

Alberta Media Fund
SCREEN-BASED PRODUCTION GRANT

Program Guidelines

Application Intake Windows:

January 15 - February 15
April 15 - May 15
July 15 - August 15
October 15 - November 15

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1. PROGRAM OVERVIEW

This grant program under the Alberta Media Fund (AMF) supports the growth, sustainability, competitiveness, and business attraction of Alberta's screen-based production industry by providing incentives to eligible production companies that produce films, television series, documentaries, and other eligible screen-based productions in Alberta or. The purpose of the grant is to provide economic and industry development benefits to Alberta by supporting and encouraging screen-based production (and the resulting production expenditures) in Alberta.

1.1 Program Objectives

The objectives of the **Screen-based Production Grant** are to:

- promote economic diversification by promoting investment in Alberta's production sector;
- build the sustainability, scale and critical mass of the domestic industry, and support the development of Alberta creatives;
- increase capacity and help create and sustain jobs in the sector;
- encourage the use of Alberta as an international film, television and digital content location;
- provide eligible Alberta organizations an opportunity to be more competitive in attracting work from within and outside of the province; and
- provide cultural benefits to Alberta by supporting the creation of Albertan content and stories.

In establishing the Screen-based Production Grant (SPG), the Government of Alberta recognizes that both small and large budget screen productions and production activity contribute to Alberta's economic development by providing valuable economic, employment and skill development opportunities for the Alberta screen production industry.

2. GRANTS AVAILABLE

The SPG is a competitive program with a limited budget. Applications are only accepted during intake windows. The SPG offers a grant of up to 30 per cent of eligible Alberta production expenditures.

The annual program budget is allocated over four intake periods to two distinct funding envelopes. The Cultural Envelope supports grant requests up to and including \$3 million and the Commercial Envelope supports grant requests greater than \$3 million, up to \$5 million, with a cap increase of up to \$7.5 million available for a small number of eligible productions.

For each funding envelope, there will be two tiers distinguishing between those that are considered Albertan and those that are Non-Albertan. Tier 1 applicants must demonstrate at least 50 per cent of total labour is eligible Alberta labour. Failure to meet this requirement will result in a final grant calculation at the Tier 2 funding level.

Unless prior approval from the Minister is granted, those projects receiving Tier 1 funding must maintain the level of Alberta ownership of the production set forth in the application for a period not less than two years.

The total annual allocation is broken down as follows:

FUNDING ENVELOPE BREAKDOWN		
	Tier 1: Albertan 50% or Greater Albertan Ownership	Tier 2: Non-Albertan Less than 50% Albertan Ownership
Cultural Envelope Grant requests up to and including \$3 million	Grant Percentage = 29% or 30%* Max grant = \$3 million	Grant Percentage = 25% or 26%* Max grant = \$3 million
Commercial Envelope Grant requests greater than \$3 million	Grant Percentage = 29% or 30%* Max grant = \$5 million (cap increase to \$7.5 million available)	Grant Percentage = 25% or 26%* Max grant = \$5 million (cap increase to \$7.5 million available)

**One percent bonus may be granted to applicants who provide an existing corporate hiring policy or corporate policies and/or practices for inclusion of marginalized or under-represented people and/or groups. To receive the full grant percentage, Head of Department requirements for the tier must be met.*

Notes:

If funding envelopes are not fully subscribed during their intake period, funds may be redistributed between envelopes and/or rolled over to the next intake period in the fiscal year.

50 per cent of the available budget in the Cultural Envelope will be reserved for Tier One projects.

Starting in 2020-21, 50 per cent of the funding allocation under the Commercial Envelope will be reserved for productions with greater than 50 per cent Albertan ownership.

3. GENERAL INFORMATION

These guidelines are for the information and convenience of applicants to the SPG. They provide an overview of the objectives of the SPG and the manner in which the program is administered. Compliance with these guidelines is a pre-requisite to eligibility for SPG funding.

Pursuant to the Community Development Grants Regulation, the Minister is empowered to make grants to a person or organization for purposes related to any program, service or other matter under the administration of the Minister.

The Minister of Culture and Tourism has full discretion in the administration of programs supported through the Alberta Media Fund (AMF) and in the application and interpretation of these guidelines to ensure funding is provided to those projects that contribute to the fulfillment of program objectives. In all questions of interpretation of these guidelines, the interpretation of the Minister will prevail.

