



New Zealand
FILM COMMISSION



Te Tumu Whakaata Taonga

Extended Screen Production Recovery Fund

Guidelines for Applicants

March 2023

If you have any questions regarding these guidelines and your application, please email
screenrecovery@nzfilm.co.nz

Please also refer to the [NZFC COVID-19 Policy](#)



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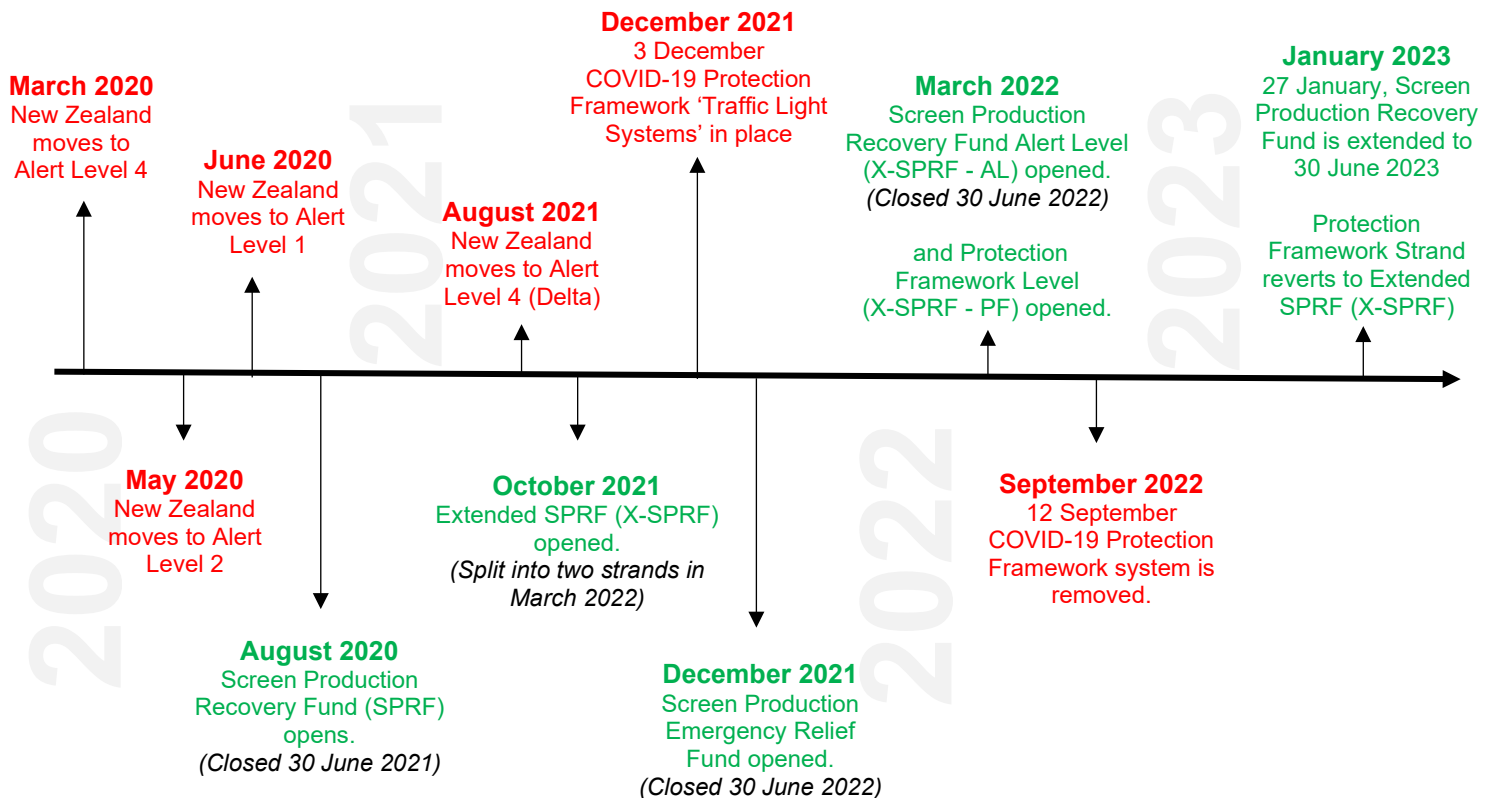
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TIMELINE OF SCREEN PRODUCTION RECOVERY FUND



