**New Zealand Screen Production Grant for New Zealand Productions**

**Application for Provisional Certificate**

**(incorporating the Significant New Zealand Content Test)**

**1 July 2017 Criteria**

This application form should be read in conjunction with the [NZSPG Criteria for New Zealand Productions dated 1 July 2017](https://www.nzfilm.co.nz/new-zealand/funding-and-support/new-zealand-screen-production-grant/nzspg-criteria-new-zealand-1-0) (incorporating the Covid-19 Lockdown provisions) (the **Criteria**). Capitalised terms used in this application form have the definitions set out in Appendix 1 of the criteria. In submitting this provisional application, the applicant agrees to be bound by the terms of the criteria.

Applicants with QNZPE over $15 million who wish to apply for an Additional Grant must complete the [Provisional application form for the Additional Grant](https://www.nzfilm.co.nz/resources/nzspg-provisional-application-form-%E2%80%93-nz-additional-grant-1-july-2017), **not** this application form.

This application form has six sections:

* Section 1 – Applicant Information
* Section 2 – Production Information
* Section 3 – Estimated QNZPE (and TPE for Official Co-productions)
* Section 4 – Significant New Zealand Content
* Section 5 – Declaration
* Section 6 – List of Required Documents

**Note:** If applying as an Official Co-production, you do not need to complete the Significant New Zealand Content Test, but you must complete the required documents for this section as per the checklist.

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| **Submitting your application:** | **Attachments should be named and numbered as per the application form checklist**.  Please send attachments as separate files (do not combine into one PDF).   * Email to [nzspg@nzfilm.co.nz](mailto:nzspg@nzfilm.co.nz) (if below 12MB); OR * Send via Dropbox link; OR * Send via USB to:   Incentives Executive  New Zealand Film Commission  PO Box 11546, Wellington 6142  Level 3, 119 Ghuznee Street, Wellington 6011 |
| **Please note:** | Once the NZFC has received all applicable documentation and has confirmed the application is complete and includes all relevant documents (as per the checklist in Section 6), you will be sent a dated acknowledgement letter. The date of this letter is the start of the application process. |

## Confidentiality

Information that you supply to the NZFC or an independent consultant may be provided to the NZSPG Panel, the Inland Revenue Department (IRD), Ministry of Business Innovation and Employment (MBIE), Ministry for Culture and Heritage (MCH) and independent consultants where reasonably necessary during the application and approval process. Once the New Zealand Grant has been approved and paid, the NZFC or MCH can publish or announce the following information:

* the names of successful applicants;
* the amount of the QNZPE incurred by each applicant; and
* the amount of New Zealand Grant paid each applicant.

The NZFC will use reasonable efforts to maintain the confidentiality of the information provided by you. The NZFC notes however that the NZFC, NZSPG Panel, IRD, MBIE and MCH are government entities, which are subject to various disclosure requirements, for example under the *Official Information Act 1982*. None of them will be liable for any disclosure it believes (acting reasonably) it is required to make.

You should clearly indicate those parts of your application that you regard as commercially sensitive and confidential. In processing a request under the *Official Information Act 1982*, the NZFC or relevant New Zealand Government department or agency will use best efforts to consult with you prior to a decision on release of the documents, but you should be aware that your designation of the information as being commercially sensitive or confidential will not automatically result in that information being withheld by the NZFC or other government department or agency.

Statistical information provided in this application may be used by the New Zealand Government ministries, departments and agencies. These ministries, departments and agencies will usually comprise: the NZFC, IRD, MCH, MBIE and Statistics New Zealand.

**Covid-19 related provisions and the exercise by the NZSPG Panel of its discretion**

If your application is in respect of a Covid-19 Lockdown production and you are requesting that the NZSPG Panel exercise any of its Covid-19 related discretions in the consideration of your application, you must provide such supporting information as you consider is relevant to assist the NZSPG Panel to determine whether or not to exercise its discretion in support of your application.

The NZSPG Panel will consider the information you have provided in your application together with such other information as the NZSPG Panel thinks fit.

If the NZSPG Panel:

* is not satisfied that the information available to the NZSPG Panel supports the exercise of the discretion; or
* considers that there is insufficient information available to the NZSPG Panel to make a decision as to whether or not to exercise its discretion,

your application for the NZSPG Panel to exercise the discretion will be declined.

Therefore, when you prepare your application, your application should specifically address (with supporting evidence) all of the requirements set out in the relevant criteria about which the NZSPG Panel must be satisfied in order to exercise that discretion.

