

2017 / 2018

Program Policy and Management Manual

Section 1: Film, Television and Digital Media Development Fund

**Nunavut Film
Development
Corporation**

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Section 1: Overview

Nunavut Film Development Corporation (NFDC), is a non-governmental organization, established by the Government of Nunavut's Department of Economic Development and Transportation (ED&T) to undertake administration of the Government of Nunavut's Film Television and Digital Media Development Policy. In 2017-2018 NFDC received \$326,000 for the organization's Operations and Management and \$1,235,000 for the Film Television and Digital Media Development Program.

Under the Film Television and Digital Media Development Policy, producers, film makers and production companies can submit funding applications under the following categories:

- [Entry-Level Experience Fund](#)
- [Industry Development and Training Fund](#)
- [Short Film Fund](#)
- [Creative Content Development Fund](#)
- [Market Endowment Fund](#)
- [Inuktitut Versioning Fund for Existing Programs](#)
- [Nunavut Spend Incentive Program](#)

2017/18 Program Offerings

Entry-Level Experience Fund

2017-18 Envelope \$10,000

The 'Entry-Level Experience Fund' is an initiative by NFDC to provide opportunities for Nunavummiut who are interested in exploring the potential for a future in the film, television and digital media industry. A recipient will receive up to \$5,000 to complete their project.

We anticipate this will take place in the form of specifically designed 'film camps', coordinated lecture series, film festivals etc. Community groups or individuals wishing to access this fund will have to demonstrate the ability to plan and implement an entry-level experience aimed at introducing Nunavummiut to the career possibilities inherent in a thriving film, television and digital media industry.

Industry Development and Training Fund

2017-18 Envelope \$20,000

The 'Industry Development and Training Fund' is an initiative by Nunavut Film to provide opportunities for those in the film, television and digital media production industry to obtain training at a professional level.

Application to the Program is open to industry associations, production companies, or individuals seeking to improve the professional development and training of their members, employees, or in the case of an individual, themselves.

Short Film Fund

2017-18 Envelope \$70,000

The First Short Film Fund is an initiative by NFDC to provide an opportunity for emerging filmmakers to participate in a mentored program that will:

- Provide successful participants with professional support while they develop and produce a short film in their own community (maximum up to 30 minutes in length) through mentoring from established industry leaders; and

- provide up to \$25,000 in cash and support, including the cost of mentoring services.

Creative Content Development Fund

2017-18 - \$45,000

The Creative Content Development Fund is an initiative that provides grants of up to \$7,500 per project to Nunavut production companies for the development of creative content for film, television and/or digital media.

Market Endowment Program

2017-18 Envelope - \$40,000

The Market Endowment Program is an initiative that awards an individual producer/filmmaker financial assistance up to \$5,000 to cover his/her costs to attend international markets, co-production conferences or forums. Assistance under this program is also available to producers or directors whose film has been nominated for an award or selected for screening at a major festival.

Inuktit Versioning Fund for Existing Programs

2017-18 Envelope - \$200,000

The 'Inuktit Versioning Fund for Existing Programs' is an initiative to provide support for the versioning of existing programming of relevance to Nunavut into Inuktit, either Inuktitut or Inuinnaqtun.

Nunavut Spend Incentive

2017-18 Envelope - \$850,000

The Nunavut Spend Incentive Program is an initiative that awards production companies a rebate on the total eligible costs for production goods and services purchased and consumed in Nunavut.

The definition of the Nunavut Spend Incentive includes all expenditures where the good and service is purchased and consumed in Nunavut.

An eligible company may apply through one of two incentives:

Spending Stream I - 27% (Majority Nunavut ownership 51%)

Spending Stream II - 17% (Equal or Minority Nunavut ownership 10% - 50%)

All costs must be consistent and competitive with industry standards.

Increased financial benefits may apply in cases where eligibility is enhanced by the employment and training of additional key creative personnel who are resident in Nunavut and/or the completion of an Inuktitut / Inuinnaqtun version of the production.

Eligible Productions

The following types of productions are eligible for rebate:

- feature length films, including animation, documentary or docudrama, intended for release in commercial cinemas, DVD sales and rentals and download;

- television programming intended for commercial broadcast, DVD sales and rentals and download including dramas, sitcoms, factual, variety, reality, lifestyle and animation for youth; and
- digital media projects, including those convergent to a television program intended for cross platform digital media exploitation and/or download.

The Nunavut Spend Incentive will support series production on the following basis:

Season One:	100% of the applicable rebate
Season Two:	80% of the applicable rebate
Season Three:	60% of the applicable rebate
Season Four:	40% of the applicable rebate
Season Five:	20% of the applicable rebate
Season Six:	No Funding

Only those eligible productions which spend more than \$25,000 on goods and services consumed in Nunavut are eligible to apply for a rebate.

The eligible production must comply with the laws and regulations established with respect to intellectual property and, where applicable, broadcasting.

