

Alberta Media Fund

POST-PRODUCTION, VISUAL EFFECTS, AND DIGITAL ANIMATION GRANT

Program Guidelines

Application Deadline: Ongoing. Applications will be accepted on a first-come, first-served basis.

Final: December 2017

1. **Purpose**
2. **General Eligibility Criteria, Conditions and Limitations**
3. **Grant Calculations and Conditions**
4. **Eligible Projects**
5. **Application Requirements and Process**
6. **Assessment and Notification**
7. **Reporting**
8. **Definitions**
9. **Application Submissions and Questions**

1. PURPOSE

This grant stream of the Alberta Media Fund (AMF) supports the growth, sustainability, competitiveness, and business attraction of Alberta's cultural industries, including the screen-based production industry. The purpose of the grant is to promote investment into organizations involved in the development and delivery of post-production services within Alberta, including the development of visual effects and digital animation.

The objectives of the Post-Production, Visual Effects and Digital Animation Grant are to:

- encourage activity in the post-production, visual effects and digital animation sector in Alberta to increase capacity and help create and sustain jobs in the cultural industries sector; and
- provide eligible Alberta organizations an opportunity to be more competitive in attracting work from within and outside of the province.

Post-production companies are those whose primary activities include, but are not limited to, editing of video and audio, subtitling, closed captioning, and the creation of visual and sound effects. Grants to eligible recipients will be calculated based on a percentage of specific Albertan labour expenses directly attributable to post-production, visual effects and digital animation services, and can be accessed in conjunction with, or independent from, existing Alberta Media Fund Grant (AMF) incentives.

2. GENERAL ELIGIBILITY CRITERIA, CONDITIONS AND LIMITATIONS

2.1 To be eligible for this grant an applicant must:

- provide a statement indicating its current status as either a/an:
 - a. Sole Proprietorship;
 - b. Partnership;
 - c. Incorporated company; or
 - d. Registered non-profit entity or society.

This statement must identify all shareholders, principles in the company (such as directors and executive members), and/or its board, as applicable. Sole proprietors must, as a minimum, have registered a trade name with Alberta Corporate Registry and do business under that name. Registry or incorporation documentation from Alberta Corporate Registry must be included with the application;

- be in good standing in all respects with funding received from the Government of Alberta including the AMF by having no outstanding or overdue reporting documents in relation to other grants received from the Government of Alberta . Should the recipient have any outstanding disputes in any other jurisdiction, the Minister reserves the right to deem the organization ineligible for funding;
- be able to demonstrate that their primary business is the development and delivery of post-production services within Alberta, including the development of visual effects and digital animation;

- be able to demonstrate that the organization provides services for arm's-length, third-party organizations;
- be in a sound financial position;
- provide evidence of industry standard insurance; and
- not request more than the maximum funding per organization of \$200,000.

3. GRANT CALCULATIONS AND CONDITIONS

- 3.1 The total allocation for the duration of the Post-production, Visual Effects and Digital Animation grant stream is \$1.5 million.
- 3.2 Applications will open May, 2017 and will close the earlier of March 31, 2018 or when the program budget has been fully committed.
- 3.3 Grants awarded through this grant stream are based on 18 per cent of eligible Albertan labour expenses.
 - eligible labour expenses consist of total invoiced labour rates for individuals who are providing services for eligible productions and activities and who meet the definition of "Albertan" (see Section 8 in these guidelines).
- 3.4 Ineligible expenses include, but are not limited to:
 - non-Albertan labour expenses;
 - labour expenses directly attributable to ineligible projects or activities;
 - non-labour expenses; or
 - expenses that are associated with corporate overhead.
- 3.5 This is an open intake program. Applications will be accepted on a first-come, first-served basis.
- 3.6 Grants are calculated based on 18 per cent of eligible Alberta labour.
- 3.7 There is no limit to the number of applications that eligible applicants can submit; however, no organization (which includes the parent organization, subsidiaries, and any non-arms-length entities) is eligible to receive grants that exceed \$200,000.
- 3.8 This grant is stackable with the Alberta Production Grant (APG) and the Screen-based Production Grant (SPG), meaning an eligible post-production company may receive a grant of up to 18 per cent on post-production labour costs associated with a production that has also received a grant through the APG and/or the SPG.
- 3.9 The Minister and/or authorized representative reserves the right to audit or examine the records and books of account maintained by the applicant.
- 3.10 The Minister may cancel, suspend, reduce, or demand repayment of a grant in circumstances where there is concern with respect to the use of grant funds or the viability of an organization.
- 3.11 The Minister may require a grant recipient to return funds if reporting requirements are not met.
- 3.12 Grant recipients must return unused portions of a grant to the Government of Alberta.
- 3.13 Any grant recipient that does not provide a report will be ineligible for further funding from the AMF until the delinquency is resolved.

4. ELIGIBLE PROJECTS

- 4.1 Eligible projects or activities:
 - include but are not limited to the editing of video and audio, subtitling, closed-captioning, the creation and editing of visual and sound effects, and digital animation;
 - are productions or projects produced primarily for distribution to a mass or public audience;
 - are not, based on inquiries the Minister considers adequate and appropriate, directly associated with a product for which public financial support would be contrary to public policy; and
 - started post-production no earlier than October 1, 2016.