The Minister may decline to accept applications or delay/refuse funding to those applicants undergoing audit, compliance review or investigation.

The Minister may also vary the eligibility requirements for a grant, the purpose of a grant or a condition on which a grant is made.

Projects that are approved for SPG funding are subject to the guidelines in effect at the date of grant approval. To be clear, changes to guidelines and/or policies will not apply retroactively, unless specifically stated.

These guidelines may be changed or modified as required, without notice. Please consult the AMF website at www.alberta.ca/alberta-media-fund.aspx for the latest guidelines and documentation.

It is the responsibility of the applicant to ensure that the AMF receives all relevant documentation, and to update such documentation and information after any material change to a project within 30 days of the change. The AMF may request other documentation and information to conduct an assessment and evaluation; however, the AMF reserves the right to rely solely on the written and audiovisual materials initially submitted by the applicant.

If, at any time, an applicant provides false information or omits material information in connection with an application, as required by the Guidelines or as requested by the AMF, the Applicant may face consequences, including:

- loss of eligibility for funding of the current project(s);
- loss of eligibility for funding of future productions; and
- repayment of any funds already advanced;

Any applicant receiving approval for funding will be required to sign a legally enforceable grant agreement, which includes further provisions concerning misrepresentations, defaults, and related matters. Grant recipients are advised to review their grant agreement carefully prior to signing.

The Minister reserves the right to not provide a grant to any companies, applicants, related, associated or affiliated companies and individuals who have received funding in the past and have been in breach of the associated funding agreement.

4. GENERAL ELIGIBILITY CRITERIA, CONDITIONS AND LIMITATIONS

Projects that have received funding from the Cultural Industry Organization Project Grant stream of the Alberta Media Fund (AMF) or from the Alberta Foundation for the Arts are not eligible for SPG funding.

4.1 Organization Eligibility

Eligible organizations must be engaged primarily in film, television, and/or digital media production and demonstrate that their main activity is the creation of film or video productions available for public viewing.

All applicants must be incorporated in Alberta under the *Business Corporations Act*, registered as an extra-provincial company in Alberta and/or continued as an Alberta company through a Certificate of Continuance and be in good standing with Alberta Corporate Registry. Good standing refers to an annual return, and any other required documentation, being filed regularly when due. Applicants must remain in good standing for the entire period of the grant agreement.

Recipients must also be in good standing in all respects with the AMF by having no outstanding or overdue reporting documents in relation to any other grants received. Further, should the applicant have any outstanding disputes in this, or any other jurisdiction, the Minister reserves the right to reject their application.

4.2 Project Eligibility

Eligible projects must be new productions and no repackaging of previously completed projects will be considered. A project is defined as a segment of content intended for broadcast or distribution and may

include a single production or a series of related productions that are produced or aired over a common time period.

In order to be eligible, applicants must adequately demonstrate that principal photography on the project has commenced no more than 180 days prior to the submission of the application or will commence within 250 days following the application deadline. Failure to confirm principal photography within these parameters could result in rejection of an application.

Genres of production and platforms NOT eligible for funding are:

- news, current events or public affairs programming, or a program that includes weather or market reports;
- talk shows;
- production in respect of a game or contest;
- professional/franchise sporting events or activities (a production that consists of live or pre-recorded coverage of a professional game, match, competition or tournament; and/or pre and post-game shows for sports events or activities);
- production that solicits funds;
- pornography/adult entertainment;
- advertising;
- production produced primarily for industrial, corporate or institutional purposes;
- production, other than documentary, that consists of more than 25 per cent stock footage;
- *console or online video games (other than a production relating specifically to the characters and premise of a licensed and commercially distributed television program or feature film funded through the AMF);
- software/programming applications; and
- video distribution platforms or aggregators.

**Digital media components may be submitted with the production or as a separate application.*

Post-production only services for eligible projects may be considered for the SPG providing all other eligibility criteria is met.

The AMF will consult with the Canadian Audio Visual Certification Office (CAVCO) and the Canada Media Fund in interpreting ineligible genres.

The amount spent in Alberta for the project (Eligible Alberta Production Expenditures) must be greater than \$50,000 (before GST).