Non-Eligible Productions

The following genres of production are NOT eligible for rebate:

- news, current events or public affairs programming;
- programs that include weather or market reports;
- talk shows;
- sports events or activities;
- gala presentations or award shows;
- projects that solicit funds;
- pornography;
- advertising and commercials;
- projects produced primarily for industrial, corporate or institutional purposes;
- projects, other than documentaries, which substantially consist of stock footage;
- projects that contravene any civil or criminal law;
- productions which spend less than \$25,000 on goods and services consumed in Nunavut; and
- productions which in the opinion of Nunavut Film will not be completed and delivered within the time frame proposed by the applicant

This manual outline step-by-step how to manage and report the different schedules of the Policy. [Section 2](#) discusses the administration of the contribution agreement (CA) for core and program funding. [Section 3](#) describes the steps taken during program design and each programs eligibility and applications process. [Section 4](#) outlines the procedures for management of the programs.

Section 2: Contribution Agreement

Administration of the contribution agreement for funding for NFDC under the Film, Television and Digital Media Development Policy can be divided into three (3) steps:

1. Initiating new fiscal year funding (contribution agreement and first payment)
2. Deliverables
3. Initiating the hold backs (second, third and fourth and final payment)

A new contribution agreement (CA) needs to be signed each fiscal year between NFDC and ED&T. The CA is valid for one fiscal year from April 1 to March 31. The terms for a CA is 50% first payment, 20% second payment, 20% third payment and 10% fourth and final payment. The first payment is payable upon the Minister's signature while the remaining payments are payable after the reporting deliverables of the CA are submitted to and approved by ED&T.

2.1. Initiating New Fiscal Year Funding

In the second week of **February** of the old fiscal year, the CEO contacts the Senior Advisor, Cultural Industries of the Department of Economic Development and Transportation (ED&T) at the Pangnirtung office to discuss the terms for the new CA (Anne-Cécile Grunenwald – AGrunenwald@gov.nu.ca, 867-473-2672).

- 2.1.1 Another ED&T staff member as assigned by the Director, Tourism and Cultural Industries may also do the development of the CA. If staff is in place, the CEO will liaise with the Senior Advisor, Cultural Industries who will prepare the new CA in **March**.
- 2.1.2 The new CA should be ready for signatures by **late-March to early-April**. (Don't be afraid to follow-up with the Senior Advisor for progress reports on the CA.)
- 2.1.3 The CA should be reviewed carefully by the CEO and then presented to the Chair of the Board for approval. The CEO can sign.
- 2.1.4 The CA is signed and dated by NFDC.
- 2.1.5 Appendix materials need to be assembled by NFDC:
 - (a) NFDC Business Plan and Budget (for the appropriate fiscal year)
 - (b) Roles and Responsibilities
 - (c) GN Film, Television and Digital Media Policy
- 2.1.6 The CA is returned to the Senior Advisor who forwards to the Director, Tourism and Cultural Industries who passes the CA up through the Assistant Deputy Minister (ADM) and, if required, to the Directorate for the Minister's signature. This should be completed as soon as possible after receiving the CA from ED&T.
- 2.1.7 The Assistant Deputy Minister of ED&T signs the CA. This may take as long as three (3) weeks.
- 2.1.8 After the CA is fully executed, a copy is emailed to NFDC and the first payment (50%) is processed by ED&T Finance.

2.2. Deliverables and Accountability

Because NFDC delivers a funding program on behalf of the Government of Nunavut, quarterly reporting (Narrative and Financial) and year-end reporting (Annual Narrative Report and Audited Financial Statement) are required to ensure the accountability of this service. There are quarterly payment holdbacks for the deliverables required and they are outlined in the CA. The last payment is 10% of total funding.

2.2.1 The primary deliverable is an audited financial statement for the fiscal year in question, which take into account the core expenditures **and** the funding program disbursements.

2.2.2 To prove accountability for the organization’s services, a **complete** year-end activity report of how funds were distributed through the funding program must also be submitted. An Excel spreadsheet is an acceptable format. For example:

Schedule	Company	Project	1 st payment	Date	2 nd payment	Date	Deliverables received

2.2.3 NFDC must submit an Annual Report to the Pangnirtung ED&T office by **September 30** of the new fiscal year.

2.3. Initiating the Holdback Payment

2.3.1 NFDC submits a year-end activity and expenditure report consisting of an audited financial statement and accounting no later than **July 30** of the new fiscal year to the Pangnirtung ED&T office.

2.3.2 Once the audited statements and year-end activity report are reviewed and approved, the 10% final payment is prepared by ED&T Finance and sent to NFDC. (Don't be afraid to follow-up with Pangnirtung ED&T office for progress reports on the payment.)

Section 3: Program Guidelines, Eligibility Criteria and Application Procedures

Prior to any call for submissions, NFDC will:

- 3.1 Design a menu of programs that supports the continuum of growth for Nunavut's film, television and digital media industry. The Programs offered in 2017-18 are described in [Appendices C through I](#).
- 3.2 Once the programs are developed NFDC will seek consensus of approval by key industry stakeholders, NFDC will then prepare a summary of the approved programs and forward them to the Government of Nunavut Management Committee for their approval.
- 3.3 The purpose of each program offered in 2017-18, and relevant eligibility criteria, level of funding and (if applicable) formulas used are described in each Program Guideline attached in [Appendices C through I](#).
- 3.4 The application forms outlining the procedures, key personnel, ownership for each program in 2017-18, and relevant documentation requirements is attached in [Appendices C through I](#).
- 3.5 An example of a 2017-2018 Contribution Agreement describing the recipient's accountability requirements, draw down provisions and default provisions is attached as [Appendix J](#).

