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

**Application for Final 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/resources/nzspg-criteria-new-zealand-1-july-2017). Capitalised terms used in this application form have the definitions set out in Appendix 1 of the criteria. In submitting this Final application, the applicant agrees to be bound by the terms of the criteria.

* Applicants who wish to apply for an **Interim Grant** should also use this form.
* Applicants applying under the **NZSPR Criteria for New Zealand Productions dated 31 July 2023** should use the [NZSPR Final application form](https://www.nzfilm.co.nz/resources/final-application-form-nzspr-new-zealand-productions) **not** this application form.

This application form has six sections:

* Section 1 – Applicant Information
* Section 2 – Production Information
* Section 3 – QNZPE (and TPE for Official Co-productions)
* Section 4 – Significant New Zealand Content
* Section 5 – Statutory 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 document).   * Email to [nzspg@nzfilm.co.nz](mailto:nzspr@nzfilm.co.nz) (if below 12MB); or * Send via a file sharing 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 incudes 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 independent consultants 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 Rebate 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 to 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 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 New Zealand Government ministries, departments and agencies. These ministries, departments and agencies will usually comprise: the NZFC, MCH, IRD, 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 or a Post-Covid-19 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 but will continue toapply to productions with a **valid** NZSPG Provisional Certificate or an **acknowledged** NZSPG Registration dated **on or before** 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: |
| The applicant may be required to complete an online exit survey about their experience of making a screen production in New Zealand. This information will be used for research and marketing purposes and, unless the applicant agrees otherwise, it will be treated confidentially, and only non-identifying or aggregated information will be made public.  Please provide details of the person to whom the survey should be sent:  Name:  Role:  Email Address: | | |

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| **1.1 Registration or Application for Provisional Certificate** |
| Did the applicant register with the NZFC before the start of Principal Photography, or apply for a Provisional Certificate?  **YES  NO**  If NO, the production is not eligible for a New Zealand Grant. |

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| **1.2 Interim Application** |
| Is this application for an Interim grant?  **YES  NO**  **Note:** Interim applications can only be submitted after the production has incurred at least 50% of the relevant expenditure threshold for the production’s format, as per clause 8.2 or 9.2 of the criteria. The NZFC must also be satisfied that the production will be Completed. |

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| **1.3 Special Purpose Vehicle** |
| Is the applicant a special purpose vehicle established principally in relation to making the production?  **YES**  **NO**  If NO, 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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| **1.4 Residency Status** | |
| You must provide with your application:   1. a Company Extract for the SPV (from the [New Zealand Companies Register](https://companies-register.companiesoffice.govt.nz/)) dated within a week of the date of this application;   and **if** the SPV is majority owned by another company:   1. a Company Extract for the SPV’s majority owner dated within a week of the date of this application.   Please see clauses 11.1 and 11.2 for more detail on residency requirements. | |
| 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** |
| Was the applicant (or, if the applicant is an SPV, the company/individual that fully or majority owns that SPV) 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 started?  **Please provide details:**  **Note**: You may be asked to provide further evidence of this. | **YES  NO** |

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| **1.5 Responsible Entity** | |
| Was the applicant the entity responsible for making the production in its entirety?  If NO, please describe what the applicant was responsible for: | **YES**  **NO** |

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| Section 2 | Production Information |
| **Title of Production:**  ***Working Title(s), if applicable:*** | |
| **Synopsis**  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**  Was the production 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 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**  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. |
| **QNZPE Dates**  Date the applicant first incurred QNZPE:  *(This is the not the date of any prior development expenditure incurred by another entity).*  Date of completion of QNZPE: |
| **Production outside New Zealand**  Was any part of the production 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 final co-production application submitted to the NZFC and a copy of the final certificates issued by the NZFC and the competent authority/authorities of the other co-production country/countries. |