**Please note, the Covid-19 related provisions expired on 30 June 2022.**

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| Section 1 | Applicant Information | |
| Date of application:  Full name of applicant entity (Registered name):  Registration number:  Registered address:  Business/mailing address:  GST Number: | | |
| Contact person:  Role of contact person: | | Business phone:  Mobile phone:  Email: |

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| **1.1 Special Purpose Vehicle** |
| Is the applicant a special purpose vehicle established principally in relation to making the production?  **YES**  **NO**  If NO, will the applicant set up a special purpose vehicle principally in relation to making the production?  **YES**  **NO**  If NO to both of the above, please indicate which exception under clause 10.2 of the criteria applies:  10.2(a) *Series*  10.2(b) *Repurposing*  **Note**: an applicant must have its own GST and payroll registration numbers and its own bank account. The applicant’s GST and payroll returns must not be grouped with any other entity for tax purposes. |

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| **1.2 Residency Status** | | | |
| Complete the following in relation to the **applicant** (refer to clause 11 of the criteria for eligibility requirements). | | | |
| **Names of directors or partners** | **Citizenship of directors or partners** | **Country of permanent residence** | **Address of directors or partners** |
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| **Names of shareholders or general partners** | **Citizenship of shareholders or, in the case of a company, the country of incorporation** | **Country of permanent residence** | **% beneficial interest in the company or partnership** |
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| Complete the following in relation to the **majority or sole shareholder** of the applicant or the sole partner of the applicant. | | | |
| **Names of directors or partners** | **Citizenship of directors or partners** | **Country of permanent residence** | **Address of directors or partners** |
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| **Names of shareholders or general partners** | **Citizenship of shareholders or, in the case of a company, the country of incorporation** | **Country of permanent residence** | **% beneficial interest in the company or partnership** |
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| Does the applicant and its majority or sole shareholder, or sole partner (if applicable) carry on business in New Zealand? | **YES**  **NO** |
| Does the applicant and its majority or sole shareholder, or sole partner (if applicable) have their central management and control in New Zealand OR their voting power controlled by shareholders who are residents or citizens of New Zealand?  **Note**: You may be asked to provide further evidence of this. | **YES  NO** |
| Has the applicant (or, if the applicant is an SPV, the company/individual that fully or majority owns that SPV) been actively engaged in the business of film or television production in New Zealand to a significant extent, for a period of at least 18 months prior to the date on which Principal Photography is scheduled to start?  **Please provide details:**  **Note**: You may be asked to provide further evidence of this. | **YES  NO** |

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| **1.3 Responsible Entity** | |
| Will the applicant be the entity responsible for making the production in its entirety?  If NO, please describe what the applicant will be responsible for: | **YES**  **NO** |

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| Section 2 | Production Information |
| **Title of Production:**  ***Working Title(s):*** | |
| **Synopsis**  Please provide a brief synopsis of the production: | |

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| **2.1 Format** |
| **Feature film**  If a feature film, on what platform will it be first released?        **Television or other non-feature film (please specify below)**  Television drama (single episode – includes telefeatures, pilots)  Television documentary/factual/reality (single episode – includes telefeature)  Television drama (series)  Television documentary/factual/reality (series)  Short form animation (single episode or series)  Other *Please describe:*  If a television or other non-feature film production, on what platform will it be first released? |
| **Language**  Will the production be recorded, subtitled or dubbed in one of New Zealand’s official languages (English, Māori and New Zealand Sign Language)?  **YES**  **NO**  If NO, the production is not eligible for a New Zealand Grant. |
| **Length of Production**  What is the estimated total running length of the completed production (in minutes)?        If a series: What is the total number of episodes?What is the duration of each episode (in minutes)? |
| **Excluded Formats**  Does the production fit into one of the following categories?   * an advertising programme or commercial * a discussion programme, current affairs programme, news programme, a panel programme or a programme of a like nature * pornography * a training programme * an interactive digital game (other than transmedia content as per clause 17.2(b)(iv) of the criteria) * a production of a public event, including a sports event * for television or other non-feature film productions only, a programme based on a format (as that term is commonly known in the screen industry) other than formats developed in New Zealand for initial distribution in New Zealand   **YES**  **NO**  If YES, the production is not eligible for a New Zealand Grant. |
| **Production Dates (use estimated dates if the production schedule has not been finalised)**  Date of first day of official pre-production:  Date of commencement of Principal Photography:  Date of completion of Principal Photography:  Date of Completion of production:  **Note:** Completion is defined in Appendix 1 of the criteria. You must submit your **Final** application within **six-months** after this date. Late Final applications may not be accepted. |
| **Production outside New Zealand**  Will any part of the production be undertaken outside New Zealand?  **YES**  **NO**  If YES, please supply details: |
| **Official Co-production**  Is the production an Official Co-production?  **YES**  **NO**  Please list co-production country/countries:  If YES, please supply a copy of the provisional co-production application submitted to the NZFC and a copy of the provisional  certificates issued by the NZFC and the competent authority of the other co-production country. |