Section 4: Program Management

Administration of the funding program of the Film, Television and Digital Media Policy can be divided into eight (8) steps:

- 4.1 Call for proposals
- 4.2 Receipt of applications
- 4.3 Review of eligibility
- 4.4 Preparation for application assessment.
- 4.5 Application assessment and decision
- 4.6 Monitoring deliverables and financial requirements
- 4.7 Economic Impact
- 4.8 Provision for disposition of any surplus funds

NFDC will open its programs for application on or about April 1st of each year with a time weighted evaluation process until all funds are committed.

4.1. Call for Applications

Nunavut Spend Incentive and all other funds and programs

- 4.1.1 Draft an announcement for distribution on social media (Twitter, Facebook) and mailing list created in-house by NFDC.
- 4.1.2 Post announcement, description, application form and related materials on NFDC website on or before April 1st.
- 4.1.3 Applications should be timed and dated as the incentive is based on a time weighted basis.

4.2. Receipt of Applications

Nunavut Spend Incentives and all other incentives

- 4.2.1 Applications are acceptable in print or electronic format as long as all the required documents are included.
- 4.2.2 As applications come in, add the project to the Master List of Applications Received ([Appendix A-Sample 1](#)), open a file for the project, review the project eligibility and include a checklist ([Appendix A-Sample 2](#)), a summary sheet ([Appendix B-Sample 1](#)) and a printed copy of all documents pertaining to the project.
- 4.2.3 Create a master list of all applications ([Appendix B-Sample 1](#)). An Excel spreadsheet is an acceptable format. For example:

Application Date	Fund/Program	Project	Production Company	Date Received	Acknowledgement Sent

- 4.2.4 On receiving an application, send out written letters by email to all applicants thanking them for their submission and stating that their applications have been received in good order and NFDC may contact them in the coming weeks for more information as the applications are reviewed ([Appendix B-Sample 2](#)). There are three parts to the review process – review of eligibility, preparation for application assessment and assessment and decision.

4.3. Review of Eligibility

- 4.3.1 The CEO, with the assistance of the Projects Manager, review each application for two specific reasons:
 - Assess any potential conflicts for selection committee members in relation to the applicants,
 - Ensure it meets the eligibility criteria of the program/fund applied for ([Samples of the Eligibility Checklists are included for each program in Appendix C through I](#)).
- 4.3.2 Once the eligibility of each application is confirmed, the CEO fills out a summary page for each project ([Appendix B-Sample 1](#)). If any of the summary information can't be filled in, this is a signal that the application is not complete and the CEO and/or Projects Manager follows-up with the applicant to get further information and clarifications.
- 4.3.3 If a project doesn't meet the criteria of the program applied for, the CEO and/or Projects Manager determines if the project may be better suited for another schedule. If it fits better under another program, the CEO can prepare the file for review by the review committee to consider the project under a more suitable schedule. If not, the CEO can recommend (with justification) to the committee that the project be rejected.

4.4. Preparation of Application Assessment

- 4.4.1 A master list of projects and the total ask for each schedule is tallied and recorded ([Appendix A-Sample 1](#)).
- 4.4.2 Applications should be prepared for the Review Committee.
- 4.4.3 Each application has its own digital and paper folder (clearly labeled – NSI 17-18-1) with all relevant project documents and the NFDC summary sheet;

- 4.4.4 A folder is also created for each program/fund and all the application files are put in the appropriate folder;
- 4.4.5 All folders are sent in one zipped file
- 4.4.6 The CEO contacts potential Review Committee members individually to request their participation.
- 4.4.7 Once the Review Committee members are identified, the CEO sends out a group e-mail with the following information and guidelines (include a copy of NFDC Program Guidelines)

This year (201X – 201X) the selection committee members are:

(Make a list with a short bio for each person)

Please note that the names of Review Committee members will be kept confidential until after the selection process is complete. Everyone involved in the process is asked to please respect this in the interest of fairness to all applicants.

As well, the discussions related to assessment and approval/rejection of any application will remain confidential, (within the Review Committee and those directly involved with the funding), and any questions related to the assessment process (or the recommendations made) will be directed to NFDC.

When the process is complete, information about funding selections and the committee process will be made available through the NFDC office.

- 4.4.8. Applications which meet the Eligibility Criteria and are complete will be reviewed by a Review Committee consisting of four individuals: the CEO of NFDC together with two qualified independent film and television professionals and a resident of Nunavut, operating at arm's length. The Review Committee will conduct a detailed and comprehensive evaluation of the applications taking the following into consideration:
 - Presentation and viability of submission;
 - Track record and capacity of the applicant company;
 - Tract record of the individual producer(s) including credits and recent production volume;
 - Total estimated eligible Nunavut costs;
 - If applicable, levels of ownership and control

The decision-making process will be fair, explicit and without conflict of interest.

