

ADVANCED DEVELOPMENT FUND SUBMISSION CHECKLIST

This information sheet lists the documentation that is required for submission and provides a guide to writing the materials.

Please ensure you have read the **Advanced Development Fund Guidelines**.

ELIGIBILITY

To be eligible for ADF (Advanced Development Fund), the applicant must:

- Be a New Zealand citizen or permanent resident.
- Hold or have the option to hold the intellectual property rights required to develop, produce, and distribute the project. Read the *Chain of Title Information Sheet* for more detail.
- Be the lead producer for the project.

The **applicant** can either apply as:

- An individual or a company.
- If applying on behalf of a company, the individual lead 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 either its central management and/or control must be held by New Zealand citizens or permanent residents.

The **project** must:

- Have significant New Zealand content in accordance with section 18 of the New Zealand Film Commission Act 1978. (Read the New Zealand Content Information Sheet for more details).
- Be intended to be a scripted dramatic feature length film (minimum 80 minutes duration).
- Have a market ready script.
- Have a lead producer attached who is different from the writer/director.
- Not be in an ineligible format (see guidelines for further information).

SUBMISSION DOCUMENTS

CREATIVE	<ul style="list-style-type: none"> <input type="checkbox"/> Logline and synopsis. <input type="checkbox"/> Market ready script.
TEAM VISION	<ul style="list-style-type: none"> <input type="checkbox"/> Producer's overview and project development notes. <input type="checkbox"/> Director's vision statement.
HISTORY	<ul style="list-style-type: none"> <input type="checkbox"/> Project history.
CHAIN OF TITLE	<ul style="list-style-type: none"> <input type="checkbox"/> If the aggregate amount of NZFC development funding for your film exceeds \$60,000 or will exceed \$60,000 if further NZFC development funding is approved, evidence that you hold or have the option to hold the intellectual property rights required to develop, produce, and distribute the film.
BUDGET & TIMELINE	<ul style="list-style-type: none"> <input type="checkbox"/> Detailed development budget and timeline. <input type="checkbox"/> Proposed draft production budget top-sheet and/or preliminary production budget.
MARKET	<ul style="list-style-type: none"> <input type="checkbox"/> Audience engagement notes. <input type="checkbox"/> Written evidence of domestic distributor interest and overseas market interest (if any).
PERSONNEL	<ul style="list-style-type: none"> <input type="checkbox"/> A filmography and bio for key personnel attached to the project. <input type="checkbox"/> Letters of interest or correspondence (e.g. emails) or notes from any individual named as providing support to the project.
TE RAUTAKI MĀORI	<ul style="list-style-type: none"> <input type="checkbox"/> If your project contains Māori content, provide details of consultation, engagement with, or inclusion of, Māori creatives or advisors, and where applicable, whānau, hapū and/or Iwi across the project to ensure authentic stories and representation.

Writing Submission Materials for ADF

Logline

The logline is a statement, in 35 words or less, that reflects the premise or essential dramatic dilemma inherent in the story. This is not a tagline for a movie poster, but 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.

Synopsis

The synopsis is a highly condensed story outline that clearly reflects the dramatic spine of the film. It weaves in the film's tone, genre, key characters and their emotional journey and should include the film's ending. For ADF, your synopsis should be maximum one page.

Market Ready Script

Your script should be market ready, 80 to 120 pages, submitted as a PDF, and written in industry standard 12pt Courier.

Producer's Overview and Project Development Notes

Provide a written statement setting out the following:

- Your vision for the film and your case for your project's distinctiveness.
- Your assessment of the current stage of the script.
- The expected budget of the production, the proposed finance strategy, and a timeline for attracting the finance.
- The next steps required to move the project forward.
- Proposed cast and strategy to attach.
- Any challenges your project may face and the steps you'll take to manage these.

Note you will be required to provide notes on your audience engagement plan separately. This should cover intended audience, genre, marketing and packaging.

Director's Vision Statement

This is a statement from the director showing their intentions for moving the project towards production, including any key collaborators they intend to work with. These notes should provide a sense of the director's creative vision for the film and personal engagement with the themes.

You can also include a document that will help us understand your director's vision for the project (limit six pages). This could incorporate a look-book, visual references or location overview.

Project History

The project history should be no more than 1000 words. It might include the origins of the project, any previous titles, previous private or other funding, any professional creative consultations or mentoring, changes in key creatives and information about underlying options.

Chain of Title

Please provide us with copies of your Chain of Title documents (see *NZFC Chain of Title Information Sheet* for more information) if the aggregate amount of NZFC development funding for your film exceeds \$60,000 or will exceed \$60,000 if further NZFC development funding is approved. Please scan and submit your Chain of Title documentation as a single PDF.

Audience Engagement Notes

Provide notes on the target audience for your film, both local and international, and why you think they will be interested in this film. You should briefly explain how you intend to connect with this audience, including where appropriate written evidence of domestic distributor interest and overseas market interest. To support your application, you may upload documentation such as a Sales Letter of Interest, Distribution Deal Memo or a Broadcaster Letter of Interest. See the *Audience Engagement Information Sheet* for more information.

Budget and Timeline

Set out your anticipated timetable for advancing the project into production, including plans for any travel etc associated with advanced development.

You will also need to provide us with a detailed development budget and a draft production budget as a PDF or in an Excel spreadsheet.

Key Personnel

Please provide details of key creatives and cast attached to the film, including a filmography and short bio for each member and demographic data.

Te Rautaki Māori

Please provide a summary of how you have considered NZFC's Te Rautaki Māori factors in your project; explain your approach to the considerations as producers, and attach CVs for any cultural consultants engaged as well as any consultant notes (e.g. how the production will benefit the Māori filmmaking industry or local communities through the narrative, or production in those regions or local tribal communities) or letters of interest.