4.3 Financing and Commercial License Agreement Requirements

At the time of submission, applicants seeking production funding must provide written evidence of a commercial license agreement. A 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 will not be eligible. In some situations, a letter of interest may be accepted at the time of application. A signed commercial license agreement will be required prior to issuance of a grant agreement.

Successful applicants will be required to submit proof of confirmed financing prior to the issuance of a grant agreement. Written evidence of 75 per cent confirmed financing for projects with budgets of

\$1 million or greater, and 50 per cent for projects under \$1 million is required if the project is deemed successful. For self-financed projects, redacted bank statements or a letter from the financial institution are required. If government funding will be used to meet the financing requirement, a copy of the calculation is required. Please see section 7.3 regarding which deferrals will be accepted towards financing.

5. SPECIFIC ELIGIBILITY REQUIREMENTS AND FUNDING LEVELS

For the purposes of this grant, eligible applications will be assessed as either a Cultural or a Commercial production, based on the total grant request. All applicants are scored against a set of both economic and cultural evaluation criteria. Applicants are required to complete and submit the Benefit Criteria Evaluation Worksheet to facilitate scoring. The funding envelope (cultural vs commercial) and the total score will determine the success of the application and at what level it will be funded.

5.1 Tier 1 Eligibility Requirements and Funding levels

Tier 1 specifics include:

29 per cent of all eligible Alberta costs.

- Greater than 50 per cent Albertan* ownership and control** (i.e., Shareholders and Directors) of production and proportionate financial and creative control, as well as proportionate profit participation. Exceptions will be made for International Treaty Co-Productions. To receive full funding, a minimum of eight Albertans must be employed in Head of Department positions. In cases where a production does not meet the minimum required Albertan Heads of Department for their tier, 0.5 per cent will be deducted from the recommended grant percentage for each Head of Department below the minimum requirement.
- Documentary productions and productions with a total spend less than \$200,000 that do not require eight Head of Department Positions, but demonstrate at least 50 per cent of Head of Department Positions hired are filled by eligible Albertans meet this requirement.
- Two trainee positions in eligible departments may be substituted for one Head of Department position to a max of four trainees in instances where qualified Alberta defined Head of Departments are not available. Applicants who substitute trainees for eligible Head of Department positions must submit documentation that demonstrates a reasonable effort was made to secure eligible Albertan Head of Departments.
- At least 50 per cent of total labour costs are eligible Alberta costs.
- An additional 1 per cent funding to a maximum of 30 per cent total funding may be granted to productions that provide a copy of corporate hiring policies and/or practices for inclusion of marginalized or under-represented people and/or groups.
- Applicants must provide budgets that include both Alberta and Non-Alberta spends for consideration.

5.2 Tier II Eligibility Requirements and Funding levels

Tier II specifics include:

25 per cent of all eligible Alberta costs.

- Less than 50 per cent Albertan* ownership and control** (i.e., Shareholders and Directors) of production and proportionate financial and creative control, as well as proportionate profit participation. Exceptions will be made for International Treaty Co-Productions.
- A minimum of four Albertans must be employed in Head of Department positions. Two trainee

positions in eligible departments may be substituted for one Head of Department position to a max of four trainees in instances where qualified Alberta defined Head of Departments are not available. Applicants who substitute trainees for eligible Head of Department positions must submit documentation either with the application or reporting that demonstrates a reasonable effort was made to secure eligible Albertan Head of Departments.

- For documentaries and productions with a total budget less than \$200,000 in which four Head of Department positions are not utilized – 30 per cent of Head of Department Positions must be filled by eligible Albertans. Non-Alberta costs may be required to establish Head of Department positions have been met should there be less than four Head of Department positions. In cases where a production does not meet the minimum required Albertan Heads of Department positions for their tier, 0.5 per cent will be deducted from the recommended grant percentage for each Head of Department below the minimum requirement.
- An additional 1 per cent funding to a maximum of 26 per cent total funding may be granted to productions that provide a copy of corporate hiring policies and/or practices for inclusion of marginalized or under-represented people and/or groups.
- Applicants who report of non-Alberta spends at the time of application must provide non-Alberta spend information with reporting.

5.3 Level of Ownership

The level of ownership in a production will be determined:

- proportionate to the degree that the Albertan producer(s) exercises creative and financial control over the production; and
- proportionate to the degree that the Albertan producer(s) shares in the profits arising through the exploitation of the production. Back-end participation must be commensurate with the Alberta producer's financial participation in the project.