4.5. Assessment and Decision

- 4.5.1 The Review Committee provides feedback by either email correspondence, conference call or face to face.
- 4.5.2 Review Committee members are paid to a maximum of \$1000 per fiscal year. \$500 at the beginning of the fiscal year and \$500 at the end of the fiscal year. This fee covers their time for reviewing projects and providing analysis on their recommendations.
- 4.5.3 The CEO chairs the Review Committee meeting/s and the Projects Manager takes the meeting minutes where discussion, recommendations and justifications are officially recorded.

At the time of project review, applications are assigned a coding that would indicate their status. For example:

A = Funded.

B = Accepted but not funded due to shortage of program funds.

C = Rejected.

B level projects are considered when slippage occurs and funds become available as the fiscal year progresses. In order to qualify, the following would need to be in place:

1. Projects have been reviewed to ensure that they qualify for the program.
2. Projects are or have been accepted but not funded due to shortage of funds.

If funding allows, individual project funding may be augmented (additional money to provide additional services) at the recommendation of the Review Committee.

- 4.5.4 The CEO summarizes the recommendations made by the Review Committee. (Project, company, ask, received, overall schedule ask).
- 4.5.5 The decisions are entered on the summary sheets ([Appendix B-Sample 1](#)).
- 4.5.6 The CEO and or Projects Manager notifies applicants of the decision by written letter. Letters include diplomatic reasons for acceptance or rejection ([Appendix B-Samples 3 and 4](#)).
- 4.5.7 The unsuccessful applicant may appeal the decision of NFDC, in writing, no later than 30 days following the date that the applicant receives notification of the decision. Grounds for appeal will be considered if:
 - (i) New information which affects the applicant's demonstrated need, viability or proposed benefits becomes available after an application has been submitted and a decision made; or,
 - (ii) There is reason to believe the provisions of the Government of Nunavut's Film, Television and Digital Media Policy or the approved Policies, administrative Procedures and Program Evaluation processes of the Corporation were not fairly and adequately applied.
 - (iii) Applicants may further appeal decision of the Corporation on the appeal by means of a subsequent appeal to the Director, Tourism and Cultural Industries, whose decision will be final.
- 4.5.8 The CEO prepares a press release for all media outlets including Nunatsiaq News, News North (Nunavut edition), CBC North and Nunavut Film's website ([Appendix B-Sample 5](#)).
- 4.5.9 Contribution Agreements (CA's) for successful applicants are drafted as soon as possible after the announcements. There are templates for each schedule and this is a fill in the blank exercise.
- 4.5.10 When the CA's are prepared, the CEO and/or Projects Manager sends a PDF copy of the Contribution Agreement and a Word copy of Schedule A, B and C to the recipient with the following instructions ([Appendix B-Sample 6](#)):
 - Review the CA. If there are any questions, contact NFDC to discuss.
 - Complete Schedule A, B and C as per your application. Return a PDF copy of Schedules A, B and C.
 - If in agreement with the CA as written, NFDC will return a full PDF copy of the Agreement including the Schedules for signature. Have the appropriate person with signing authority sign the Agreement in blue ink. A witness also signs in blue ink.
 - In addition to the signed CA, please supply NFDC with an invoice for first payment.
 - A PDF copy with signatures is returned to NFDC.
 - The signed copy will be signed by the CEO.
 - The signed copies are distributed as follows – one copy is returned to the recipient; one copy is filed for finance; one copy goes in the project folder.

4.5.11 The recipient's CA package includes a cheque for the first payment.

4.6. Monitoring and Financial

- 4.6.1 On or before January 31st of the current fiscal, the Projects Manager will send an email requesting an interim status report. The Projects Manager will also track projects that require additional deliverables and three payment schedules (such as Nunavut Spend Incentive Program).
- 4.6.2 If NFDC determines the project in jeopardy of being unable to meet the conditions of the contract, NFDC will notify the recipient in writing of the delivery due date and give notice that unless the conditions are met they should anticipate funds not being advanced by NFDC.
- 4.6.3 Six weeks prior to the project completion date (and last payment) the Projects Manager sends out email reminders of the final payment deliverables, and a reminder to complete the Economic Impact Statement ([Appendix B-Sample 10](#)).
- 4.6.4 Once the deliverables are received, the Projects Manager reviews all reporting and determines if it meets the criteria of the schedule in question. If not, the Projects Manager contacts the applicant for clarifications and more documentation. If yes, copies are put in the project folder.
- 4.6.5 The Projects Manager updates the tracking sheet ([Appendix B-Sample 10](#)) to reflect deliverables received.
- 4.6.6 The Projects Manager sends a thank you letter to the applicant ([Appendix B-Sample 11](#)) with the last payment, and a Program Funding Receipt to be completed and signed by the recipient.
- 4.6.7 On the tracking sheet ([Appendix B-Sample 10](#)), the Projects Manager records the date that the last payment is sent and the date that the cheque is cashed.
- 4.6.8 Add finished product to the NFDC library and record in product inventory list.
- 4.6.9 At year-end, the CEO sends a report about the completed projects to ED&T as part of the overall GN reporting requirements.