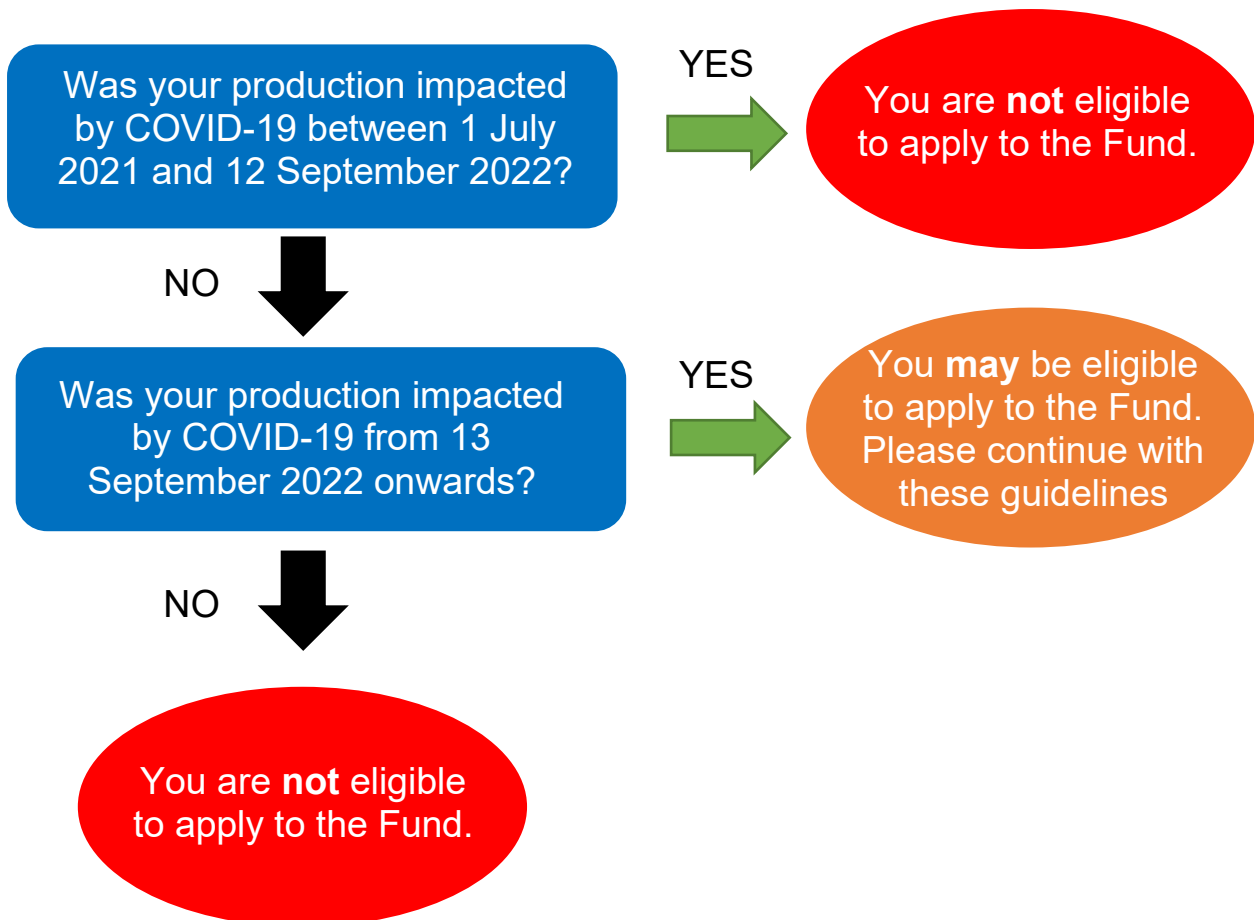
KUPU WHAKATAI – INTRODUCTION

The Extended Screen Production Recovery Fund (“Fund” or “Funding”, as applicable) is a special purpose discretionary fund that was established in August 2020 to respond to significant disruption to productions caused by COVID-19.