In the event there is an issue not covered by the published criteria, the Minister shall ultimately determine whether an applicant has satisfactorily established the degree of "Albertan* ownership of production."

* "**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 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. Requests for consideration must be submitted along with the application as an attachment and clearly state the details of the consideration being sought.

Although an application may meet eligibility criteria set out herein, the decision to fund a project will be in the sole discretion of the Minister. Each project will be assessed on its own merits. Funding of a project will not result in a commitment by the Minister to fund future projects of a similar nature.

6. HEAD OF DEPARTMENT POSITIONS

The 19 eligible Head of Department positions recognized by the AMF for the purposes of determining eligibility status are:

Position	Allowance Towards Head of Departments
Writer	1
Director	1
Art Director	1
Production Designer	1
Editor/Supervising Picture Editor	1
Production Supervisor/Production Manager	1
Director of Photography/Director of Cinematography	1
Composer	1
Wardrobe Designer/Costumer Designer	1
Key Hair	1
Key Make-up	1
Interactive Developer	1
Supervising Sound Editor/Sound Supervisor	1
Sound Mixer/Location Sound Mixer	1
Director of Animation/Supervising Animator	1
Visual Effects Director/Visual Effects Supervisor	1
Three Alberta Performers in Lead or Supporting Roles	3

6.1 Performers and Trainees

Trainees must:

- have industry experience/education;
- be Alberta post-secondary graduates and permanent residents; and
- have lived in Alberta for at least six months prior to the application date.

Except for performers and trainees, to be considered an eligible Head of Department position, the individual must receive the highest onscreen credit awarded to that position for that production.

Performers and trainees must receive an appropriate industry standard onscreen credit. For trainees without an onscreen credit, the AMF must receive a signed copy of a reference letter from the Head of Department responsible for overseeing the training. It is recommended that the Head of Department is advised of this requirement before production.

To be considered an eligible "Albertan performer in a lead or supportive role," the individual must meet the following criteria:

- Be engaged as a principal actor as defined by the Alliance of Canadian Cinema, Television and Radio Actors (ACTRA):

- “Principal Actor” means a performer engaged to speak or mime six or more lines of dialogue, or an actor engaged to perform a major role without dialogue. A line of dialogue means a line of script ten words or less, including directed but unscripted dialogue.
- The Alberta performer's contract must:
 - be in the top seven performer contracts issued for one performer
 - be in the top eight performer contracts issued for two performers, or
 - be in the top nine performer contracts issued for three performers.

In the case of narration or voice-over performances, the Alberta performer's engagement must be one of the top three performer contracts issued in terms of recording days worked.

In the event that a Head of Department position is shared by more than one individual, provided one of the individuals is Albertan and the onscreen credit is shared equally, the position will still be considered as one Albertan in a Head of Department role.

If one Albertan serves in multiple Head of Department positions, it will be considered as a single Albertan Head of Department, regardless of the number of eligible Head of Department positions they hold. Producers are not considered Head of Departments.

7. ELIGIBLE ALBERTA PRODUCTION EXPENDITURES

7.1 Goods and Services

The Eligible Cost Worksheet must be completed and submitted at the time of application, installment payment and final payment. Eligible costs generally include all expenditures where goods or services are purchased and consumed in Alberta and are considered an essential cost incurred as a normal part of business. For goods or services to be considered eligible Alberta costs, the items must meet the following criteria:

- Be listed on the Eligible Alberta Cost Worksheet that can be found at: <https://www.alberta.ca/screen-based-production-grant.aspx>
- Be purchased directly from businesses located in Alberta and must be receipted and consumed in Alberta.
- Be directly related to the production and be considered an essential cost incurred as a normal part of business.

Notes:

Goods or services cannot be purchased from an Alberta company who has sub-contracted the procurement of the goods or services to out-of-province individuals or organizations.

Invoices and proof of payment must be maintained.

7.2 Labour

For labour costs (i.e., wages and benefits) to be considered eligible Alberta costs, the payments must meet the following criteria:

- Be listed on the Eligible Alberta Cost Worksheet that can be found at: <https://www.alberta.ca/screen-based-production-grant.aspx>
- Be paid to individuals who provide the service and who meet the definition of an “Albertan” per the Guidelines. Invoices, payroll records and/or proof of payment must be maintained.

