

**Alberta Media Fund**

**POST-PRODUCTION, VISUAL EFFECTS AND DIGITAL  
ANIMATION GRANT**

**PROGRAM GUIDELINES**

Application Deadline: Ongoing, annually funded program with a limited budget administered on a first-come, first-served basis. Accepting applications until March 1<sup>st</sup> of each year or until budget has been expended.

Final: October 2018

**Program Guidelines**

**Table of Contents**

1. Purpose
2. Program Overview
3. General Eligibility Criteria, Conditions and Limitations
4. Eligible Organizations
5. Eligible Projects
6. Ineligible Projects
7. Grant Calculations and Conditions
8. Application Requirements and Process
9. Application Submissions and Questions

**1. Purpose**

The Post-Production, Visual Effects and Digital Animation grant (PPG) stream of the Alberta Media Fund (AMF) supports the growth, sustainability, competitiveness and business attraction of Alberta’s post-production, visual effects and digital animation sector. The objectives of the PPG 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 sector; and
- provide eligible Alberta organizations an opportunity to be more competitive in attracting work from within and outside of the province.

**2. Program Overview**

The PPG offers a grant of 18 per cent of eligible Albertan invoiced labour for qualified projects to a maximum of \$200,000 per applicant, per year.

“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<sup>st</sup> of the year preceding the one in which the eligible labour took place; 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 the eligible labour took place; or
- is a graduate of an Alberta post-secondary institution and has resided in Alberta for at least six months prior to the application date.

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

The PPG budget renews on April 1<sup>st</sup> annually. Applications are accepted on a first come, first service basis until all funds are distributed or March 1<sup>st</sup> of the following year. Funds may be reserved for projects that have a signed deal memo for TV/film projects with a production company with a total invoice value of \$150,000 or greater.

Once the budget has been exhausted, no further applications will be accepted until the budget renews. Applicants will be notified when funding has been exhausted on the AMF website.

### 3. General Eligibility Criteria, Conditions and Limitations

These guidelines are for the information and convenience of applicants to the PPG. They provide an overview of the objectives of the PPG and the manner in which the program is administered. Compliance with these guidelines is a pre-requisite to eligibility for PPG 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 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 PPG funding are subject to the guidelines in effect at the date of grant application. To be clear, changes to guidelines and/or policies will not apply retroactively, unless specifically stated.

It is the responsibility of the applicant to ensure the AMF receives all relevant documentation, and to update such documentation and information after a material change, within 30 days of the date the change occurred. The AMF may request other documentation and information to conduct an assessment and evaluation; however, the AMF reserves the right to rely on the documentation and information 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;
- loss of eligibility for funding of future projects; and/or
- repayment of any funds already advanced or granted.

The Minister reserves the right to deny grant funds to applicants, companies, related, associated or affiliated companies, and individuals who have received funding in the past and have been in breach of the associated funding agreement.

Post-production companies are defined as those whose primary activities include, but are not limited to, editing of video and audio, subtitling, closed captioning, described video, the creation and editing of visual and sound effects, soundtrack mixing, creation of final audio and visual deliverables and digital animation. Grants to eligible recipients will be calculated based on a percentage of specific Albertan labour expenses directly attributable to post-production, visual effects, and/or digital animation services.

#### 4. Eligible Organizations

To be eligible for this grant, an organization must:

- be incorporated in Alberta under the *Business Corporations Act*, or be registered as an extra-provincial company in Alberta under that Act, or operate as a sole proprietorship with a registered Trade Name in Alberta. Corporations must be in good standing with Alberta Corporate Registry. Good standing refers to maintaining an active status by filing annual returns, and other required documentation annually, and as required. Applicants must remain in good standing for the entire period of the grant agreement;
- 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 through the fund. 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 the organization provides services for arm's length, third party organizations on a regular basis;
- provide evidence of general business liability insurance;
- not request more than the maximum funding per organization of \$200,000; and
- not request grant funds on costs that are not eligible through the program.

#### 5. Eligible Projects

Eligible projects or activities:

- include but are not limited to the editing of video and audio, subtitling, closed-captioning, described video, the creation and editing of visual and sound effects, soundtrack mixing and creation of final audio and visual deliverables 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
- have been submitted to the AMF within 60 days of the post-production end date, invoice date or signature date on the deal memo.

#### 6. Ineligible Projects

Ineligible projects or activities include but are not limited to:

- productions that solicit funds;
- mass reproduction of prerecorded audio and video material on magnetic or optical media, such as CD-ROMs, DVDs, tapes, or cartridges;

- archiving for corporate, institutional and preservation purposes;
- pornography/adult entertainment;
- projects for which the applicant or affiliate have received funding from the Screen-based Production Grant (SPG) or the Alberta Production Grant (APG) for the same work;
- productions produced primarily for industrial, corporate, or institutional purposes; or
- productions for which support would be considered contrary to public policy in the opinion of the Minister, including productions that:
  - o incite hatred against an identifiable group; or
  - o have a dominant characteristic, which is the undue exploitation of sex, violence involving one or more crimes, horror, or cruelty.