On 12 September 2022 the Government removed the COVID-19 Protection Framework. **The Fund was due to close on 31 January 2023 but has now been *extended to 30 June 2023*. Productions affected by a COVID-19 Event (as defined below) in the period from 13 September 2022 until 30 June 2023 are eligible for assistance. Applications can be submitted up until Monday 31 July 2023.**

An eligible project may access Funding from the New Zealand Film Commission, NZ On Air, Te Māngai Pāho or the New Zealand Screen Production Grant, but applicants can only have one active application with one of these funding agencies at one time. In other words, double dipping from Government funding sources is not allowed.

Projects funded by NZ On Air and/or Te Māngai Pāho that are eligible for the Fund should contact them or visit their websites directly for information on applying.





KO WAI KA ĀHEI KI TE TONO – WHO CAN APPLY?

To be eligible to apply for Funding, a production must:

- a) be a New Zealand-based screen production;
- b) have incurred additional costs between 13 September 2022 and 30 June 2023 due to a **COVID-19 Event**¹;
- c) not have been abandoned and must, in the NZFC's opinion, have a reasonable likelihood of being completed; and,
- d) fall within one of the following categories prior to the relevant COVID-19 Event:
 - i. be receiving funding from the NZFC. This may be evidenced by the production having a signed funding agreement with the NZFC or having received a conditional offer of funding from the NZFC; and/or
 - ii. have registered on the NZSPG-New Zealand registration form²; and/or
 - iii. have applied for a provisional certificate for NZSPG-New Zealand; or
 - iv. have been issued a provisional certificate for NZSPG–New Zealand.

Applicants must be a New Zealand citizen or permanent resident, and either be:

- the same company or individual who is contracted to receive NZFC funding; and/or
- for productions that have received or been offered NZFC funding and/or have registered for the NZSPG-New Zealand on a NZSPG registration form or applied for or been issued with a NZSPG-New Zealand provisional certificate, be the same person or company who has applied for NZFC funding and/or the NZSPG-New Zealand.

¹ A COVID-19 Event from 13 September 2022 onwards means:

- Any delay or disruption to the project caused by restrictions due to cast or crew members testing positive for COVID-19.
- Any delay or disruption to the project caused by a government mandated restriction related to COVID-19.

² For clarity, you must meet the requirements outlined in Clause 7 Eligibility for New Zealand Grant in NZSPG Criteria for New Zealand Productions dated 1 July 2017.



HE ANA NGĀ KAUPAPA TONO – WHAT CAN I APPLY FOR?

Costs you can apply for

Funding is available for standard recognised increased costs to the production's budget due to a COVID-19 Event (as defined in Ko Wai Ka Āhei Ki Te Tono – Who Can Apply?). Costs could relate to disruptions during in pre-production, production or post-production that are not covered by insurance or COVID-19 Contingency, including, but not limited to:

- Actual shut-down, suspension and set-up costs;
- Additional travel costs within New Zealand;
- Additional interest payments;
- Costs related to striking and storing sets; and
- The cost of surveillance testing (including Rapid Antigen Testing) for productions that have not included this in their production budget provided that the production either:
 - received an offer of NZFC production funding prior to 1 January 2022; or
 - received a provisional NZSPG-NZ certificate prior to 1 January 2022.


Note any related party transactions will be carefully reviewed to ensure that they are commercially reasonable. If the NZFC considers that a related party transaction is not commercially reasonable the NZFC may decline or adjust Funding to reflect the NZFC's view of commercially reasonable terms.

Costs you cannot apply for

Many costs that were previously covered by the Screen Production Recovery Fund and the previous versions of the Extended Screen Production Recovery Fund are now considered “business as usual” and are excluded.