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| **2.2 New Zealand Distribution** |
| You must provide with this application:   * an audience engagement plan setting out how the feature film will be seen by audiences in New Zealand; and * a firm offer letter or deal memo from a recognised distributor (as determined by the NFZC in its sole discretion), with strong commitment for a New Zealand release that demonstrates that the audience reach will be commensurate with the expected amount of the New Zealand Grant.   Guidance on what to include in your audience engagement plan can be found [here](https://www.nzfilm.co.nz/resources/nzspg-info-sheet-audience-engagement-plan).  If the production is a Covid-19 Lockdown production and you are requesting that the NZSPG Panel exercises its discretion as provided by the Covid-19 Lockdown provision within clause 8.4 or 9.4 of the criteria, you must also include supporting information that addresses each of the grounds under clause 8.4 or 9.4 upon which the NZSPG Panel must be satisfied to exercise that discretion. |

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| **2.3 Finance and Recoupment** | | | | |
| You must set out below the final finance structure for the production. Please ensure the NZSPG is listed as **equity**, even if the grant is being cashflowed by another financier.  **Note**: only include financing that was cashflowed to the budget (i.e., you should only include the proportion of the New Zealand Grant and any distribution or sales advances that were cashflowed).  You will need to provide evidence in accordance with clause 8.5 or 9.5 of the criteria that you have satisfied the non-New Zealand government funding threshold and, for television or other non-feature film productions, evidence that you have satisfied the market attachment threshold per clause 9.6.  If the production is a Covid-19 Lockdown production and you are requesting that the NZSPG Panel exercises its discretion as provided by the Covid-19 Lockdown provision within clause 8.5 or 9.5 of the criteria, you must also include supporting information that addresses each of the grounds under clause 8.5 or 9.5 upon which the NZSPG Panel must be satisfied to exercise that discretion. | | | | |
| **Name of financier** | **Country of residence of financier** | **Type of finance (e.g. loan, equity, advance on royalties)** | **Amount (NZ$)** | **% of total budget** |
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|  |  | Total: | *(this should be equal to the total budget)* | 100% |

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| **Recoupment**  You must supply with your application, the proposed recoupment structure which includes the applicant’s NZSPG equity recoupment position and entitlement to a share of net receipts, as agreed between the applicant, the investors in the production and/or the distributors of the production. |

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| **Market attachment threshold – television and other non-feature film productions only (do not complete for feature films)**  Please specify below which of the above types of finance are market attachments. You must also supply supporting documentation in respect of these market attachments.  ‘Market attachments’ are limited to international sales advances, distribution advances and licence fees, for the screening or broadcast of the production itself and where there is no entitlement to share in the net receipts from the production in respect of that sales advance, distribution advance or licence fee. Equity and loans cannot qualify as market attachments. Any market attachments must be from parties unrelated to the applicant and from bona fide screen production sales agents, distributors or broadcasters.  If the production is a Covid-19 Lockdown production and you are requesting that the NZSPG Panel exercises its discretion as provided by the Covid-19 Lockdown provision within clause 9.6 of the criteria, you must also include supporting information that addresses each of the grounds in clause 9.6 upon which the NZSPG Panel must be satisfied to exercise that discretion. |
| **Names of market attachment financiers** |
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| **2.4 Other New Zealand Government Funding and Grants** | |
| Has the production received or applied for a Large Budget Screen Production Grant or Post, Digital and Visual Effects Grant or an International Grant?  If YES, the production is not eligible for a New Zealand Grant. | **YES  NO** |
| Did the production receive production funding from a New Zealand Government agency prior to 1 July 2008? | **YES**  **NO** |
| Has the production received or applied for production funding from a New Zealand Government screen agency since 1 July 2008?  If YES, then please specify how much has been received or applied for and from which Government screen agency:  If YES, please specify whether the production is one of the following:  Feature film  Animation - television or other non-feature  Children’s drama - television or other non-feature  **Note**: Productions may NOT receive production funding from a New Zealand Government Screen Agency and a New Zealand Grant unless the production falls into one of the above categories. | **YES**  **NO** |
| Has the production incurred any costs prior to 1 July 2008?  If YES, then please specify what costs:  **Note**: costs incurred prior to 1 July 2008 cannot be included in QNZPE. | **YES  NO** |
| Has the production incurred any costs which were paid more than ten years prior to the estimated start of Principal Photography of the production (historical costs)?  If YES, then please specify what costs:  **Note**: Historical costs cannot be claimed as QNZPE unless the NZSPG Panel approves such costs. | **YES  NO** |