4.7. Economic Impact

- 4.7.1 For each completed project, a completed Economic Impact Statement ([Appendix B-Sample 10](#)) is collected
- 4.7.2 A hard copy of this statement goes into the project file.
- 4.7.3 On an annual basis, the CEO compiles all information and prepares an Economic Impact report for ED&T.
- 4.7.4 These results and accomplishments should be promoted when possible through press releases.
- 4.7.5 One of NFDC's priorities is to develop and maintain an inventory of products, issues and accomplishments of program applicants. This collection of information can be used to

leverage partnerships and additional funding. It is also useful for advocacy purposes, capacity building and positioning within the NFDC sector.

4.8. Provision for the Distribution of any Surplus Funds

4.8.1 Contingent Liabilities

In the event that a Recipient is unable to meet the conditions of its CA by NFDC's fiscal year end or by the completion date set out in the CA. The CEO will forward a written notice of default to the recipient. The contractual draw downs not satisfied by the recipient and paid out by NFDC as of its fiscal year end will be held on the financial records of NFDC as contingent liabilities. The recipient will be required to satisfy the conditions of its CA with NFDC on or before the date specified in the CA. Failure to do so will result in a relinquishment of the NFDC's obligations under the CA.

The NFDC will remit to the GN on or before December 31st any surplus funds, being the proceeds of any contractually unsatisfied liabilities.

4.8.2 Unallocated Funds

In the event that NFDC is unable to commit the full amount of its annual program allocation from the GN as of the 31st of January, the CEO will communicate with key industry stakeholders and conduct a needs assessment for the use of these unallocated funds.

In the event that program funds remain uncommitted at the fiscal year-end, NFDC will remit uncommitted funds to the GN within 60 days of completion of its annual audit.

List of Documents

Appendix A - Core Funding

- Sample 1. Master list of received applications

Appendix B - Funding Program

- Sample 1. Project Summary and Review Notes
Sample 2. Letter – thank you for applying
Sample 3. Letter – rejection
Sample 4. Letter - acceptance
Sample 5. Press Release
Sample 6. CA Instructions
Sample 7. Reporting
Sample 8. Economic Impact
Sample 9. File Checklist
Sample 10. Project Tracking Sheet
Sample 11. Thank you – 2nd payment & Funding Receipt

Appendix C – Entry-Level Experience Fund

- Program Guidelines, Application Form, Eligibility Checklist, Contribution Agreement

Appendix D – Industry Development and Training Fund

- Program Guidelines, Application Form, Eligibility Checklist, Contribution Agreement

Appendix E – Short Film Fund

- Program Guidelines, Application Form, Eligibility Checklist, Contribution Agreement

Appendix F – Creative Content Development Fund

- Program Guidelines, Application Form, Eligibility Checklist, Contribution Agreement

Appendix G – Nunavut Spend Incentive Program

- Program Guidelines, Application Form, Eligibility Checklist, Contribution Agreement

Appendix H - Market Endowment Program

- Program Guidelines, Application Form, Eligibility Checklist, Contribution Agreement

Appendix I - Inuktitut Versioning Fund for Existing Programs

- Program Guidelines, Application Form, Eligible Nunavut Costs Worksheet, Eligibility Checklist, Contribution Agreement

Appendix A. Core Funding

Sample1 - Master List of Received Applications

MASTER LIST OF RECEIVED PROJECTS 2017-2018				
Entry Level Experience Fund - \$10,000				
Application Date	Fund / Program	Production Company	Fund Request	Date & Time Received
Industry Development and Training Fund - \$20,000				
Application Date	Fund / Program	Production Company	Fund Request	Date & Time Received
Short Film Fund - \$70,000				
Application Date	Fund / Program	Production Company	Fund Request	Date & Time Received
CREATIVE CONTENT DEVELOPMENT FUND - \$45,000				
Application Date	Fund / Program	Production Company	Fund Request	Date & Time Received
NUNAVUT SPEND INCENTIVE - \$850,000				
Application Date	Fund / Program	Production Company	Fund Request	Date & Time Received
Market Endowment Program - \$40,000				
Application Date	Fund / Program	Production Company	Fund Request	Date & Time Received
Inuktit Language Enhancement & Inuktit Versioning Fund - \$200,000				
Application Date	Fund / Program	Production Company	Fund Request	Date & Time Received

Appendix A – Sample 2.

ELIGIBILITY CHECKLIST-Nunavut Spend Incentive			
	YES	NO	NOTES
Nunavut registered company			
Majority owned by resident individual producer			
Registered head office in Nunavut			
Owens copyright or underlying rights			
Own or access to digital media rights			
Resident producer has direct control/central decision maker			
2 years experience as producer			
Relevant producer credits			
Project(s) in development/demonstrated commitment			
Respect of Inuit societal values			
In good standing			
Project is eligible			
Budgeted costs are eligible			
Broadcast commitment (Stream II only)			
Key positions filled by residents of Nunavut			
Application complete			
Supporting documentation complete			
Pending Issues:			
Documents Required:			

Appendix B – Sample 1.