You may not apply for:

- Costs of border clearances and managed isolation;
- Costs covered by other Government support mechanisms (including the wage subsidy), including from a pre-approved SPRF grant;
- QNZPE in respect of which an application for the NZSPG–New Zealand has been, is being, or will be, made;
- Costs already funded by third party financiers or investors;
- Costs covered by insurance;
- Costs related to productions that are abandoned;
- Costs incurred outside of New Zealand;
- Bond fees (including any increase to existing bond fees);
- Additional payments for ATL Producers, Directors and Cast who are contracted for an all-inclusive Fee;

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- Costs that could reasonably be covered by adjustments to the budget or production plan, or by accessing the contingency or could otherwise be mitigated;
 - Anticipated production suspension and shutdown costs;
 - Gifts, hospitality, and gratuities;
 - Capital equipment purchases;
 - Third party distribution and sales expenses and materials;
 - Foreign exchange loss;
 - Financing gaps caused by the withdrawal in part or whole by third party financiers or investors;
 - Speculative losses such as sales or distribution income that was anticipated for the project (whether because of estimates or otherwise); or
 - Costs beyond the Fund claim cap of 10% of the production budget 'Below the Line' total regardless of eligibility.



NGĀ ĀHEINGA KAUPAPA – KEY CONDITIONS

Fund claims are capped at 10% of the original production budget 'Below the Line' total. Productions can apply to the Fund more than once but only up to a cumulative 10% of the original production budget 'Below the Line' total. Any previous funding awarded to your production by the Extended Screen Production Recovery Fund since 1 July 2021 will contribute to your 10% cap³.

By “original production budget”, we mean the budget of the production calculated prior to the first COVID-19 Event when your production incurred costs and for which you are applying to the Fund. 'Below The Line' total means – total budget less 'Above the Line' costs, original production contingency, bond fees, and any previously awarded Screen Production Recovery Fund grant (i.e., the Fund that ran from August 2020 to June 2021).

For short films (a short narrative film, which may be live action, animation, or documentary, with a duration of between four and 25 minutes), the total amount of Funding offered is capped at \$15,000 per short film. Any previous funding awarded to your short film production by the Extended Screen Production Recovery Fund since 1 July 2021 will contribute to your \$15,000 funding cap³.

If you receive \$100,000 or more in Funding, or if you successfully receive Funding more than once in respect of the same production, the NZFC will complete an audit of the expenses associated with the Funding.

The Funding will be provided as a grant. A grant does not need to be repaid unless you breach certain conditions of the Grant Agreement (as defined below). Because grants are subject to GST, if you are GST registered, GST will be added to the grant when it is paid.

By applying for Funding, you agree that:

- You will not make any application for the NZSPG-New Zealand in respect of any QNZPE incurred by you in respect of which you receive Funding as determined by the NZFC in its sole discretion; and
- If, and to the extent that you receive Funding and receive, or are eligible to receive, the NZSPG-New Zealand in respect of the same QNZPE, you must repay the Funding as contemplated by the grant agreement.

The NZFC reserves the right at any time to review and vary the conditions of these guidelines. The guidelines version at the time of application will apply.

³ This includes the original Extended Screen Production Recovery Fund launched in September 2021, and the Extended Screen Production Recovery Fund Alert Level Strand and the Extended Screen Production Recovery Fund Protection Framework Strand.



ME PĒHEA E TONO - HOW TO APPLY

Please register your intention to apply via email on screenrecovery@nzfilm.co.nz before making your application. Apply using the online application portal at <https://funding.nzfilm.co.nz/>. Search for 'Extended Screen Production Recovery Fund' and click 'New Application'. The form will take you step by step through the application process and prompt you to provide all the information required.

You may apply at any time up until 11pm on 31 July 2023. The NZFC advises that you apply as soon as possible given that Funding is limited.

Your application will autosave on the portal as you work on it and will be available for you to update or change when you go back into the portal. You will be asked to check your application before you finally submit it. You will receive a confirmation of submission by e-mail. Any unsolicited additional information provided after the submission will not be accepted.

Please note that by submitting your application, you acknowledge and agree that your application may be reviewed by external assessor(s), and you also accept that their identity may be required to be kept confidential.

For the current list of external assessors please visit the [NZFC website](#) and declare any [conflicts of interest](#) you may have. You must disclose if an external assessor has a financial interest in the project, including if they are the spouse, partner, family member or close friend of any of the named creatives, or if they have worked with any of the named creatives in the past 90 days.

The NZFC will use reasonable efforts to maintain the confidentiality of the information provided by the applicant, provided that where the NZFC considers it may be appropriate, the NZFC can discuss any application with NZ On Air and/or Te Māngai Pāho. Any information you provide to the NZFC is subject to Official Information Act 1982 ("OIA") requests. In processing a request under the OIA, the NZFC may consult with the relevant applicant prior to issuing a response to the request.