Note:

The individual(s) must provide a signed Individual Residency Declaration that can be found at <https://www.alberta.ca/screen-based-production-grant.aspx> and be retained by the production

company.

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 at the time of application. This includes goods or services that are essential to the production but are not available in Alberta. Applicants are required to contact program staff to discuss requirements for requests at time of submission.

7.3 Other Cost Limitations

A number of expenses have further eligibility requirements and limitations as follows:

Expense Item	Requirement / Limitation
Travel	Travel is considered an eligible Alberta cost only if the origin AND destination are within Alberta provincial borders. Air travel to a destination outside of Alberta is eligible only if it is for an Alberta crew contracted by the grant recipient to perform a service essential to the production. Details of these such costs should be submitted to the AMF for consideration when requesting payment of grant funds.
Insurance	Commercial general liability insurance must be prorated to the number of production days and must be purchased from an Alberta vendor with an Alberta address on the invoice to be eligible. Film production insurance must be prorated to the number of shoot days if not purchased from an Alberta vendor. Film production insurance purchased from an Alberta vendor can be claimed in full if the invoice has an Alberta address.
Salaries/Fees to Producers in Head of Department Positions	Reasonable salaries and fees may be claimed for producers who are also engaged in Head of Department positions. 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. For the purposes of the program, producers will be determined using the information contained in Corporate Registry documents and disclosure on the application.
In-kind Contributions	Ineligible
Deferrals (excluding producer fee deferrals)	Deferrals are ineligible, however an exception is made to defer producer fees and salaries payable to producers towards required financing. Overhead deferrals are not eligible.
Capital Items	Capital items are not eligible for funding through the program. Please see the Canada Revenue Agency website for more information on capital items.
Expenses directly associated with a live performance, awards show or sporting event	Ineligible

Expense Item	Requirement / Limitation
Overhead	For the purposes of the program, overhead is defined as rent, taxes, and other expenses for office and administrative space. Repairs, maintenance, depreciation, and other costs of office furniture and equipment. Salaries and benefits for company directors, accounting, legal insurance; and office supplies. Applicants claiming costs in line items specific to the above costs are not eligible for a bulk overhead deduction. Documentation may be requested to validate any overhead costs claimed. Overhead costs claimed under Section 80 of the cost worksheet must not exceed 15% of the total budget. Documentation may be required to validate claims.
Living Expenses/Office Expenses	Reasonable living and office expenses may be eligible. Please note, living expenses for individuals who normally reside in the same area as the production are not eligible.

Producers may claim reasonable fees for a maximum of three Head of Department/performer positions. In these instances, total fees for Head of Department/performer services payable to producers also employed in Head of Department positions will be capped at 20 per cent of the budget. Costs must be consistent and competitive with industry standards.

7.4 Related Party Costs

Related Party Transactions may be included as eligible Alberta expenses at the exchange amount up to a maximum of fair value. However, to be accounted for at exchange value, the expenses must meet the following criteria:

- The expenses must be listed on the Related Party Transactions declaration form that can be found at www.albertamediafund.ca;
- Be in the normal course of operations of the provider; and
- Have commercial substance.
- Related Party Transactions should be identified at the time of application, and upon final reporting.

Two categories of Related Party Transactions are recognized for the purpose of the eligible Alberta expenses:

- **Related Party Labour:** The cost of labour (i.e., salaries or fees) for individuals hired by a Related Party and allocated, in whole or in part, to the applicant for the project must correspond to the actual amount paid to the individual and be in accordance with the employment or engagement contract signed with the employer. Related Party Labour costs must correspond to the actual cost for the period of time worked on the project. If personnel worked on more than one project for a Related Party and is paid by the Related Party, there must be appropriate documentation showing the amounts charged to all projects.
- **Goods and services** supplied by Related Parties: Goods and services provided to the applicant by a Related Party may be accounted for at the exchange amount up to a maximum of fair value.

Program staff reserve the right to revise the calculation and eligibility of these related party costs in any cases of abuse of application or if deemed unreasonable. Applicants granted approval of related party costs must be able to reasonably demonstrate the incurred cost.

8. INCREASE TO PER-PROJECT CAP

Some productions may be eligible for an increase to the total maximum per-project grant under the Alberta Screen-based Production Grant from \$5 million to \$7.5 million.