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| **2.3 New Zealand Distribution** |
| You must provide with this application:   * a current audience engagement plan setting out how production will be seen by audiences in New Zealand.; and * a fully-executed, bone fide, legally binding long form agreement from a recognised distributor (as applicable and as determined by the NFZC in its sole discretion), with strong commitment for a New Zealand release, within 2 years of Completion, that demonstrates that the audience reach will be commensurate with the expected amount of the New Zealand Grant.   If you have applied for a Provisional Certificate, the audience engagement plan provided with that application must be updated for the Final application. 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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| **2.4 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 final recoupment schedule which includes the applicant’s NZSPG equity 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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| **2.5 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** |
| Has the production received or applied for 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 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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| **2.6 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).  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:** You must attach to this final application, proof of compliance with the credit and logo requirements. This requirement can be met by attaching a screen grab(s) that shows the credit and logo, or by supplying a copy of the production.  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. The NZSPG Panel will determine, in its sole discretion, whether to grant a waiver.  The NZFC may wish to use promotional material from the production on the [NZFC website](https://www.nzfilm.co.nz/international/made-new-zealand). Please ensure any restrictions on the use of supplied materials, contact details for permissions, image credits, embargoes and other considerations are included with your application.  ***Promotional materials are not required for Interim applications.*** |

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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$ | | |
| Total Production Expenditure (TPE) | NZ$      **Only calculate TPE if your production is an Official Co-production.** | | |
| QNZPE: Feature film | NZ$ | | |
| 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$ |
| All costs claimed as QNZPE must be presented in an audited expenditure statement. All expenditure must be identified in New Zealand dollars. All expenditure incurred and paid in a foreign currency must be converted into New Zealand dollars on a monthly basis at the mid-month exchange rate published on the [IRD website](https://www.ird.govt.nz/business-income-tax/overseas-currency-convert-nz.html) for the month in which the payment was made. 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. The expenditure statement must include details of:   * Total costs * Exclusions from TPE (for Official Co-productions) * TPE (for Official Co-productions) * Non-QNZPE * QNZPE   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** |
| The general ledger for the production must be provided and must, at a minimum, include the following details in relation to each cost:   * date * description * amount of expenditure * details of each service provider/vendor * whether such expenditure is non-QNZPE or QNZPE * for an Official Co-production, whether such expenditure is an exclusion from TPE * when the good or service or land was used in the making of the production * whether the expenditure is payroll, petty cash, accounts payable or a journal * date when, or period of time, over which the item was used on the production   A final production cost report and a balance sheet (a trial balance sheet is acceptable if a final is not available) must also be included with your application. **These documents must match the GL and audited expenditure statement**.  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. |

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| **3.4 Audit** |
| Please fill in the contact details for your auditor below. **Note:** Interim applications also require an audit. |
| Name of auditor: |
| Company name: |
| Qualifications: |
| Telephone: |
| Email: |

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| **3.5 Non-Arm’s Length Expenditure** |
| **Please complete the Non-Arm’s Length Expenditure template available** [here](https://www.nzfilm.co.nz/resources/nzspg-template-non-arms-length-expenditure) **or email** [**nzspg@nzfilm.co.nz**](mailto:nzspg@nzfilm.co.nz) **to request a copy.** An example is shown at the end of this section.  Please provide the name of all entities or persons (as identified in the expenditure statement) who provided goods, services or land in making the production and who are associated with the applicant or any of its associated entities. You must also include with your application, supporting documentation such as contracts, contract variations, timesheets, invoices and/or other agreements for all non-arm’s length expenditure claimed as QNZPE.  Refer to clause 20 of the Criteria for more information about the NZSPG Panel’s assessment of non-arm’s length expenditure. |

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| **3.6 Assets** |
| Did the applicant acquire any assets for use on the production in New Zealand?  **YES**  **NO**  If YES, please either:   1. attach a schedule of depreciation in relation to those assets; or 2. if no assets have been retained at the date of this application, please attach a schedule providing information on the disposal of those assets, including date of sale and sale price. |