Application Summary & Review Notes 2017-2018

Program:

Applicant:

Project:

Application Signature:

Application Received:

Application Reviewed:

Funding Request:

Description:

Analysis / Questions

Notes / Comments:

Recommendation to Review Committee:

Review Committee Recommendation:

Decision:

February 16, 2018

Appendix B – Sample 2.



October 15, 2017

NAME
P.O. Box
Address
Iqaluit, NU X0A 0H0

**RE: APPLICATION TO THE NUNAVUT SPEND INCENTIVE PROGRAM
2017-2018**

Dear:

Thank you for your response to the call for proposals issued by Nunavut Film. This letter is to acknowledge receipt of your application for “PROJECT NAME” to the “NAME OF PROGRAM/FUND” for 2017-2018.

NFDC’s Review Committee will be making recommendations on received applications in the next few weeks and we will advise you of your application’s status as soon as possible.

Thank you for your interest.

Qujannamiik,

Huw Eirug
CEO, Nunavut Film Development Corporation

Appendix B – Sample 3.



October 15, 2017

NAME
P.O. Box
Address
Iqaluit, NU X0A 0H0

**RE: APPLICATION TO THE NUNAVUT SPEND INCENTIVE PROGRAM
2017-2018**
Project:

Dear:

On behalf of Nunavut Film, I am writing to you with respect to your application for “**PROJECT NAME**” under the “**NAME OF PROGRAM/FUND**” for 2017-2018.

NFDC assembled a Review Committee made up of industry professionals to assess applications to the funding programs.

Based on the information provided in your application, I regret to inform you that “**PROJECT NAME**” was not recommended for funding under the **NAME OF PROGRAM/FUND**. The Review Committee determined that the proposal did not **provide enough supporting documents such as budget, resumes, or a work plan.**

Should you have any questions, please do not hesitate to contact me at the Nunavut Film office or by email at ceo@nunavutfilm.ca.

Sincerely,

Huw Eirug
CEO, Nunavut Film Development Corporation

Appendix B – Sample 4.



nunavut film development corporation
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October 15, 2017

NAME
P.O. Box
Address
Iqaluit, NU X0A 0H0

**RE: APPLICATION TO THE NUNAVUT SPEND INCENTIVE PROGRAM
2017-2018
Project:**

Dear:

On behalf of Nunavut Film, I am writing to you with respect to your application to the Nunavut Spend Incentive Program (NSI) for the above noted project.

Your application has been reviewed by NFDC and the Review Committee and approval has been given to fund the project from the Nunavut Spend Incentive Program for the following amounts:

1. Nunavut Spend Incentive: \$0.00
2. Eligible enhancement for Inuktut language production: \$0.00

Total funding: \$0.00

After receiving confirmation of receipt of this funding offer, Nunavut Film will prepare a Contribution Agreement for your signature. Please note that all previous reporting / and or repayments must be settled before any new funding is issued.

Should you have any questions, please do not hesitate to contact me at the NFDC office or by email at ceo@nunavutfilm.ca.

Sincerely,

Huw Eirug
CEO, Nunavut Film Development Corporation

Appendix B – Sample 5.



Iqaluit, Nunavut.

October 11, 2017

The Department of Economic Development and Transportation (ED&T) and Nunavut Film Development Corporation (NFDC) are pleased to announce the approval of financial commitments to **XX** film, television and digital media projects in Nunavut.

In total **\$XXX** thousand dollars will be allocated to film, television and digital media projects in the form of labour market support, development loans, marketing assistance, professional development, and industry development and training. **Some of the projects are: workshops, development of film/television/animation projects, etc etc.**

An independent Review Committee assessed the applications and made recommendations to Nunavut Film. The Review Committee was pleased to see applications from all regions of Nunavut and were supportive of the focus on developing a new generation of filmmakers. Recipients of the funds include.....

Further information is available by contacting the Nunavut Film Development Corporation at 867-979-3012 or emailing info@nunavutfilm.ca.

Appendix B – Sample 6.



Process for Completion of Contribution Agreements

- Complete Schedule A, B and C (Word Doc) in accordance with the application sent to Nunavut Film.
- Return a completed Schedule A, B and C as a PDF file to Nunavut Film.
- NFDC will then return a full PDF copy of the Contribution Agreement including the Schedules for signature.
- Have the appropriate person with signing authority sign the Agreement in blue ink. A witness also signs in blue ink.
- A PDF copy with signatures is returned to Nunavut Film for signing by the CEO.
- A fully executed Agreement will be returned to you.
- On receiving a fully executed Agreement, please supply NFDC with an invoice for first payment. Please note the Project File Number (NSI-17-18-1) and funding category in the invoice (NSI / Language Versioning).

Appendix B – Sample 7.

Reporting Requirements

Entry-Level Experience Fund

- an Initial Advance (75%) paid upon execution of a Contribution Agreement with Nunavut Film and receipt of satisfactory evidence that the applicant has met any outstanding drawdown conditions; and
- a Final Advance (25%, or less in the event that the total development commitment is not fully spent) paid upon receipt and acceptance of the following:
 - detailed report on all activities, number of participants and their evaluation of the event
 - final accounting of costs and the corresponding financing structure
 - copies of work completed (if applicable).