WHAKARITENGA TONO – APPLICATION PROCESS

ELIGIBILITY

Once your application is received, it will be checked for eligibility in line with these guidelines. If the NZFC determines that your application does not meet minimum eligibility it will be deemed ineligible for this funding round.

Incomplete applications will be considered ineligible.

1 week

ASSESSMENT

NZFC will engage external assessor(s) to provide independent assessments. The applications will be assessed against the assessment criteria set out in these guidelines. NZFC staff will concurrently assess the application.

You may be contacted by NZFC staff if further information or clarification is required.

5 weeks

**Applications
<\$100,000**

DECISION

Funding will be decided on by the NZFC Chief Executive Officer, or a delegate, on recommendation from NZFC Senior Staff.

**Applications
≥ \$100,000**

DECISION

Funding will be determined on by the COVID-19 Sub-Committee comprising of representatives of the NZFC Board (or as otherwise determined by the NZFC Board) unless there are policy issues in which case it will be considered by the NZFC Board.



KAUPAPA AROMATAWAI – ASSESSMENT CRITERIA

Once your application is deemed eligible, it will be assessed for the following:

- Standard recognised increased costs to budget because of the COVID-19 Event are separated out from other non-COVID-19 production expenditures. Additional costs and detrimental impact on the production directly resulting from the COVID-19 Event should be clearly identified and an explanation of how these have been calculated should be included in the application.
- The application shows that all other options such as insurance and government assistance have been exhausted to the NZFC's satisfaction.
- Evidence is provided to the NZFC's satisfaction that shows the proposed increased costs cannot reasonably be covered by adjustments to the existing budget or production plan. The Funding cannot be used to replace original budgeted costs.
- The applicant demonstrates to the NZFC's satisfaction that the plan to deliver the film is realistic and to the same quality level.

How the NZFC will decide

The Fund will be administered entirely at the discretion of the NZFC. For the avoidance of doubt, when applying for Funding, you acknowledge that your eligibility for Funding, and the amount of Funding you are granted, will be determined solely by the NZFC.

The NZFC will assess each application in context and on its merits within the criteria in these guidelines (see the Ko Wai Ka Ahei Ki Te Tono - Who Can Apply section). The NZFC may also have regard, as appropriate to the application, to the purpose of the Fund, the number of current applications, the future pipeline of applications, other support available, and any other matter that the NZFC considers is relevant in all the circumstances. Decisions will be consistent with the New Zealand Film Commission Act 1978.

For the avoidance of doubt, even in circumstances in which you can demonstrate you are eligible for Funding, you acknowledge that there is no certainty of Funding (whether in whole or in part), and no obligation on the part of the NZFC to pay the full (or any) amount of Funding for which you may be eligible.

In all cases, the decision of the NZFC is final.



TE HUARAHI WHAKAMUA - NEXT STEPS

What happens to your application?

Once the application is received, it will be checked for eligibility in accordance with the criteria set out in the Who Can Apply section of these guidelines. If the application has not yet passed eligibility, and NZFC needs more information to decide (on eligibility), you will be contacted regarding your application and may be asked to provide further information. If the application does not meet these eligibility requirements, or is incomplete, it will be deemed ineligible, you will be notified.

Notification

The NZFC will aim to advise applicants of the final decision six weeks after the NZFC receives a complete application. If your application is unsuccessful, you will be notified by email. If your application is successful, you will receive a decision letter from the NZFC detailing our offer of Funding. Once the decision letter has been issued, details of the applicant project (including the title of the project and the fact that an offer of Funding has been made to the project) will be published on the NZFC website, in the NZFC newsletter and subsequently in the NZFC's annual report.

Contracting

As a condition of receipt of Funding you must enter into an agreement with the NZFC, on terms acceptable to the NZFC ("**Grant Agreement**") before Funding will be paid. In the event of any inconsistency between these guidelines, the NZFC COVID-19 Policy, and the Grant Agreement, the terms of the Grant Agreement will prevail.