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| **2.5 Credit and Promotional Materials** |
| Please note that the applicant must provide in the completed production an on-screen end credit and an on-screen NZFC logo. The applicant must also provide promotional materials to the NZFC in accordance with the [Promotional Materials Schedule](https://www.nzfilm.co.nz/resources/promotional-materials-schedule) on the NZFC website. Please refer to clause 29.3 of the criteria.  The current NZFC logo can be obtained by contacting [nzspg@nzfilm.co.nz](mailto:nzspg@nzfilm.co.nz). **Please note, unless otherwise agreed with the NZFC, the logo should only be used in conjunction with the end credit text:**  “The filmmakers acknowledge the assistance of the New Zealand Government’s Screen Production Grant”  **Note**: In exceptional circumstances, the NZFC may waive one, or both, of these requirements. If you wish to apply for a waiver of the credit and/or promotional materials requirements, please include a letter with your application outlining why you are unable to provide a credit and/or promotional materials. |

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| Section 3 | QNZPE (and TPE for Official Co-productions) |
| GST: The New Zealand Grant is calculated in relation to amounts that are net of Goods and Services Tax (GST). Therefore, all figures in this application should be quoted net of GST.Non-accrual basis of expenditure: Unless one of the exceptions in clause 21 of the criteria applies, a cost included in QNZPE must have actually been incurred and paid by the applicant on the making of the production before the date the final application is submitted. | |

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| **3.1 Budget and QNZPE (and TPE for Official Co-productions)** | | | |
| Total Budget | NZ$ | | |
| Estimated Total Production  Expenditure (TPE) | NZ$      **Only calculate TPE if your production is an Official Co-production.** | | |
| Estimated QNZPE: Feature film | NZ$ | | |
| Estimated QNZPE: Other formats | NZ$ | Total estimated running time in hours:  (total minutes/60) | Total QNZPE per hour: NZ$  *For Official Co-productions:* Total TPE per hour: NZ$ |
| You must also provide an expenditure statement showing your total estimated (budgeted) QNZPE and non-QNZPE costs (and TPE for Official Co-productions). This should clearly and separately indicate alongside each budget item which expenditure will be TPE (if applicable), which will be QNZPE and which will be non-QNZPE. Please use the expenditure statement template available [here](https://www.nzfilm.co.nz/resources/expenditure-statement-template-nzspg-nz) or contact [nzspg@nzfilm.co.nz](mailto:nzspg@nzfilm.co.nz) to request a copy. An example is shown at the end of this section.NB: TPE is different from QNZPE and is the Total Budget less the Specific Exclusions set out in Appendix 2 of the criteria. TPE is only relevant if your production is an Official Co-production. You should ensure that your production accounting systems are set up in such a way to enable you to track and code all items of expenditure with reference to QNZPE and TPE (if applicable).  You should also familiarise yourself with the requirements of the [Final application form](https://www.nzfilm.co.nz/resources/nzspg-final-application-form-%E2%80%93-nz-1-july-2017), particularly the IRD requirements and foreign exchange requirements. This will enable you to put accounting systems in place that will make it easier for you to supply information required in the Final application.  All expenditure must be identified in New Zealand dollars.  If the production is a Covid-19 Lockdown production and you are requesting that the NZSPG Panel exercises its discretion as provided by clause 16.6 of the criteria, you must also include supporting information that addresses each of clauses 16.6(a), (b) and (c) of the criteria. | | | |

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| **3.2 Goods sourced from overseas** | |
| Please identify all goods sourced from overseas that you intend to claim as QNZPE **and** explain why the goods meet the requirements of clause 16.2(b) of the criteria.  **Note:** you must attach to this application, evidence supporting your explanation for each good/category of goods. | |
| **Name of good or category of goods** | **Explanation** |
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| **3.3 General Ledger** |
| When you submit your Final NZSPG application you will need to provide a copy of the general ledger for the production and this will need to include the following details in relation to each cost:   1. date 2. description 3. amount of expenditure 4. details of each service provider/vendor 5. whether such expenditure is non-QNZPE or QNZPE 6. for an Official Co-production, whether such expenditure is an exclusion from TPE or TPE 7. when the good or service or land was used in the making of the production 8. whether the expenditure is payroll, petty cash, accounts payable or a journal 9. date when or period of time over which the item was used on the production   An example of a general ledger excerpt is shown at the end of this section and can be downloaded as a template [here](https://www.nzfilm.co.nz/resources/general-ledger-template-nzspg-nz). Official Co-productions will need two extra free fields to track TPE and non-TPE.  You will also need to provide a final cost report and a balance sheet (a trial balance is acceptable if a final is not available) with your Final application. |