## 7. Grant Calculations and Conditions

The total annual allocation for the PPG stream is \$1,250,000. The grant year runs from April 1<sup>st</sup> to March 31<sup>st</sup> the following year, with an application deadline of March 1. The grant has a limited budget and is awarded on a first come, first serve basis. Once the grant funds have been allocated, no further applications will be accepted until the next grant year or additional funds become available.

The PPG offers a grant of 18 per cent of the billable labour for eligible Alberta employees working on eligible projects.

As part of the application process, applicants must advise the program of all non-Alberta and non-eligible costs on each invoice. A grant of 12.5 per cent of the total eligible Alberta costs will be calculated.

This calculation was determined, through industry consultation, to represent an industry standard invoice breakdown of 70 per cent labour and 30 per cent non-labour costs. An 18 per cent grant on the 70 per cent labour portion equates to a 12.5 per cent grant on the invoice total.

For example, an eligible project, with a total invoice value of \$20,000, where \$5,000 can be attributed to non-Alberta costs, will be calculated at 12.5 per cent of \$15,000. In this instance a grant would be awarded for \$1,875.

The 70/30 ratio serves as an industry average. **No exceptions to this ratio or the grant calculation will be considered.**

There is no limit to the number of projects eligible applicants can submit per application; however, claims with a combined total of eligible Alberta invoice values less than \$4,000 will not be considered. No organization (which includes the parent organization, subsidiaries, associates and any non-arms-length entities) is eligible to receive grants that exceed \$200,000 combined.

Applicants and their affiliates receiving funding through the APG or the SPG may not receive grant funding for the same work on the same projects through the PPG. “Affiliates” is used to indicate a relationship between corporations where:

- one is a subsidiary of the other;
- both are subsidiaries of the same corporation;
- both are controlled by the same person or the same group of persons; or
- one of them is controlled by one person and the other is controlled by an associate.

A post-production company that is not affiliated with the company that was awarded APG or SPG funding may still receive PPG funding.

The Minister and/or authorized representative(s) reserve(s) the right to audit or examine the records and books of accounts maintained by the applicant. 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.

Any grant recipient that does not provide required reporting will be ineligible for further funding from the AMF until the delinquency is resolved.

## 8. Application Requirements and Process

To apply for funding, applicants must first contact the AMF and receive login credentials for the online grant system. The online application is located at: <https://www.alberta.ca/post-production-visual-effects-digital-animation-grant.aspx>.

Applicants must complete the application and provide the following documentation with the initial application:

- general business liability insurance;
- most recent income statement and balance sheet for corporations or a copy of the Canada Revenue Agency T2125 for the previous tax year for sole proprietors;
- individual residency declarations for all eligible Alberta employees and contractors; and
- company profile or curriculum vitae.

For each application, the following documents must be provided for each project:

- copy of invoices, quotes, and/or deal memo; and
- residency confirmations for any eligible Alberta employees not previously provided.

*Stand alone, noncommissioned projects that meet the intent of the program may be eligible but require documentation to validate that the costs represent fair market value. Please contact the program office to verify eligibility prior to applying.*

Once an application has been received, it will be assessed for program eligibility. Should an applicant be deemed eligible, the request for grant funds will be assessed.

Incomplete applications will not be assessed until all documentation has been received. Applications that remain incomplete for 30 days after notification from the program will be considered withdrawn. Applicants can claim for multiple projects in each application, but projects must be claimed separately within the application. The eligible invoice value on each application must be a minimum of \$4,000. Multiple applications can be made throughout the year as long as there is budget remaining.

Applications must be received within **60 calendar days** of completion of post-production, invoice date or signature date on the deal memo signed by the production company. A grandfather period will exist for those projects completed between April 1, 2018 and September 30, 2018. Applications for this period must be received no later than **November 29, 2018** for consideration.

Projects with budgets in excess of \$150,000 and a deal memo signed with a production company may qualify to have funds reserved. Applications must be received within 60 calendar days from signature date on the deal memo and funds will not be granted until project completion. Applicants must complete the online application and submit a copy of the signed deal memo for consideration.

Program staff provide consultative and administrative services to the PPG. They 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.

Program staff will evaluate applications based on eligibility criteria and prepare recommendations for the Minister and/or authorized representatives. Applicants will be notified in writing of the result of their application and/or funding status after the recommendation is approved.

All grant recommendations are reviewed and approved by the Minister and/or their authorized representative. Grant payments will be awarded upon approval. All funding decisions are final.

The Minister reserves the right to audit the books and records of any organization that receives a Post-Production, Visual Effects and Digital Animation Grant. These records may include, but are not limited to, the following:

- invoices, bank statements, cancelled cheques, audited financials, agreements, audited tax returns, payroll records, and contracts with individuals and companies.

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

## 9. Application Submissions and Questions

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

For assistance with this grant application, please contact:

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

T: 780-422-8584 (Toll-free calls can be made by first dialing 310-0000)

E: [postproductiongrant@gov.ab.ca](mailto:postproductiongrant@gov.ab.ca)