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| **3.7 Financing Expenditure** |
| Are you claiming any New Zealand interest and/or financing fees or non-New Zealand NZSPG loan interest and/or financing fees in this application?  **YES**  **NO**  If YES you will need to attach a copy of the loan agreement/s, a schedule of the actual loan drawdown dates and a schedule showing your calculation of the amounts claimed. |

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| **3.8 Accrued expenditure** | | |
| Are you claiming any accrued costs as QNZPE pursuant to the exceptions in clause 21.1 or 21.2 of the criteria?  **YES**  **NO**  If YES, please provide details of these costs below and attach any relevant supporting documents. | | |
| **Nature of costs accrued** | **Reason for accrual** | **Amount** |
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| **3.9 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 did not apply for the Screen Production Recovery Fund    If the production received a SPRF grant, you must provide a full breakdown of costs in your general ledger which pertain 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.

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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 refer to the criteria for different options that apply for productions that are documentaries, reality, lifestyle, factual or animation.*  Please indicate how many points you wish to claim alongside the relevant area and complete the rest of Section 4 of this application form. Even if you have received a provisional certification as to Significant New Zealand Content, you need to complete this section with the final details of the production.  **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 of 3 points required)** | | **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 of 3 points from C1-C3 required)** | | **13** |  |
| **D – New Zealand Businesses** | |  |  |
| D1 – Ownership of Intellectual Property | | 1 |  |
| D2 – Business Development Outcomes | | 1 |  |
| **Total Section D** | | **2** |  |
| **TOTAL (minimum of 20 points required)** | | **\_\_ (out of 32)** |  |
| **A - New Zealand Subject Matter** | | | |
| **A1 – Setting**  How much of the story is set 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 is set in New Zealand. | | | |
| **A2 – Lead Characters**  Who are the **lead** characters in the production? State whether the character is a New Zealand character (identifiable in the story as a New Zealand citizen or a New Zealand resident) and why they are a **lead** character.    **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**   1. What underlying creative material is the production based on? For example, original screenplay or concept, book, play, short story.   Underlying material:  Title:   1. Who wrote or created the underlying creative material?   Name:  Residential address:  Citizenship:  Country or countries of residence for past two years:   1. If the production is an adaptation of a work that is not by a New Zealand citizen or permanent resident: 2. Describe the involvement by New Zealand citizens or permanent residents in the development of the production: 3. 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:   1. 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 NZSPG 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. Use an extra page if necessary.      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. Use an extra page if necessary. | | | |

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| **B - New Zealand Production Activity** |
| **B1 – Shooting – Location/Studio**   1. What was the total number of shooting days (principal photography)? 2. How many days was the shoot carried out in New Zealand (whether in a NZ studio or on location)? 3. As a percentage, how many days were shot in New Zealand as a proportion of the total number of shooting days in (a)? |
| **B2 – Picture Post-Production, Digital or Visual Effects**   1. What was the total amount of expenditure incurred on picture post-production and digital/visual effects? 2. Of that expenditure, how much is QNZPE? 3. 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**   1. What was the total amount of expenditure incurred on music (including composing, scoring, performing, recording, but excluding source music), voice recording and/or sound post-production? 2. Of that expenditure, how much is QNZPE? 3. 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.   1. Please list all specialist companies supplying concept design and physical effects: 2. What was the total amount of expenditure incurred on supplied items in (a)? 3. Of that expenditure, how much is QNZPE? 4. 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 % or number of episodes directed by each director their name. |
| **C2** | Producer/s |  |  |  | Indicate who the lead producers are after their name. |
| **C3** | Scriptwriter/s |  |  |  | If more than one scriptwriter, indicate the % or number of scripts written by each scriptwriter after their 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 owns 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 | Statutory Declaration |

**The applicant must complete the Statutory Declaration below to accompany this application certifying that the content of the application is true and correct. This should be completed by an officer of the applicant or a person authorised by the applicant in writing to do so.**

I,(1)  ,of (2)

do solemnly and sincerely declare on behalf of (3)

that the information contained in the application for a Final Certificate for the New Zealand Screen Production Grant, and the documents attached to it, are correct and true in every particular and I make this solemn declaration conscientiously believing the same to be true and by virtue of the New Zealand Oaths and Declarations Act 1957.