In order to be eligible for the increase to the per-project cap, productions must demonstrate significant economic and promotional benefits to Alberta by scoring a minimum of 10 out of 15 available points in the Cap Increase Evaluation Criteria.

Increases to the cap will be awarded based on total application scores (including Cap Increase Evaluation Criteria scores), which are allotted depending on the evaluation process with the highest scoring applications receiving priority.

If eligible cap increase requests exceed available funding in a tier, a reduced grant amount may be recommended, pending budget availability.

9. ASSESSMENT AND EVALUATION

9.1 Intakes and Deadlines

Application deadlines will occur four times a year. Applications and support materials must be received by 11:59 PM on the deadline via the online application system. If the application deadline falls on a statutory holiday or a weekend, the deadline will be extended to the next working day at 11:59PM. Faxed, e-mailed, or incomplete applications will not be accepted, unless otherwise stated. The application deadlines are as follows:

February 15
May 15
August 15
November 15

Applications will be accepted via the online portal during the application intake periods.

9.2 Assessment Process

Once the AMF receives an application, it will be reviewed for completeness . Applications will be reviewed on a first come, first serve basis. Applicants are encouraged to apply early in the application window.

All complete applications received by the deadline will be screened for eligibility.

Once the eligibility assessment is complete, the applicant is sent a letter confirming whether they were eligible or ineligible to be considered for funding.

The acknowledgement letter will confirm the envelope and tier under which the application will be evaluated.

If necessary, program staff will contact the applicant to obtain further information about the application, production or applicant. Applicants will be given seven days to provide requested information. If information is not received in the allotted time, the application may be deemed ineligible for the intake.

9.3 Evaluation Process

Applications will be evaluated using a set formal scoring process. Each eligible application will be reviewed against both the economic and cultural benefit criteria. All evaluation criteria and supporting material must be received by the program deadline. Program staff will not request additional information to support the economic, cultural or cap increase benefit criteria.

Applicants requesting an increase to the per-project cap to \$7.5 million will be evaluated and scored on the cap increase evaluation criteria in addition to the economic and cultural criteria. **Only those application requesting a cap increase need to fill out the cap increase workbook.**

Cultural, Economic and Cap Increase Evaluation Criteria can be found on the program website at : <https://www.alberta.ca/screen-based-production-grant.aspx>

Funding will be awarded per envelope based on application scores, with highest scoring applications receiving priority.

If grant requests exceed available funding for a funding envelope and there are multiple high scoring applications under consideration, grant requests may be recommended at a reduced amount, depending on available dollars. In the event grant applicants are recommended to receive a reduced grant amount, they will be contacted to confirm whether or not they wish to proceed before a reduced grant recommendation goes forward for approval.

9.4 Notification

The Minister has 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.

Program staff will evaluate applications based on eligibility criteria and prepare recommendations for the Minister and/or authorized representatives based on the evaluation criteria.

All grant recommendations are reviewed and approved by the Minister and/or authorized representative.

Applicants will be notified in writing of the result of their application and/or funding status via letter. If an applicant has been successful, a letter will be send advising the total grant available. Applicants must repond within the allotted time indicating acceptance of the proposed grant, as well as any required documentation indicated in the letter.

Should the applicant wish to proceed with the grant as outlined in the letter of intent, all required documentation must be received prior to issuance of the grant agreement. The grant agreement includes notification of required project deliverables and reporting requirements.

All funding decisions are final and appeals will not be accepted. However, applicants are able to request their scoring sheet and seek feedback on their proposal and reapply in the next intake if eligible.

9.5 Payment of Grants

Grants will be paid in two installments based on the following:

Payment Schedule – Grants less than or equal to \$3 million	
Payment Trigger/Reporting Requirement	Grant Percentage
Installment payment 1 will be paid upon online report delivery, including confirmation of completion of principal photography, in the form of final call sheets signed by the UPM and delivery of a report of production costs to-date using the Eligible Cost Worksheet, including total costs and Alberta costs. The report should show all costs incurred, not necessarily paid.	50 per cent of total approved grant
Installment payment 2 will be paid upon project completion and online report delivery to AMF of all deliverables as outlined in section 10.6 and the grant agreement but no sooner than the subsequent fiscal in which instalment payment 1 is scheduled for payment.	Remaining balance of total eligible grant per final Alberta cost calculation.

