



## GRANT PROGRAM FOR EMERGING TALENT AND MICRO-BUDGET PRODUCTION

### Program Guidelines

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Note: The following documents are an integral part of the guidelines for the Grant Program for Emerging Talent and Micro-Budget Production:

- 1) Program Guidelines (this document);
- 2) Calculation Criteria for Manitoba Expenditures (Schedule A to this document);
- 3) Grant Program for Emerging Talent and Micro-Budget Production application form, **which includes the list of documents required for a complete submission;**
- 4) Manitoba Film & Music Audit Guidelines.

All documents are available on the Manitoba Film & Music website at [www.mbfilmmusic.ca](http://www.mbfilmmusic.ca).

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The Grant Program for Emerging Talent and Micro-Budget Production is designed to support two streams of micro-budget productions:

- 1) Entry-level filmmakers who have received production funding awards through a competitive, juried process from a recognized industry organization (ex. Telefilm, NSI, Manitoba Arts Council). These projects are not normally destined for theatrical distribution or primetime television exhibition; and
- 2) Producers of factual or scripted programming for projects with micro-budgets that do not exceed \$100,000 and who have received a cash license or a distribution advance from an industry recognized third-party distributor.

Producers may apply to one of the following two streams – Emerging Talent or Micro-Budget Production:

#### **STREAM ONE – EMERGING TALENT**

##### **A1. EMERGING TALENT - ELIGIBILITY REQUIREMENTS**

To be eligible for financial support in the Emerging Talent stream, the applicant must:

- Be a Manitoba resident or Manitoba business;
- Demonstrate current and comparable project experience consistent with developing, producing, or marketing the proposed project. The onus is on the applicant to demonstrate this;
- Satisfactorily demonstrate the capacity to sustain the project financially and to manage and complete the project. The onus is on the applicant to demonstrate this;
- Have proof of ownership in the property and all current rights to produce and exploit the production.

To be eligible for financial support in the Emerging Talent stream, the project must:

- Have already received cash funding through **a juried process** from another industry organization (the trigger) non-related to **MANITOBA FILM & MUSIC**'s current programming;
- Be a one-off, micro-budget feature, pilot, series, webisodes, or short film;
- Be a scripted and fictional drama or comedy, documentary, experimental production, or variety production;
- Be live-action or animation;
- Use the highest possible proportion of Manitoba resources in its crew, cast, and facilities;
- Use Manitoba as a film location, the only exception being documentaries.

Projects cannot have received funding through another organization's funding program in which **MANITOBA FILM & MUSIC has financially contributed.**

Projects do not have to be intended primarily for the Canadian market, but must meet all other guidelines herein to be eligible.

Applicants must demonstrate to the satisfaction of **MANITOBA FILM & MUSIC** that all necessary insurance is in place.

The project must be in compliance with the laws, regulations, standards and policies applicable to broadcasting and to intellectual property, and the project must not infringe upon any public or private rights and must not otherwise contravene the Canadian civil and criminal laws in effect.

The following is a non-exhaustive list of genres and programming formats that are **NOT ELIGIBLE** to apply for **MANITOBA FILM & MUSIC** funding:

- Sponsored productions, sports, news, game shows, current affairs;
- Public affairs, lifestyle productions, "how-to" productions, reality television;
- Instructional television, infomercials, music videos, formal or curriculum based educational programming;
- Talk shows, talk shows "culturels", award shows, galas, reporting and current events;
- Religious programming, fundraising productions, benefits, tributes, promotional productions;

- Pep rallies, travelogues and interstitials;
- Pornography.

**MANITOBA FILM & MUSIC** retains the sole discretion to determine whether a project meets genre and format eligibility.

## **A2. EMERGING TALENT - FINANCIAL CONTRIBUTION**

Funding will be offered in the form of a grant and will match the competitive cash award of the triggering organization up to the LESSER of the following two thresholds:

- Up to \$10,000; or
- Up to 50% of the project's total cash budget.

The level of financial participation will be calculated on the cash portion of the budget only. Deferrals and services in kind will not be included in the calculation.

**PLEASE NOTE** that as a grant, the contribution from this fund WILL grind the Manitoba Tax Credit.

Funds will be disbursed according to a pre-arranged schedule for project reporting requirements.

Financial participation is based on a number of factors, including the project size and scope, the level of Manitoba expenditures, the number of Manitoba cast and crew, the marketing plan, and the availability of funds. The project will be subject to a detailed assessment procedure.