- 4.2 Ineligible projects or activities include:
- productions that solicit funds;
 - pornography/adult entertainment;
 - productions produced primarily for internal corporate use;
 - productions where principle photography started prior to October 1, 2016; or
 - productions for which support would be considered contrary to public policy in the opinion of the Minister, including productions that:
 - incite hatred against an identifiable group; or
 - have a dominant characteristic which is the undue exploitation of sex, violence involving one or more crimes, horror, or cruelty.

5. APPLICATION REQUIREMENTS AND PROCESS

- 5.1 Applicants have the option of applying for pre-certification for the purpose of verifying the eligibility of their organization prior to submitting a grant application. Pre-certification requests can be sent by email to PostProductionGrant@gov.ab.ca.

The following information should be provided in the pre-certification request:

- proof of registry or incorporation of at least one year;
 - most recent, approved financial statements – with balance sheet, statement of revenues and expenditures (audited or approved by a Senior Officer of the organization); and
 - company profile and/or curriculum vitae.
- 5.2 Upon approval of the pre-certification request by the AMF, applicants will be notified by email.
- 5.3 Applicants must submit a complete application package that contains:
- a completed application form. Applicants must designate one member who is the contact person for all requirements of the grant;
 - registry or incorporation documentation from the Alberta Corporate Registry;
 - company profile or curriculum vitae (approx. 1-2 pages);
 - detailed project description (max. 1-2 pages);
 - evidence of general liability insurance; and
 - a project budget which includes a breakdown of eligible Albertan labour costs;
 - individual(s) providing services that are being claimed as part of a grant must sign and provide to the grant recipient an Individual Residency Declaration.
- 5.4 Applicants must submit completed applications by email with all supporting attachments to PostProductionGrant@gov.ab.ca.

6. ASSESSMENT AND NOTIFICATION

- 6.1 Program staff provides consultative and administrative services to the Post-production, Visual Effects and Digital Animation Grant. Staff have full discretion in the application and interpretation of these guidelines to ensure that funding is provided to those projects that meet the intent and objectives of the AMF.
- 6.2 Program staff will evaluate applications based on eligibility criteria and prepare recommendations for the Minister and/or authorized representatives.
- 6.3 All grant recommendations are reviewed and approved by the Minister and/or authorized representative.
- 6.4 Applicants will be notified in writing of the result of their application and/or funding status after the recommendation is approved.
- 6.5 A letter of intent and grant agreement are issued to selected applicants with eligible projects. The grant agreement includes notification of project deliverables and reporting requirements. Upon receipt of all project deliverables, funding will be awarded as per the grant agreement.

7. REPORTING

- 7.1 Within sixty (60) days of the completion of the project, the applicant must provide the following deliverables:
- a complete final report form;

- if the project is a commissioned or fee-for-service project, a completion form signed by both an authorized representative of the project commissioning entity (if applicable) and the grant recipient, confirming the grant recipient has met all obligations per the project contract and confirming final invoiced total, which shall include a breakout of final eligible Albertan labour expenses. A template can be found at www.culturetourism.alberta.ca/arts-and-cultural-industries/alberta-media-fund ; and
- if the project is a stand-alone, non-commissioned digital animation project, a copy of the work produced and a project completion form signed by the grant recipient, confirming final project costs and a breakout of final eligible Albertan labour expenses.

7.2 The Minister reserves the right to audit the books and records of any company that receives a Post-Production, Visual Effects and Digital Animation Grant. These records may include, but are not limited to: invoices, bank statements, cancelled cheques, audited financials, agreements, contracts with individuals and companies.

7.3 For the purpose of assessing the viability and impact of the program, grant recipients are requested to submit to the AMF organization financial statements – with balance sheet, statement of revenues and expenditures (audited or approved by a Senior Officer of the organization) for each of the two fiscal years, and any other documentation that the AMF may require.

7.4 Retention of records is required for a period of seven years.

7.5 Final reporting forms and templates are available on the AMF website.

8. DEFINITIONS

- 8.1 "Albertan" means a lawful resident of Canada for the purposes of the *Income Tax Act* (Canada) who:
- was a resident of Alberta on December 31 of the year preceding the one in which principal photography of the production commences or commenced; and
 - files an Alberta Income Tax return as a resident of Alberta and, unless the individual is a youth being employed for the first time, did so for the previous income tax year immediately preceding the one in which photography of the production commences or commenced.

Applicants may request that individuals be considered Albertan if they have filed an Alberta Tax Return in any of the four prior taxation years. Requests must be submitted at the time of application.

9. APPLICATION SUBMISSIONS AND QUESTIONS

9.1 Applications will be accepted on a first-come, first-served basis.

9.2 Application forms, templates, and reporting materials are available on the AMF website at:
www.culturetourism.alberta.ca/arts-and-cultural-industries/alberta-media-fund

9.3 For assistance with this grant application, please contact:

Alberta Media Fund, Cultural Industries Branch
140, 4211 - 106 Street NW
Edmonton, AB T6J 6L7

T: 780-422-8580 (Toll-free calls can be made by first dialing 310-0000)

E: PostProductionGrant@gov.ab.ca