Payment Schedule – Grants greater than \$3 million	
Milestone and Reporting Required	Grant Percentage
Installment payment 1 will be paid upon online report delivery to AMF of either a Rough Cut of the production OR final production call sheets, signed by the UPM and an interim production cost report, prepared by an independent accountant licensed to practice in Alberta showing total costs and Alberta costs.	30 per cent of total approved grant
Installment payment 2 will be paid upon project completion and online report delivery to AMF of all deliverables as outlined in section 10.6 and the grant agreement, but no sooner than the subsequent fiscal in which instalment payment 1 is scheduled for payment.	Remaining balance of total eligible grant per final Alberta cost calculation.

For Tier 1 projects, if, at the time of final reporting, final costs do show a minimum of 50 per cent of all labour being comprised of Albertan labour, the grant will be calculated at the Tier 2 level.

10. GRANT RECIPIENT OBLIGATIONS

Recipients of funding are required to fulfill the obligations set out below.

Any additional reporting requirements pertaining to specific evaluation criteria, cap increase or bonus grant percentage will be detailed in the grant agreement and shall supersede information provided in these guidelines. Recipients are advised to review their grant agreement carefully prior to signing.

10.1 Reporting

Grant payments will be scheduled pursuant to estimated milestone dates provided by the applicant at the time of application. Required reporting for each milestone, per the schedules above, must be submitted before any portion of the grant is paid. Regardless if reporting is delivered earlier than scheduled, the associated grant payment will not be made earlier than the scheduled instalment payment date.

Any outstanding reporting issues with previously approved grant applications will potentially impact the future payment of subsequent approved grant payments.

10.2 Extension Requests

Applicants are responsible for advising the AMF of any material changes to milestone dates. Failure to meet scheduled delivery requirements could result in the applicant being deemed in breach of the terms and conditions of the grant agreement and may impact eligibility to receive further funding or result in a request for repayment of funds already received.

If the applicant is not able to provide the required reporting to trigger payment of a grant payment, they are required to submit a request for an extension. Extension requests must be submitted at least 60 days prior to the associated milestone date, per the grant agreement.

Extensions will be at the discretion of the program staff and are subject to budget availability in the fiscal year in which the instalment payment would occur. If the Minister determines that budget is not available for the instalment payment in that fiscal year, the extension will be declined and failure to deliver satisfactory reporting requirements may be grounds for termination of the grant agreement.

Note:

Assignment and direction of grant funds may only be assigned to a recognized financial or lending institution.

10.3 Change of Scope

The applicant must notify program staff of any anticipated fundamental change of scope in the purpose for which the applicant wants to use the grant funds. In cases where a change of scope is requested, applicants may be requested to submit a written request to use the grant funds for the proposed new purpose. Such requests must be submitted no later than 60 days prior to the date of the first milestone and installment payment date.

Decisions on change of scope requests will be communicated in writing to the grant recipient by designated program staff.

10.4 Credits and Promotion

The applicant will acknowledge the AMF grant with the following credits:

10.4.1 Onscreen Credit

"Produced with the assistance of the Government of Alberta, Alberta Media Fund" in a position, size and prominence that is proportionate to the financial contribution to the production; and

"Shot on location in Alberta, Canada" in the tail credits of the project (where applicable). The Government of Alberta logo must also be included.

10.4.2 Advertising, Publicity and/or Promotional Materials Credit

"Produced with the assistance of the Government of Alberta, Alberta Media Fund" in a position, size and prominence that is proportionate to the financial contribution to the Production. The Government of Alberta logo must also be included.

Where the Production is a series, these credits are required for each episode. If the applicant fails to fulfil their credit/promotional obligation, the Minister reserves the right to request revisions prior to providing any remaining grant payment(s).

Note:

Program staff will provide the Government of Alberta logo to grant recipients upon request.

10.5 Insurance

The applicant will provide evidence of a certificate of industry standard insurance prior to the first day of principal photography. Insurance must demonstrate a minimum of \$2 million in general liability coverage.

