**

**Proposed overall production schedule**

*From pre-production through to delivery.*

*PDF or Excel file only.*

Please attach with application

**Proposed shooting schedule - one liner**

*Required for Feature submissions. Optional for doco.*

*PDF file only.*

Please attach with application

The production schedule should include adequate time to conclude contracting (eight weeks to three months) and allowance for a test screening.

**Proposed shooting schedule - full**

*Required for Feature submissions. Optional for doco.*

*Excel or Movie Magic file only.*

Please attach with application

**Production schedule summary (optional)**

*Explain some of the key points and give some context to the information contained in your*

*schedule documents.*

*500*

*words max.*

**Post Production Schedule**

**Post-production workflow (optional)**

Please attach with application

**Post-production quote (optional)**

Please attach with application

**Delivery schedules from other parties (optional)**

File upload

Please attach with application

+

Add another schedule

Proposed key cast/documentary subjects

Is your finance plan contingent on any key cast?

Head of Department Details

Is your finance plan contingent on any key creative talent?

To submit this form you must:

**Kaiwhakaari/kaiwhakahaere matua - Cast/HODs**

Please outline your intentions for key casting and attaching HODs, explaining where you are in this process, and how you intend to move forward.

In the case of a documentary, include details of your subjects. You also may upload a file to demonstrate a look, or CVs of particular actors/ HODs you hope to engage.

**Cast or Documentary Subjects**

Details of proposed people and/or plans to confirm.

**Proposed key cast/documentary subjects**

*1000*

*words max.*

Is your finance plan contingent on any key cast or documentary subjects?

Yes

No

**Heads of Department**

Details of proposed people and/or plans to confirm.

**Proposed Head of Department details**

*1000*

*words max.*

**Post-production facility (optional)**

Is your finance plan contingent on any key creative talent?

Yes

No

**Proposed cast/HOD supporting file (optional)**

Upload any additional files that provide an overview of your proposed cast and/or HODs. If you have any additional letters of interest, please ensure these are supplied.

File upload

1.

*PDF file only.*

Please attach with application

+

Add another file

Bottom of page: Please declare that the information in this application and in the supporting documentation is

complete and accurate.

To submit this form you must:

**Me āta pānui i mua i te tuku - Review and send**

Thank you for taking the time to apply for He Pounamu Te Reo Māori Feature Film Initiative.

Once you have completed all sections (indicated by a green tick) click 'Review' in the panel on the right to review, then 'Send Application'.

**Ka ahatia tō tono - What happens to your application?**

Once we receive your application an email confirmation will be sent acknowledging receipt.

Te Tumu Whakaata Taonga staff will then:

1. Check that it’s eligible in accordance with our outlined eligibility criteria. Any applications that are late or ineligible will be declined.
2. Your application will be reviewed by the Pouwhakahaere and Production and Development team at Te Tumu Whakaata Taonga, and have independent assessments by external assessors, including a te reo Māori assessor. You will receive an anonymised summary of the assessment of your project.
3. Once we have assessments back, and your application is identified that it has the potential to proceed, Te Tumu Whakaata Taonga staff will want to talk to you about all aspects of your project. It is likely we will want to meet with you and request further information.
4. We will take all this information, including our conversations, into account alongside your formal application when we decide whether or not to ultimately recommend the project to Te Tumu Whakaata Taonga Board for investment.
5. Any recommendation we make to the Board will include a summary of your application including key information and our assessment. The Board will make the final decisions on whether Te Tumu Whakaata Taonga will invest.

**Te huarahi whakamua - Next steps**

We will let you know the outcome by phone or email within one working day of the Board meeting.

If the Board decides to offer investment, we will make you an offer of conditional production financing. The [Terms of Trade](https://www.nzfilm.co.nz/resources/terms-trade) and the [COVID-19 Policy](https://www.nzfilm.co.nz/resources/covid-19-policy) will apply. There may be additional conditions on a case-by-case basis. This will be set out in a conditional offer letter that you will be required to sign.

Conditional production financing offers are usually valid for four months. During this time, you [must satisfy any pre-closing conditions (as set out in the Terms of Trade and the COVID-19 Policy), otherwise our offer will expire. If requested, it may be possible to have an extension](https://www.nzfilm.co.nz/resources/covid-19-policy) of up to two months if significant progress has been made in meeting the conditions of the offer.

Formal contracts are negotiated before we release any production financing. The contracting stage, “closing”, can take between six weeks to three months, which must be built into your production schedule. During this period, you can expect to work closely with us to ensure conditions are met and all required documents and information are provided.

Following the Board meeting, Te Tumu Whakaata Taonga will make public the names of the successful projects, but not the amount of funding being offered. Once contracting for the film has closed, we will then publish the amount of Te Tumu Whakaata Taonga equity investment.

A final reminder that if you have any questions please contact the Te Rautaki Māori Team by email rautaki@nzfilm.co.nz or phone 0800 659 754.

**Final comments**

*300*

*words max.*

I declare that to the best of my knowledge the information provided in this application and in the supporting documentation is complete and accurate.

*All applications are made at the applicant’s own risk. Te Tumu Whakaata Taonga is not liable for any loss, damage or costs arising directly or indirectly from the application process, Te Tumu Whakaata Taonga decision not to provide an offer of financing, or from dealing with the application in any manner.*

*Te Tumu Whakaata Taonga is subject to and bound by the provisions of the Official Information Act 1982 and is required to treat any request for information under the Official Information Act 1982 in accordance with the provisions of that enactment.*