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| **3.4 Non-Arm’s Length Expenditure** | | |
| Please provide the name of all entities or personnel (as identified in the expenditure statement) who will provide goods, services or land to the production and who are associated with the applicant or any of its associate entities. Please also identify the type of goods, services or land to be provided and the estimated amount to be paid for those goods, services or land by the applicant.  When you submit your Final application, you will need to provide supporting documentation, such as contracts, contract variations, timesheets, invoices and/or other agreements for all non-arm’s length expenditure claimed as QNZPE and provide a breakdown of those goods, services or land. A template is available [here](https://www.nzfilm.co.nz/resources/nzspg-template-non-arms-length-expenditure) or you can contact [nzspg@nzfilm.co.nz](mailto:nzspg@nzfilm.co.nz) to request a copy. An example is shown at the end of this section.  **Note**: The NZSPG Panel’s assessment of non-arm’s length expenditure is usually undertaken only at the final application stage. If you wish to have the amount of any non-arm’s length expenditure verified before that time, **please specifically request this in writing to the NZFC**. Refer to clause 20 of the criteria for more information about the assessment of non-arm’s length expenditure. | | |
| **Name of related entity or person** | **Nature of goods, services or land to be provided to the production** | **Amount to be paid** |
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| **3.5 Exchange Rate Fluctuation and Pre-Qualification** |
| Only applicants who are concerned that the production may not meet the relevant expenditure threshold for a grant *solely* due to fluctuations in exchange rates and wish to ‘pre-qualify’ for a grant should complete this section. Please refer to clause 28 of the criteria.  I wish to notify the NZFC that, solely for the purpose of meeting the expenditure threshold, I require any non-New Zealand dollar QNZPE or TPE (if applicable) for this production to be converted at the ‘preset exchange rate’ (defined below).  In the event that, when I lodge the Final grant application, the QNZPE or TPE does not meet the relevant expenditure threshold, I nominate the following non-New Zealand dollar currency or currencies to be converted at the preset exchange rate:  **[insert relevant non-NZD currency or currencies]**  **Note:** The application for pre-qualification due to exchange rate fluctuations must be received by the NZFC no **earlier** than three months before the start of Principal Photography. In the event the start date is delayed, the applicant may reapply by resubmitting this form to the NZFC. |

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| **3.6 Screen Production Recovery Fund (SPRF)** |
| Please check the applicable box:  The production has been approved to receive a grant from the Screen Production Recovery Fund  The production has submitted an application for a grant from the Screen Production Recovery Fund  OR  The production has not applied for the Screen Production Recovery Fund    If you checked one of the first two boxes, you must provide a full breakdown of costs pertaining to your SPRF application, separated into QNZPE and non-QNZPE amounts. (This includes costs already covered and costs applied for.)  **Note:** Costs covered by the Screen Production Recovery Fund which would otherwise be QNZPE cannot be claimed under the NZSPG and will be excluded. |

Click [here](https://www.nzfilm.co.nz/resources/expenditure-statement-template-nzspg-nz) to download this template or contact [nzspg@nzfilm.co.nz](mailto:nzspg@nzfilm.co.nz) to request a copy.



Click [here](https://www.nzfilm.co.nz/resources/general-ledger-template-nzspg-nz) to download this example or contact [nzspg@nzfilm.co.nz](mailto:nzspg@nzfilm.co.nz) to request a copy.



You will need to supply this sheet with your **Final** application - click [here](https://www.nzfilm.co.nz/resources/nzspg-template-non-arms-length-expenditure) to download this template or contact [nzspg@nzfilm.co.nz](mailto:nzspg@nzfilm.co.nz) to request a copy.