(4)

Declared at

This  day of

Before me,   
(5)

(6)

1. Here insert name of person making the declaration. This person should be authorised to make the declaration on behalf of the applicant company.
2. Here insert address and office held in the applicant of person making the declaration.
3. Name of applicant.
4. Signature of person making the declaration.
5. Signature of person before whom the declaration is made.
6. Here insert name and title of person before whom the declaration is made. This must be a ‘prescribed person’: Barrister and Solicitor of the High Court of New Zealand, Justice of the Peace, Notary Public, Member of Parliament, Registrar of the District Court. If the declaration is made outside New Zealand please refer to [section 11 of the *Oaths and Declarations Act 1957*](https://www.legislation.govt.nz/act/public/1957/0088/latest/DLM316109.html).

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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 below and has confirmed the application is complete, you will be sent a dated acknowledgement letter. The date of this letter is the start of the application process.

\*All these documents should be as at the same date

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|  |  | **Attached** | **N/A** |
| **Section 1 Documents (Applicant Information)** | | | |
| 1 | Completed application form including **signed statutory declaration**. |  |  |
| 2 | Company Extracts (from the [New Zealand Companies Register](https://companies-register.companiesoffice.govt.nz/)), for the SPV, and SPV’s majority owner where applicable. |  |  |
| 3 | Document verifying transfer of the production from a previous production company (if applicable). |  |  |
| 4 | **Fully executed** 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.* |  |  |
| **Section 2 Documents (Production Information)** | | | |
| 5 | Final Official Co-production application. *Not required if production is not Complete* |  |  |
| 6 | Final certificates of approval as an Official Co-production. *Not required if production is not Complete but will be required before approval of a Final NZSPR application.* |  |  |
| 7 | Production schedule/calendar including pre-production, principal photography and post-production. *Daily Progress Reports (DPRs) and call sheets to be provided upon request.* |  |  |
| 8 | Final one-line shooting schedule. |  |  |
| 9 | Copies of **fully executed** funding agreements in respect of all funding received and applied towards 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. |  |  |
| 10 | Where not provided under item 10 or 12, copies of all **fully executed** agreements on which you are relying to meet the minimum market attachment threshold of 10% (for TV 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. |  |  |
| 11 | Recoupment schedule showing the applicant’s NZSPG equity recoupment position and entitlement to net receipts. |  |  |
| 12 | An audience engagement plan that complies with clause 8.4 (feature film) or clause 9.4 (television and other non-feature films) of the criteria (see info sheet available [here](https://www.nzfilm.co.nz/resources/audience-engagement-plan-info-sheet-nzspg-nz-1-july-2017) for guidance). |  |  |
| 13 | **Fully executed** legally binding long form distribution or broadcast agreement showing evidence of distribution or broadcast in New Zealand. The distribution or broadcast agreement 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.  *For Interim applications, you must provide proof that the production will be Completed.* |  |  |
| 14 | Proof of the required **on-screen end credit text and NZFC logo**, as per clause 29.3 of the criteria. *Screenshot preferred.* |  |  |
| **Promotional Material** - See the [Promotional Materials Schedule](https://www.nzfilm.co.nz/resources/promotional-materials-schedule) on the NZFC website for full details. *Projects with NZFC discretionary funding should provide delivery materials via the normal channels, as contracted. Promotional materials are not required for Interim applications.* | | | |
| 15 | Publicity Stills: At least 12 high resolution publicity stills with captions and any required image credits (JPEG, TIFF or PNG preferred). *Half to include behind-the-scenes production activity emphasising New Zealand’s role in the production, and the other half featuring scenes from the completed film.* |  |  |