10.6 Final Deliverables

Upon completion of the Production, the applicant shall provide the following deliverables:

- A completed final report form, to be submitted via the online system.
- A DVD of the completed Production.
- The final list of Head and Tail Credits as they actually appear on the completed Production.
- A final cast, crew and vendor list.
- Where the final cost of the Production exceeds \$200,000, an Audited Production Cost Statement prepared according to Canadian generally accepted accounting principles and audited according to Canadian generally accepted auditing standards (see note below).
- Where the final cost of the Production exceeds \$200,000, a report on the results of applying Specified Audit Procedures. The specified audit procedures can be found on the program website at www.albertamediafund.ca.

- In cases where the recipient has been granted permission to submit a Review Engagement Report in place of an audited production cost statement, recipients must submit a Review Engagement Report on production cost statements prepared according to Canadian generally accepted accounting principles and reviewed according to Canadian generally accepted auditing standards or International Financial Reporting Standards applicable to a review engagement.
- Where the final cost of the Production is equal to or less than \$200,000, an uncertified Final Cost Report supported by a Statutory Declaration (available online).
- A completed Eligible Cost Worksheet
- Such other documentation that program staff advise the applicant may be required.

Note:

The following must be included as a schedule or note to the Audited Production Cost Statement or uncertified Final Cost Report:

- A final detailed breakdown of all Eligible Alberta Costs and all other expenses related to the Production;
- Auditors are required to provide an opinion on financial compliance with program accounting and reporting requirements;
- A list of all Albertans in Head of Department Positions;
- Alberta residency of Albertans in Head of Department Positions must be supported by a Statutory Declaration;
- Breakdown of Related Party Transactions; and
- A final detailed breakdown of any unpaid Alberta costs at the time of reporting.
- An allowance of up to five per cent for unpaid Alberta costs is permitted for reasonable costs that are not able to be paid at the time of delivery.

Alberta expenditures exceeding the five per cent threshold that remain unpaid at the time of reporting will not be included towards the final grant calculation unless approved in an advanced ruling (Producer Fees and Corporate Overhead are excluded from this condition). The Minister has the right to require that an audit be performed or perform the audit himself of the books and records of any company that receives a Screen-based Production Grant. These records may include, but are not limited to, the following: invoices, bank statements, cancelled cheques, audited financials, agreements, contracts with individuals and companies, proof of Albertan residency for Head of Department personnel. Tier Two projects have the option of reporting against only the Alberta spend portions of the final costs.

10.7 Retention of Records

Retention of Records is required for a period of seven years.

11. DEFINITIONS

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 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.

Related Parties 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.

A **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.

Control of an enterprise is the continuing power to determine its strategic operating, investing and financing policies without the cooperation of others.

Significant Influence over an enterprise is the ability to affect the strategic operating, investing and financing policies of the enterprise.

Further program definitions are available on the program website.

12. APPLICATION SUBMISSIONS AND QUESTIONS

12.1 Application Submission

Applications will be accepted in four application intake windows throughout the year:

Application forms, templates, and reporting materials are available on the AMF website, and will be updated, as required Applicants are responsible for ensuring they are using the correct templates.

12.2 Freedom of Information and Protection of Privacy

The personal information that is provided on the grant application form will be used for the purpose of administering the AMF and advising the applicant of grant program updates and relevant Ministry initiatives. It is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP Act) and is protected by the privacy provisions of the FOIP Act.

The FOIP Act applies to any information that is provided to Alberta Culture and Tourism. This information may be disclosed in response to an access request under the FOIP Act, subject to any applicable exceptions to disclosure under the FOIP Act.

Please note, once an application has been approved and funding issued to an organization, the grant recipient, approved expenses, amount funded, community/city, and fiscal year become a matter of public record. Information on grants awarded by Government of Alberta programs is published on the Government of Alberta Grant Payments Disclosure database at the following link:

<http://www.alberta.ca/grant-payment-disclosure.cfm>

Occasionally, Alberta Culture and Tourism may contact applicant organizations to provide information about Ministry initiatives or announcements related to the following topics:

- Grant program changes, funding announcements and opportunities to provide input/opinion on programs; and
- Awareness of Ministry resources available to the nonprofit/voluntary sector including Ministry sector events.

Only authorized contact representatives noted in the grant application may request specific information

about grant applicants from the AMF office.

For questions about the collection and use of this information please contact the program staff.

12.3 Assistance and Contact Information

For assistance with this grant application please contact:

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

T: 1 888 813 1738

E: culturalindustries@gov.ab.ca