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| Section 4 | Significant New Zealand Content | | |
| **You do not need to complete this test if the production is an Official Co-production, but you must complete the required documents for this section as per the checklist.**  Before completing this section, you should read the Significant New Zealand Content Guidelines in Appendix 3 of the criteria. In assessing whether a production has Significant New Zealand Content the NZSPG Panel will refer to the Significant New Zealand Content Guidelines and the points framework below.  Please indicate how many points you wish to claim alongside the relevant area and complete the rest of Section 4 of this application form. *Please refer to the criteria for different options that apply for productions that are documentaries, reality, lifestyle, factual or animation.*  **Note:** you must provide full details in the application form to support your claim, otherwise points may not be awarded.  Where the citizenship or residence of a person is in question, the NZFC may ask for evidence such as a copy of a passport or certificate of residency. | | | |
| **Significant New Zealand Content Areas** | | **Points Available** | **Points Claimed** |
| **A – New Zealand Subject Matter** | |  |  |
| A1 – Setting | | 3 (0 - 3) |  |
| A2 – Lead Characters | | 3 (0 - 3) |  |
| A3 – Creative Material | | 3 (0 - 3) |  |
| A4 – Contribution to New Zealand Culture/History | | 2 (0 - 2) |  |
| **Total Section A (minimum: 3)** | | **11** |  |
| **B – New Zealand Production Activity** | |  |  |
| B1 – Shooting – Location/Studio | | 2 (0 - 2) |  |
| B2 – Picture Post-Production, Digital or Visual Effects | | 2 (0 - 2) |  |
| B3 – Music Recording, Voice Recording, Sound Post-Production | | 1 |  |
| B4 – If applicable, Concept Design and Physical Effects (Period/Genre) | | 1 |  |
| **Total Section B** | | **6** |  |
| **C – New Zealand Personnel** | |  |  |
| C1 – Director | | 2 (0 - 2) |  |
| C2 – Producer | | 2 (0 or 2) |  |
| C3 – Scriptwriter | | 2 (0 - 2) |  |
| C4 – Music Composer/Source Music | | 1 |  |
| C5 – Lead Actors | | 2 (0 - 2) |  |
| C6 – Majority of Cast | | 1 |  |
| C7 – Key Production Roles – DOP, Editor, Designer, Visual Effects Supervisor | | 2 (0 - 2) |  |
| C8 – Majority of Crew | | 1 |  |
| **Total Section C (minimum: 3 from C1 - C3)** | | **13** |  |
| **D – New Zealand Businesses** | |  |  |
| D1 – Ownership of Intellectual Property | | 1 |  |
| D2 – Business Development Outcomes | | 1 |  |
| **Total Section D** | | **2** |  |
| **Total – minimum: 20 points** | | **\_\_ (out of 32)** |  |

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| **A - New Zealand Subject Matter** |
| **A1 – Setting**  How much of the story takes place in New Zealand? Show as a proportion of the total production (in terms of number of minutes of on-screen content). For example: 100% is when the entire story takes place in New Zealand. |
| **A2 – Lead Characters**  Who are the lead characters in the production? State whether the character is a New Zealand character. Note that a character is only a New Zealand character if he or she is identifiable in the story as a New Zealand citizen or a New Zealand resident.    **Note**: there are different options for documentaries, reality and lifestyle programmes – please read the Assessment of Significant New Zealand Content Guidelines in **Appendix 3** of the criteria.  An individual can have points attributed to them for one role only in this section. For example, where an individual is a presenter and is also a subject, the applicant can only claim points for one of the individual’s roles. |
| **A3 – Creative Material**  (a) What underlying creative material is the production based on? For example, original screenplay or concept, book, play, short story.  Underlying material:  Title:  (b) Who wrote or created the underlying creative material?  Name:  Residential address:  Citizenship:  Country or countries of residence for past two years:  (c) If the production is an adaptation of a work that is **not** by a New Zealand citizen or permanent resident:   1. Describe the involvement by New Zealand citizens or permanent residents in the development of the production: 2. Provide the following details about the writer/s of the adapted screenplay:   Name:  Residential address:  Citizenship:  Country or countries of residence for past two years:  (d) Where there is more than one writer or creator, please provide the same details for all writers/creators and state what proportion of the underlying material was written by each writer/creator: |
| **A4 – Subject Matter and Contribution to New Zealand Culture and History**  *One point can be awarded under each of the following. Please refer to the guidelines for this section in Appendix 3 of the criteria. The Panel will receive your comments in full.*   1. **Historical Content:** please provide specific examples of how the production incorporates portrayals of historical events, issues or personalities that are of particular relevance to New Zealand.      1. **Subject Matter:** please provide specific examples of how the production features an investigation or thematic portrayal of issues, information or other subject matter considered to be of particular interest to New Zealand citizens or residents. |