Industry Development and Training Fund

- an Initial Advance (75%) paid upon execution of a Contribution Agreement with Nunavut Film and receipt of satisfactory evidence that the applicant has met any outstanding drawdown conditions; and
- a Final Advance (25%, or less in the event that the total commitment is not fully spent) paid upon receipt and acceptance of the following:
 - written report on all activities, number of participants and their evaluation of the event
 - final accounting of costs and the corresponding financing structure,

Short Film Fund

- Up to \$25,000 in the form of payment by Nunavut Film upon receipt of appropriate invoices to be used to complete their first short film.

Creative Content Development Fund

- An Initial Advance (75%) paid upon execution of a Contribution Agreement

- with Nunavut Film and receipt of satisfactory evidence that the applicant has met any outstanding drawdown conditions; and
- A Final Advance (25%, or less in the event that the total development commitment is not fully spent) paid upon receipt and acceptance of the following:
 - copy of the content created, and
 - final accounting of costs and the corresponding financing structure.

Nunavut Spend Incentive Program

Spending Stream I and II recipients: the Nunavut Film contribution will be paid in three advances, as follows:

- 40% upon execution of a Contribution Agreement;
- 40% upon receipt by Nunavut Film of a copy of a fully executed agreement entered into with a broadcaster or bona fide distributor; and verifiable commitments for full financing; or in the case of digital media projects a marketing plan and verifiable commitments for full financing.
- 20% upon completion and delivery of the eligible production (and, if applicable, an Inuktitut version), receipt and approval of an audited statement of total production costs and receipt of a completed Economic Impact Statement.

Other conditions may apply and will be outlined in the Contribution Agreement entered into with Nunavut Film. With respect to productions with budgets of less than \$500,000, Nunavut Film will accept a review engagement report.

With respect to productions with budgets of less than \$200,000, Nunavut Film will accept a statutory declaration signed by the Nunavut producer and accompanied by a final cost report.

Any audit, review engagement report or statutory declaration must be accompanied by detailed breakdown of actual eligible Nunavut costs. All cost reports (whether prepared on the basis of an audit, review engagement report or declaration of final costs) must be prepared and presented according to generally accepted accounting principles and standards in Canada.

8.4 FINAL COST REPORTING. Within ninety (90) days following completion of the Production, or sooner if so requested by Nunavut Film, the Producer, or its Affiliate, shall provide to Nunavut Film, at the Producer's or Affiliate's sole cost, an final accounting of the actual total costs of the Production and thereafter, promptly upon request, shall provide to Nunavut Film, at no charge, a copy of the final Audited Statement of Costs of the Production together with a corresponding

statement of the actual final Financing Sources; including as a schedule or note to this Audited Production Cost Statement a final, detailed breakdown of all Eligible Nunavut Costs and all other expenses related to the Production. If the Production has a total production budget of less than \$500,000, Nunavut Film will accept a review engagement report in lieu of an audited statement of the Production's costs. If the Production has a total production budget of less than \$200,000, in lieu of an audited statement of the Production's costs, Nunavut Film will accept a statutory declaration signed by the individual producer accompanied by a final cost report with a detailed breakdown of all Eligible Nunavut Costs and all other expenses related to the Production.

Market Endowment Program

- Nunavut Film will provide up to \$5,000 towards the total final approved 'Eligible Costs' to attend a Market Event.
- Recipients of funds under this program will be required to submit a final report within forty-five days of return from the Market Event (or by April 15th of the subsequent fiscal year for Market attendance in the last month of the current fiscal year).
- This report must include a written description of the benefits and outcomes resulting from attendance at the Market Event, an expense report, and copies of all receipts for all costs.

Inuktut Versioning Fund for Existing Programs

- An approved recipient will receive a grant of 33% of the cost of versioning up to a maximum grant of \$10,000 per project payable as follows:
 - 50% upon approval and execution of a Contribution Agreement;
 - 50% upon receipt of a signed final cost report and a copy of the program.

Appendix B – Sample 8.



nunavut film development corporation
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Economic Impact Statement

Date of Completion:

Thank you for completing the Nunavut Film Development Corporation's Economic Impact Statement. This confidential report provides valuable information about the impact of production that will be used to support the work of this non-profit corporation and the film industry in Nunavut. This form has been developed by the Association of Film Commissioners International (AFCI) and the film/television industry.

