

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

Albertan

Defined as a lawful resident of Canada for the purposes of the *Income Tax Act (Canada)* who: was a resident of Alberta on December 31 of the year preceding the one in which principal photography of the production commences or commenced; and files an Alberta Income Tax return as a resident of Alberta and did so for the previous income tax year immediately preceding the one in which photography of the production commences or commenced.

Applicants may request that individuals be considered Albertan if they have filed an Alberta Tax Return in any of the 4 prior taxation years. Only those individuals approved in an advance ruling will be considered.

Alberta Spend

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

Certification of Incorporation

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

Chain of Title

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

Change of Scope

An anticipated fundamental change in the way the grant recipient wants to use the grant funds.

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.

Confirmed Financing

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

Control

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

Co-Production

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

Co-Production Agreement

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

Corporate Overhead

Indirect costs associated with running a business. Corporate overhead encompasses all the costs that are not directly factored into producing a product or service.

Economically Disadvantaged Region

An economically disadvantaged region is defined as a region of the province where the unemployment rate is higher than the Provincial average. For the purpose of awarding points under the SPG evaluation criteria, rates will be reviewed against those for the month immediately preceding the month of application or the month of principal photography start date, whichever is earlier.

The current provincial unemployment rate can be found at <http://economicdashboard.alberta.ca/Unemployment#interprovincial>

Current regional unemployment rates can be found at http://srv129.services.gc.ca/eiregions/eng/region_search.aspx

Eligible Expense Worksheet

An excel template that outlines Alberta costs, non-Alberta costs and total costs. Applicants are encouraged to use this template.

End of Reporting Period

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

Expense Eligibility Period

The expense eligibility period spans the entire production period from the pre-production start date to the end of the reporting period.

Extra-Provincial Registration

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

Funding Envelope

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

Head of Department Position(s)

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

Interim Financing

Applicants may choose to opt for interim financing, which involves assigning payments under the financing agreement to a bank as security. Assignment Agreement including Notice of Assignment templates are available on the Alberta Media Fund website.

In-Kind Contributions

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

Producer Fees

Are considered the fees for producers and the Heads of Department positions that they hold. The total salaries and fees for Head of Department position services payable to producers engaged in Head of Department positions will be capped at 20 per cent of the budget.

Principal Photography

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

Production Schedule

A detailed schedule outlining the shoot dates and locations.

Proof of Filing

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

Recognition Statement

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

Related Party

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

Related Party Transaction

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

Significant Influence

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

Statutory Declaration

A declaration sworn before a Commissioner for Oaths.

Treaty Co-Production

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