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| **B - New Zealand Production Activity** |
| **B1 – Shooting – Location/Studio**  (a) What is the total expected number of shooting days?  (b) How many days will the shoot be carried out in New Zealand (whether in a NZ studio or on location)?  (c) As a percentage, how many days will be shot in New Zealand as a proportion of the total number of shooting days in (a)? |
| **B2 – Picture Post-Production, Digital or Visual Effects**  (a) What is the total amount of expenditure budgeted for picture post-production and digital/visual effects?  (b) Of that expenditure, how much will be QNZPE?   1. As a percentage, what is the amount of QNZPE as a proportion of the amount in (a)? |
| **B3 – Music Recording, Voice Recording, Sound Post-Production**  (a) What is the total amount of expenditure to be spent on music (including composing, scoring, performing, recording but excluding source music), voice recording and/or sound post-production?  (b) Of that expenditure, how much will be QNZPE?   1. As a percentage, what is the amount of QNZPE as a proportion of the amount in (a)? |
| **B4 – If applicable, Concept Design and Physical Effects (Period/Genre)**  This point can only be claimed for productions where concept design and physical effects are a significant part of the production (e.g., period or genre). This includes creature design, special effects, mechanical effects, specialist prosthetics, models, special props and costumes supplied by specialist companies rather than by the crew working on the production e.g., art department crew. It does **not** include fees for the production designer or for personnel in art department, wardrobe or hair and make-up.  (a) Please list all specialist companies supplying concept design and physical effects:    (b) What was the total amount of expenditure incurred on supplied items in (a)?  (c) Of that expenditure, how much is QNZPE?  (d) As a percentage, what is the amount of QNZPE as a proportion of the amount in (b)? |

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| **C - New Zealand Personnel** | | | | | |
| Complete the sections below, including all relevant New Zealand and non-New Zealand personnel. | | | | | |
|  |  | **Name** | **Citizenship** | **Country of permanent residence** | **Note** |
| **C1** | Director/s |  |  |  | If more than one director, indicate the % of episodes directed by each director after that director’s name. |
| **C2** | Producer/s |  |  |  | Indicate who the lead producers are after their name. |
| **C3** | Scriptwriter/s |  |  |  | If more than one scriptwriter, indicate the % of the total scripts written by each scriptwriter after that scriptwriter’s name. |
| **C4** | Music Composer/ Source Music |  |  |  |  |
| **C5** | Lead Actor No.1  Lead Actor No.2  Lead Actor No.3  **Options for documentaries, reality or factual series**:  Actor 1 (recreations only)  Actor 2 (recreations only)  Actor 3 (recreations only)  **Options for animation:**  Lead Voice No.1  Lead Voice No.2  Lead Voice No.3 |  |  |  | **Note:** In this section a maximum of 1 point can be claimed per individual. |

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| **C6** | What is the total number of cast (including lead cast referred to above)?  How many cast are New Zealand citizens or New Zealand permanent residents?  What percentage of the total cast are New Zealand citizens or New Zealand permanent residents? |  |
| **Note:** An individual can qualify in only one capacity or role when counting cast for the purposes of this section. | |

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|  |  | **Name** | **Citizenship** | **Country of permanent residence** |
| **C7** | Director of Photography  Editor  Production Designer  Digital/Visual/Special Effects Supervisor  **Options for documentaries, reality or factual series:**  Lead Camera person  Lead Researcher  Lead Editor  Sound Recordist  Sound Designer  Sound Mixer  Sound Editor  **Options for animation:**  Animation Director  Lead Layout Supervisor  Lead Character Designer  Lead Sound Designer  Lead Modelling Supervisor |  |  |  |

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| **C8** | What is the total number of crew (including key positions referred to above)?  How many crew are New Zealand citizens or New Zealand permanent residents?  What percentage of the total crew are New Zealand citizens or New Zealand permanent residents? |  |

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| **D - New Zealand Businesses** | | | |
| **D1 – Ownership of Intellectual Property**  Who will own the intellectual property in the final production? | | | |
| **Owners of copyright in the production (at date of this application)** | **Citizenship of copyright owners** | **Country of permanent residence** | **% copyright in the production** |
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| **D2 – Business Development Outcomes**  *1 additional point may be awarded, at the sole discretion of the NZSPG Panel, for business development outcomes. The Panel will receive your comments in full.*  To what extent do New Zealand citizens or permanent residents have management and control of the lead production company?    To what extent do New Zealand equity investors, including producers with ‘NZSPG equity’ have a recoupment position equivalent to other equity investors?    Please describe the potential for the New Zealand producer to achieve significant business growth out of the production: | | | |

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| Section 5 | Declaration |

**A person authorised by the applicant must complete the following:**

I confirm that I am authorised by the applicant to complete this application form.

I confirm that the information provided in this application form and in the attached documents is true and correct in all respects.