On delivery of the production, you will be required to provide a production cost report and reconciled COVID-19 costs budget to the NZFC detailing how the Funding you received was spent on COVID-19 related expenses. The NZFC reserves the right to audit your expenses and productions will be required to return any Funding to the NZFC as specified in the Grant Agreement including but not limited to Funding that:

- Is categorised as "Costs you may not apply for" above in these guidelines;
- Relates to expenses that have been funded by NZ On Air or another government agency in some other manner;
- You recover from another Government source or support mechanism including but not limited to the Screen Sector Indemnity Scheme wage subsidy;
- You recover from another source such as insurance or a completion guarantee;
- Has been spent on expenses that are not authorised by the Grant Agreement; and
- Has been spent on expenditure that was not included in your application for Funding and you have not obtained the NZFC's prior approval to apply the Funding to that expenditure; or has not been spent.


SUBMISSION CHECKLIST

GENERAL ELIGIBILITY

- The applicant is a New Zealand citizen or permanent resident.
- The production is based in New Zealand.
- The production has incurred additional costs due to a COVID-19 Event from 13 September 2022 onwards.
- The production has not been abandoned and must have a reasonable likelihood of being completed.
- The production is receiving funding from the NZFC; and/or has registered on the NZFC NZSPG-New Zealand registration form; or applied for or been issued a provisional certificate for NZSPG-New Zealand.
- The applicant is the same individual or Special Purpose Vehicle (SPV) who has applied for NZFC discretionary funding and/or the NZSPG-New Zealand

DOCUMENTATION REQUIRED

- Details regarding the funding you have been offered (e.g., letter of conditional offer, NZSPG–New Zealand provisional certificate, financing agreement, Acknowledgement of NZSPG registration)
- The original production budget (prior to any increases caused by a COVID-19 Event)
- The original finance plan
- The original production schedule (prior to any changes caused by a COVID-19 Event)
- A cost report detailing all costs incurred as at the date of your application
- COVID-19 Costs Budget – line by line breakdown of costs you are applying to the Fund for - as per the template budget supplied by NZFC
- A written explanation of the impacts to your budget lines and how you have calculated your COVID-19 related costs (on the portal application form)
- All other sources of funding sought, including insurance and government support (e.g. wage subsidies) and their status
- A current finance plan
- Revised production schedule highlighting the relevant COVID-19 Event and any changes made to the schedule
- Producer warranty that any delay of delivery date has been agreed to by all market partners, financiers, and bond (if applicable)
- Producer warranty that the production has continued its insurance cover (if applicable)
- Producer warranty that production will comply with relevant COVID-19 requirements as per Ministry of Health and Government directives. Refer to the ScreenSafe COVID-19 Health and Safety Protocols
- If the production has significant Māori content, representation, or input provide details of the impacts and other considerations, processes, and engagement with whānau, hapū, Iwi or consultants that are required because of COVID-19. E.g.: Changes in venue, additional communication or management on marae, restricted access to ensure protection, awareness, and management of elderly and immune compromised community etc. For more information refer to Te Rautaki Māori or check with the Rautaki Māori team.



CHANGE LOG: February 2023

- The Extended Screen Production Recovery Fund has been extended.
- The COVID-19 Protection Framework Strand is now closed.
- The Fund now covers COVID-19 Events only from 13 September 2022 and 30 June 2023

CHANGE LOG: November 2022

- The Extended Screen Production Recovery Fund no longer has two strands.
- The COVID-19 Alert Level strand is now closed.
- The Fund now covers COVID-19 Protection Framework COVID Events only from 3 December 2021 – 12 September 2022.
- The Fund redefines a COVID-19 Event after 13 September 2022 when the Protection Framework ceased.

CHANGE LOG: March 2022

The Extended Screen Production Recovery Fund was split into two strands – COVID-19 Alert Level, and COVID-19 Protection Framework. These guidelines include the following updates from the original Extended Screen Production Recovery Fund:

- Eligible costs must be explicitly attributable to a COVID-19 Event from 3 December 2021.
- Funding cap increased to 10% of the original production budget 'Below the Line' total (cumulative total per production).
- Funding cap for short films increased to \$15,000.
- Post-production costs in scope.
- Surveillance testing costs in scope with date exclusion.
- Some rewording for clarity of in and out of scope costs.
- Fund is extended to 31 January 2023, and the date that applications can be submitted to 28 February 2023.