**MANITOBA FILM & MUSIC** reserves the right to increase or decrease the level of its participation in any given project based on budget, Manitoba expenditures, genre, length, level of related party transactions and overall demand on the funds available.

## **A3. EMERGING TALENT - NOTES REGARDING ELIGIBLE COSTS**

With respect to eligible costs, **MANITOBA FILM & MUSIC** will relate to industry-standard budget templates and will assess eligible costs on a case-by-case basis.

Budgets provided must be consistent and timely with those provided to other invested parties. **MANITOBA FILM & MUSIC** requires these documents in order to ensure that the financial structure of the project and the funding request to **MANITOBA FILM & MUSIC** is reasonable and legitimate.

A separate production bank account must be set up for the project, under the applicant producer or his/her company. The signatories for the bank account must be Manitoba residents in majority.

SEE “IMPORTANT INFORMATION” SECTION AFTER THE MICRO-BUDGET STREAM FOR ADDITIONAL INFORMATION APPLICABLE TO THE EMERGING TALENT STREAM.

## **STREAM TWO: MICRO-BUDGET PRODUCTION**

### **B1. MICRO-BUDGET PRODUCTION - ELIGIBILITY REQUIREMENTS**

To be eligible for financial support in the Micro-Budget Production stream, the applicant must:

- Be a Manitoba business;
- Be incorporated and the company must derive its primary source of income from the audiovisual industry, developing, producing, or distributing audiovisual projects;
- Demonstrate current and comparable project experience consistent with developing, producing, or marketing the proposed project. The onus is on the applicant to demonstrate this;
- Satisfactorily demonstrate the capacity to sustain the project financially and to manage and complete the project. The onus is on the applicant to demonstrate this;
- Have proof of ownership in the property and all current rights to produce and exploit the production.

To be eligible for financial support in the Micro-Budget Production stream, the project must:

- Have a budget that does not exceed \$100,000;
- Be able to submit a commitment letter from an industry-recognized broadcaster or third party distributor, confirming a cash license or distribution advance for use in the financing of the project (the trigger);
- Be fully financed and must include the Federal Tax Credit and the Manitoba Film and Video Production Tax Credit in the financing structure at 100% (less the Manitoba Frequent Filming Bonus if the Producers choose to do so);
- Be a one-off, micro-budget feature, pilot, series, webisodes, or short film;
- Be a scripted and fictional drama or comedy, documentary, experimental production, or variety production;
- Be live-action or animation;
- Be destined for one of the following markets: television, cinema, festivals, VOD, or online distribution;
- Use the highest possible proportion of Manitoba resources in its crew, cast, and facilities;
- Use Manitoba as a film location, the only exception being documentaries.

Third party investments do not render the project ineligible but are NOT sufficient to make it eligible; a cash license or distribution advance is a required trigger.

Projects do not have to be intended primarily for the Canadian market, but must meet all other guidelines herein to be eligible.

Applicants must demonstrate to the satisfaction of **MANITOBA FILM & MUSIC** that all necessary insurance is in place.

The project must be in compliance with the laws, regulations, standards and policies applicable to broadcasting and to intellectual property, and the project must not infringe upon any public or private rights and must not otherwise contravene the Canadian civil and criminal laws in effect.

The following is a non-exhaustive list of genres and programming formats that are **NOT ELIGIBLE** to apply for **MANITOBA FILM & MUSIC** funding:

- Sponsored productions, sports, news, game shows, current affairs;
- Public affairs, lifestyle productions, “how-to” productions, reality television;
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- Talk shows, talk shows “culturels”, award shows, galas, reporting and current events;
- Religious programming, fundraising productions, benefits, tributes, promotional productions;
- Pep rallies, travelogues and interstitials;
- Pornography.

**MANITOBA FILM & MUSIC** retains the sole discretion to determine whether a project meets genre and format eligibility.

## **B2. MICRO-BUDGET PRODUCTION - FINANCIAL CONTRIBUTION**

Funding will be offered in the form of a grant up to the LESSER of the following two thresholds:

- Up to \$10,000; or
- Up to 10% of the project’s total cash budget.

The level of financial participation will be calculated on the cash portion of the budget only. Deferrals and services in kind will not be included in the calculation.

**PLEASE NOTE** that as a grant, the contribution from this fund WILL grind the Manitoba Tax Credit.

Funds will be disbursed according to a pre-arranged schedule for project reporting requirements.

Financial participation is based on a number of factors, including the project size and scope, the level of Manitoba expenditures, the number of Manitoba cast and crew, the marketing plan, and the availability of funds. The project will be subject to a detailed assessment procedure.

