

*This definitions document will be updated from time to time. Applicants are encouraged to review the program guidelines for program specifics at:*

<https://www.alberta.ca/screen-based-production-grant.aspx>.

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## Albertan

Defined as 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 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. Only those individuals approved in an advance ruling will be considered.

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## Alberta Spend

The dollar amount attributed to the amount spent on Alberta labour, goods and services in the budget.

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## Certification of Incorporation

Documentation showing the applicant's legal incorporated name with the Alberta Corporate Registry office.

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## Chain of Title

Documentation that demonstrates ownership from the time of initial development of the story idea to the writing of the final script, onto the production company. The types of documents required may include option agreements, transfer agreements, license agreements, script purchase agreements or script writing agreements.

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## Change of Scope

Any fundamental change to the project that has been approved for funding including but not limited to: change of format, significant content change or change in delivery, Please contact the AMF if you require further details..

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## Commercial License Agreement

Is defined as an agreement issued by a third-party entity whose primary business is broadcasting, distributing or disseminating film, television or digital content to the public, and who is able to demonstrate a track record of such enterprise. A commercial license agreement does not require a license fee; however, agreements in which the applicant has purchased airtime are not eligible.

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## Confirmed Financing

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Is defined as financing in place that is supported by documentation such as a binding agreement or a financial statement indicating the funds are available to the production company.

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## Control

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Is the continuing power to determine its strategic operating, investing and financing policies without the cooperation of others.

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## Co-Production

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Is a collaborative relationship between two or more parties to produce a project that benefits from the involvement of both of those parties.

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## Co-Production Agreement

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A legally binding agreement between two or more parties outlining the terms of ownership and any other relevant terms with the goal of producing a project.

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## Deeming Request

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If the expense is not listed on the Eligible Alberta Costs Worksheet, or was not purchased and consumed in Alberta, the grant recipient must obtain permission to include the expense as an eligible Alberta cost. This includes goods or services that are essential to the production but are not available in Alberta.

The deeming request must include a detailed breakdown of the goods and services requesting to be deemed, as well as backup showing the item could not be sourced in Alberta.

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## Economically Disadvantaged Region

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For the purposes of the program, an economically disadvantaged region is defined as a region that is facing or has faced declining population due to regional unsustainability, and where the population in the federal census division where the production is located has decreased more than 5 per cent since the previous federal census. An economically disadvantaged region is identified using the most current Statistics Canada census information available at:

<https://www12.statcan.gc.ca/census-recensement/2016/dp-pd/prof/index.cfm?Lang=E>

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### Eligible Expense Worksheet

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An excel template that outlines Alberta costs, non-Alberta costs and total costs that can be found on the SPG website.

### End of Reporting Period

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The end of the reporting period is the date of the Accountant's Report for projects with budgets of \$200,000 or greater; or the date of the uncertified Final Production Cost Report for projects with budgets under \$200,000.

### Expense Eligibility Period

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The expense eligibility period spans the entire production period from the pre-production start date to the end of the reporting period. See definitions below for the definition of production period.

### Extra-Provincial Registration

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The process of registering a business incorporated outside of Alberta (including federally incorporated) to do business in Alberta. Once your corporation is registered, it must still be maintained in the home jurisdiction however in order to carry on business in Alberta you must register extra-provincially.

### Funding Envelope

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Grant applicants will fall into one of two funding envelopes depending on the amount of the grant request.

### Head of Department Position(s)

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The 19 eligible Head of Department positions recognized by the AMF for the purposes of determining eligibility status are: writer, director, art director, production designer, editor (including supervising picture editor), director of photography/cinematographer, composer, wardrobe/costume designer, key hair, key make-up, interactive developer, supervising sound editor/sound supervisor, sound mixer/location sound mixer visual effects director/supervisor director of animation/supervising animator, and up to three Albertan performers in lead or supporting roles.

### Interim Financing

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Applicants may choose to opt for interim financing, which involves assigning payments under the financing agreement to a bank as security.

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## In-Kind Contributions

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Refers to goods, services, and transactions not involving money or not measured in monetary terms. For example, the exchange of a good or service with no monetary exchange.

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## Overhead

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Overhead is an allocation for corporate overhead expenses (e.g. rental of corporate office space, maintenance and repair expenses, office equipment, supplies, administrative staff salaries, industry association fees) that are not specifically related to the production). The allowable amount is capped at 20 per cent of the total budget should the deductions not be taken on the individual line items.

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## Pre-Production Period

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For the purposes of the Screen-based Production Grant, the Pre-Production Period includes the time period in which eligible development costs as detailed on the SPG Eligible Expense Worksheet were incurred. Pre-production ends when the planning ends and the content starts being produced.

If the production received a Project/Script Development Grant for any of the above costs, these costs cannot be included as part of the budget for the Screen-based Production Grant application.

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## Production Period

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The period when the production is filmed.

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## Post-Production

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This stage starts when principal photography ends. The production period may overlap with the post-production period.

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## Producer

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Producer means in relation to a production, an individual:

- (i) whose primary business is developing, producing, marketing and exploiting digital/interactive content, theatrical films and/or television and/or web series programs;
  - (ii) who controls and is a central decision-maker in respect of the production;
  - (iii) who is directly responsible for the creative and financial control and exploitation of the production; and
  - (iv) who does not work on the production in any technical, administrative or creative "below the line" capacity, except for productions with budgets of \$1 million or less.
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Program staff will also use the corporate registry documents to determine who is a producer for the purposes of the program and grant calculation.

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### Producer Fees

Are considered the fees for producers and the Heads of Department positions that they hold. The total salaries and fees for Head of Department position services payable to producers engaged in Head of Department positions will be capped at 20 per cent of the budget. In most cases program staff will use the Alberta corporate registry documents submitted with the application to assist with the calculation.

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### Principal Photography

Is the phase of film production in which the project is filmed, with actors on set and cameras rolling, as distinct from pre-production and post-production.

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### Production Schedule

A detailed schedule outlining the shoot dates and locations of the production.

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### Proof of Filing

A yearly filing requirement for corporations, societies, and other legal entities. The primary purpose of the document is to confirm the legal entity still exists and to provide current information about the shareholders, directors, or officers. Also referred to as an annual return.

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### Recognition Statement

The required Alberta Media Fund statement at the end of an approved project, including the Government of Alberta logo. This is part of the reporting requirements.

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### Related Party

Exist when one party has the ability to exercise, directly or indirectly, control, joint control or significant influence over the other. Two or more parties are related when they are subject to common control, joint control or common significant influence. Related Parties also include management and immediate family members.

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### Related Party Transaction

Is a transfer of economic resources or obligations between related parties, or the provision of services by one party to a related party, regardless of whether any consideration is exchanged. The parties to the transaction are related prior to the transaction. When the relationship arises as a result of the transaction, the transaction is not one between related parties.

**Significant Influence**

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Is the ability to affect the strategic operating, investing and financing policies of the enterprise.

**Statutory Declaration**

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A declaration sworn before a Commissioner of Oaths.

**Treaty Co-Production**

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Is a partnership between two production partners that adheres to national or regional government funded co-production requirements in order to receive the benefits of national status in the countries of both producing partners.