| 16 | One sheet artwork/posters (JPEG, TIFF or PNG preferred). |  |  |
| 17 | Trailer(s). |  |  |
| 18 | Press Kit/Production Notes. |  |  |
| 19 | Electronic Press Kit (EPK) if one is produced. *Note: Items not cleared for New Zealand promotional use may be removed.* |  |  |
| 20 | Schedule of any restrictions on the use of supplied promotional materials, including **contact details for permissions, image credits, embargoes and other considerations**. |  |  |
| **Section 3 Documents (QNZPE)** | | | |
| 21 | Expenditure statement in **Excel** (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).\* |  |  |
| 22 | Auditor’s report (from an NZFC approved auditor) with a copy of the audited expenditure statement **signed or stamped** by the auditor. |  |  |
| 23 | Supporting evidence for consideration of the expenditure threshold under clause 16.6. |  |  |
| 24 | Supporting evidence for inclusion of overseas-sourced goods claimed as QNZPE. |  |  |
| 25 | Balance Sheet (a trial balance sheet is acceptable if the final is not available).\* |  |  |
| 26 | General ledger of **audited** production expenditure in Excel (refer to the example in Section 3 for details required).\* |  |  |
| 27 | Final production cost report. |  |  |
| 28 | Schedule of non-arm’s length expenditure with relevant supporting documentation (template available [here](https://www.nzfilm.co.nz/resources/nzspg-template-non-arms-length-expenditure) or contact [nzspg@nzfilm.co.nz](mailto:nzspg@nzfilm.co.nz) to request a copy. |  |  |
| 29 | Asset register. |  |  |
| 30 | Schedule of foreign currency expenditure claimed as QNZPE converted at appropriate exchange rate. |  |  |
| 31 | **Fully executed** Above The Line cast contracts. *Generally understood in the industry as ‘stars’/lead cast members.* |  |  |
| 32 | **Fully executed** Above The Line crew contracts. *Generally understood in the industry as Executive Producer(s), Producer(s), Director(s) and Writer(s).* |  |  |
| 33 | Cast and crew travel schedule showing all arrival and departure dates from New Zealand (template available [here](https://www.nzfilm.co.nz/resources/template-travel-schedule) or contact [nzspg@nzfilm.co.nz](mailto:nzspg@nzfilm.co.nz) to request a copy). |  |  |
| 34 | Schedule of all payments made to non-resident cast and crew showing portion claimed as QNZPE. |  |  |
| 35 | Schedule of any non-recoverable advances paid to any cast or crew member (where all or part of that person’s fee is claimed as QNZPE). |  |  |
| 36 | Agreement in relation to any loan or other financing in respect of which interest and/or financing fees are claimed as QNZPE. |  |  |
| 37 | Drawdown schedule of any loan or other financing in respect of which interest and/or financing fees are claimed as QNZPE. |  |  |
| 38 | Schedule showing calculation of interest and financing fees claimed as QNZPE (can be a draft loan statement from the lender). |  |  |
| 39 | Full breakdown of costs from the GL which pertain 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.* |  |  |
| **Section 4 Documents (Significant New Zealand Content). *Official Co-productions must also complete this checklist*** | | | |
| 40 | Final list of production credits. *Not required for Interim applications.* |  |  |
| 41 | Shooting script. |  |  |
| 42 | Copy of underlying work (where production is not based on an original screenplay). |  |  |
| 43 | Final production budget (**full**). |  |  |
| 44 | Final list of cast and crew showing **role, permanent residency and citizenship** of each person. *Excel preferred.* |  |  |
| 45 | Documents evidencing copyright ownership of the production. *E.g., Chain of Title documents.* |  |  |
| **IRD requirements** | | | |
| 46 | Schedule of payments to non-resident contractors where non-resident contractors withholding tax has not been deducted because a certificate of exemption was issued, or they qualified under the 92-day *de minimus* rule. |  |  |
| 47 | Schedule of GST exempt or zero-rated expenditure which has been claimed as QNZPE (e.g., air travel into New Zealand). |  |  |
| 48 | Schedule of GST expenditure which is NOT claimed as QNZPE. |  |  |