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Budgets provided must be consistent and timely with those provided to other invested parties. **MANITOBA FILM & MUSIC** requires these documents in order to ensure that the financial structure of the project and the funding request to **MANITOBA FILM & MUSIC** is reasonable and legitimate.

A separate production bank account must be set up for the project, under the applicant incorporated company. The signatories for the bank account must be Manitoba residents in majority.

### **IMPORTANT INFORMATION – APPLICABLE TO BOTH STREAMS**

Eligibility under these guidelines does not guarantee financial support. The funding decisions of **MANITOBA FILM & MUSIC** are final.

#### **Final Reporting and Final Cost Report Requirements**

**MANITOBA FILM & MUSIC** will request that the applicant sign an approved affidavit attesting to the total cost of production and to the total Manitoba expenditures. Please note that a final, complete cost report will be required as part of the final reporting. **MANITOBA FILM & MUSIC** will request specific invoices and proofs of payment for transactions that are included in the cost report and reserves the right to contact payees for payment verification.

#### **Application Requirements:**

This grant program has limited funds and applications will be processed on a first-come-first-served basis.

**MANITOBA FILM & MUSIC** does not retroactively fund projects. Projects must not have commenced principal photography prior to the application date. Applications may

be made throughout the year and must be received by **MANITOBA FILM & MUSIC** at least 2 weeks prior to the start of principal photography.

**MANITOBA FILM & MUSIC** reserves the right not to review any application considered to be incomplete or inconsistent with the present guidelines, or to require additional information before proceeding with the application.

Applications which are incomplete and/or do not provide the minimum complete documentation will not be reviewed or assessed.

All documents submitted must be signed and dated by the Manitoba producer.

All documents must be named, dated and versioned to correspond with the current financing structure. Agreements cannot be stale-dated.

Any changes or revisions to creative, financial or other supporting documents must be submitted in a timely manner, and no later than the submission to any other investor.

Applicants must be in good standing with **MANITOBA FILM & MUSIC** at the time of application. Applications from those companies or individuals in default on any contractual obligation to **MANITOBA FILM & MUSIC** will not be considered. It is the responsibility of the applicant to verify its status with **MANITOBA FILM & MUSIC** prior to applying for funding.

It is the applicant's sole responsibility to have their own independent legal counsel review the **MANITOBA FILM & MUSIC** Funding Agreement to ensure that the contents and the responsibilities within the Funding Agreement are fully understood and agreed upon. In the event the applicant requests to have changes to the **MANITOBA FILM & MUSIC** standard agreement, all legal fees incurred by **MANITOBA FILM & MUSIC** to review the request will be at the expense of the applicant.

#### Investment Acknowledgment:

Any documents or media presented to broadcasters, distributors, and the public must clearly acknowledge receipt of production funding by **MANITOBA FILM & MUSIC**. **MANITOBA FILM & MUSIC**'s funding agreement will include specific screen credit requirements.

**MANITOBA FILM & MUSIC** reserves the right to review and update these and any guidelines at any time, without notice. Please refer to the **MANITOBA FILM & MUSIC** website for any changes or revisions to our guidelines or documentation. In all questions of interpretation of these guidelines, or regarding the spirit and intent of **MANITOBA FILM & MUSIC**'s funding programs, the interpretation of **MANITOBA FILM & MUSIC** shall prevail.

## SCHEDULE A

### **Calculation Criteria for Manitoba Expenditures**

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General: A Manitoba expenditure refers to any production expense that is paid to a Manitoba resident or company\*.

Specific considerations:

Airfare:

- Include 50% regardless of how it is booked.

Per Diem:

- Include 50% for Manitobans working outside Manitoba;
- Include 100% for Manitobans working inside Manitoba;
- Include 50% for non-Manitobans working inside Manitoba.

Hotel/Accommodations:

- Include 0% outside Manitoba;
- Include 100% inside Manitoba.

Vehicle Rentals:

- Include 0% outside Manitoba;
- Include 100% inside Manitoba.

Interim Financing/Bank Fees:

- Include 100% if through a Manitoba bank account, regardless of where the account manager is located.

Insurance:

- Include 100% if through a Manitoba insurance broker.

Legal:

- Include 100% if through a Manitoba lawyer.

\* This Schedule applies only to **MANITOBA FILM & MUSIC**'s Grant Program for Emerging Talent and Micro-Budget Production and does not apply to the Manitoba Film & Video Production Tax Credit Program.