**Name of authorised person:**

**Date:**

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| Section 6 | List of Required Documents |

**PREPARING YOUR APPLICATION:**

* Attachments should be named and numbered, as per this checklist.
* Please send attachments as separate files (do not combine into one document).
* All documents must be provided in **English**.
* Once the NZFC has received **all** applicable documentation listed above and has confirmed the application is complete. The date of this letter is the start of the application process.

At Provisional stage, if final versions of documents are not available you can provide a draft version (unless otherwise stated).

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|  |  | **Attached** | **N/A** |
| 1 | Completed application form including the declaration. |  |  |
| 2 | A Company Extract (from the Companies Office) dated within a week of the date of this application. |  |  |
| 3 | Production Services Agreement (or other document verifying the level of responsibility of the applicant for the making of the production in New Zealand, such as a co-production agreement). *This is only required if the applicant does not own 100% of the production.* |  |  |
| 4 | Provisional application for certification as an Official Co-production (if applicable). |  |  |
| 5 | Provisional certificates of approval as an Official Co-production from the NZFC and the competent authority of the other co-production country (if applicable). |  |  |
| 6 | Audience engagement plan explaining how the production will be seen by audiences in New Zealand (info sheet available [here](https://www.nzfilm.co.nz/resources/audience-engagement-plan-info-sheet-nzspg-nz-1-july-2017), for guidance). |  |  |
| 7 | Agreement, firm offer letter or deal memo from a recognised distributor or broadcaster for distribution or broadcast of the production in New Zealand. The agreement, offer letter or deal memo must comply with the requirements of clause 8.4 (feature film) or clause 9.4 (television and other non-feature films) of the criteria.  If the production is a Covid-19 Lockdown production and you are requesting that the NZSPG Panel exercises its discretion as contemplated by the Covid-19 Lockdown provision of clause 8.4 or 9.4 of the criteria, you must provide the information contemplated by that provision. |  |  |
| 8 | Script (if applicable). |  |  |
| 9 | Copy of underlying work (where production is not based on an original script). |  |  |
| 10 | Estimated production schedule/calendar including pre-production, principal photography and post-production. |  |  |
| 11 | Production budget (full). |  |  |
| 12 | Expenditure statement in **Excel** showing your total estimated (budgeted) QNZPE and non-QNZPE costs - and TPE, where applicable (template available [here](https://www.nzfilm.co.nz/resources/expenditure-statement-template-nzspg-nz) or contact [nzspg@nzfilm.co.nz](mailto:nzspg@nzfilm.co.nz) to request a copy - refer to the example in Section 3 for detail required). |  |  |
| 13 | Supporting evidence for inclusion of overseas-sourced goods claimed as QNZPE. |  |  |
| 14 | Full breakdown of costs pertaining to the production’s Screen Production Recovery Fund application, separated into QNZPE and non-QNZPE amounts. *This includes costs already covered and costs applied for.* |  |  |
| 15 | List of cast and crew. |  |  |
| 16 | Documents evidencing copyright ownership of the production. *E.g., Chain of Title documents.* |  |  |
| 17 | Non-NZ Government Funding Threshold:  *For a feature film:*   1. Signed letter of offer, deal memo or funding agreement from one or more non-New Zealand government funding entities which shows a genuine intention to fund (in aggregate) 10% or more of the production budget; OR 2. A written offer of production funding from a New Zealand government entity or entities which makes that funding conditional on 10% or more of the production budget.   *For television or other non-feature film productions:*   1. Signed letter of offer, deal memo or funding agreement from one or more non-New Zealand government funding entities which shows a genuine intention to fund (in aggregate) 25% or more of the production budget; OR 2. A written offer of production funding from a New Zealand government entity or entities which makes that funding conditional on 25% or more of the production budget.   If the production is a Covid-19 Lockdown production and you are requesting that the NZSPG Panel exercises its discretion as contemplated by the Covid-19 Lockdown provision of clause 8.5 or 9.5 of the criteria, you must provide the information contemplated by that provision. |  |  |
| 18 | The proposed recoupment structure for the production, showing the applicant’s (or the applicant’s parent company’s) NZSPG equity recoupment position and entitlement to a share of net receipts. |  |  |
| 19 | Evidence of all market attachments on which you are relying to meet the minimum 10%  threshold (for television and other non-feature film productions only).  If the production is a Covid-19 Lockdown production and you are requesting that the NZSPG Panel exercises its discretion as contemplated by the Covid-19 Lockdown provision of clause 9.6 of the criteria, you must include the information contemplated by that provision. |  |  |