COMPANY INFORMATION

Project Title:	
Primary Production Company:	
Permanent Address 1:	
Permanent Address 2:	
City:	
Territory/Province/State:	
Postal Code:	
Country:	
Report Completed by:	
Title:	
Phone:	
Email:	

PRODUCTION INFORMATION

City, county, state or province	
Production Type (feature, commercial)	
Shooting Format	
Start Date	
End Date	
Delivery Date	
Principal Language Used	
Number of Pre-Production Days in this Jurisdiction	
Number of Production Days in this Jurisdiction	
Number of Wrap Days in this Jurisdiction	
Total Days of Production (all jurisdictions)	
Major Locations Used	
Number of Room Nights	
Total Production Budget	

LOCAL PERSONNEL (please clearly indicate personnel who are Nunavut Beneficiaries)

	NUMBER OF PEOPLE	TOTAL WORK DAYS	AMOUNT SPENT
Crew			
Actors			
Extras			
Other Local Hires			
TOTAL			

FINANCIAL INFORMATION (Please use local currency)

Local Personnel (from table above)	
Accommodations	
Vehicle Rental	
Equipment Rental	
Office Supplies	
Wardrobe/Costumes	
Lumber & Hardware	
Props	
Per Diems	
Building Rental (production office, studio, locations)	
Utilities	
Location Fees	
Permit Fees	
Catering/Food	
Other Rentals	
Other Purchases	
Other Expenses	
TOTAL SPENT ON LOCATION	

Thank you for completing this Economic Impact Statement. If you have any questions, contact the commissioner listed below.

Please return this report to:

Nunavut Film Development Corporation
 POB 2398, Iqaluit, Nunavut, Canada, X0A 0H0
info@nunavutfilm.ca

Appendix B – Sample 9.



Process for Completion of Contribution Agreements

- **Once all signatures are in place, keep one paper copy on file, one PDF copy on office drive and email PDF copy to the recipient.**
- **For each NFDC file / digital folder, each project should contain the following documents:**
 - 1. Folder marked project Index Number (e.g. NSI-17-18-1 Name of Project)**
 - 2. The proposal**
 - 3. Cover letters or application forms from the applicant**
 - 4. Correspondence from NFDC concerning the project, i.e. receipt of application, successful proposals, funding approvals etc.**
 - 5. The fully executed Contribution Agreement**
 - 6. Scanned copies of invoices including bookkeeping reference (J180) cheque with bookkeeping reference (J181) detailing cheque number (00257), cheque stub, or cancelled cheques.**
 - 7. Deposit documents from banking institutions.**
 - 8. Banking information about the recipient (deposit information).**

- 9. Copy of CEO recommendations to Review Committee and Review Committee summary of comments and recommendations.**
- 10. Any other relevant / important correspondence regarding the CA negotiations, decisions to refuse funding etc.**
- 11. Documentation outlining reasoning and calculation of any funding adjustments made at any Payment stage.**
- 12. Tracking Sheet noting payment percentages and amounts, payment due dates and date for final delivery.**

Appendix B – Sample 10.

PROJECT TRACKING SHEET

PROJECT NAME:			
Project Details:			
NFDC CODE	NSI-17-18-1		
CA DATE	25-Jul-17		
Applicant	Production Company		
Contact			
Address			
Phone			
Email			
PROGRAM / FUND	Nunavut Spend Incentive		
Funding Amount:	\$0		
Inuktut Language	\$0		
Training Enhancement	N/A		
1st Payment %	40%		
Funding / Program:			
Inuktut Language			
Training Enhancement			
TOTAL:		Invoice No.	Cheque No.
DATE PAID:			
2nd Payment %	40%		
Funding / Program:			
Inuktut Language			
Training Enhancement			
TOTAL:		Invoice No.	Cheque No.
DATE PAID:			
3rd Payment %	20%		
Funding / Program:			
Inuktut Language			
Training Enhancement			
TOTAL:			
FINAL DELIVERABLES DUE DATE:	March 31, 2017		
DATE RECEIVED:			
ANY ADJUSTMENTS TO FINAL PAYMENT:		REASON	
Funding / Program:			
Inuktut Language			
Training Enhancement			
FINAL PAYMENT TOTAL:			
VARIANCE FROM CA TOTAL:		Invoice No.	Cheque No.
DATE PAID:			

Appendix B – Sample 11.



Date

Recipient Address

Dear Recipient:

Thank you for submitting your final reports and documents to Nunavut Film. This letter is to acknowledge that the documents have been reviewed and meets the reporting requirements for the 2017-2018 (NAME) Fund / Program.

Enclosed please find your final payment in the amount of \$XXXX.XX. Please sign the confirmation receipt and return to the Nunavut Film office by email or mail.

Thank you for your valuable contribution to the Nunavut film, television and digital media industry. I wish you continued success in your endeavours.

Qujannamiik,

Huw Eirug,
CEO, Nunavut Film Development Corporation



Program Funding Receipt

This document is to certify that I, _____,
have received my final funding payment from Nunavut Film
in the amount of _____ under the 2017-2018 _____
Fund / Program.

Signature of recipient: _____

Dated: _____

2017 / 2018

Program Policy and Management Manual

Film, Television and Digital Media Development Programs and Funds

Appendix C – Entry-Level Experience Fund

- Program Guidelines, Application Form

Appendix D – Industry Development and Training Fund

- Program Guidelines, Application Form

Appendix E – Short Film Fund

- Program Guidelines, Application Form

Appendix F – Creative Content Development Fund

- Program Guidelines, Application Form

Appendix G – Nunavut Spend Incentive Program

- Program Guidelines, Application Form

Appendix H - Market Endowment Program

- Program Guidelines, Application Form

Appendix I - Inuktut Versioning Fund for Existing Programs

- Program Guidelines, Application Form

Appendix J – Contribution Agreement Example