

FOR OFFICE USE ONLY Date Received: _____ Application File Number: _____

Project Name: _____

Applicant Company Name: _____

Please place a check for each item in the list if complete and enclose a copy of this completed checklist with your submission. This list is not exhaustive and Program Staff may request more information if it is required. Applicants are advised to review their signed grant agreement before submission of their final reporting.

No.	Item/Description	✓	Office Use
1	A completed final report form, to be submitted via the online grant application system.		
2	A DVD of the completed production submitted to: Alberta Media Fund Cultural Industries Branch, Alberta Culture and Tourism 140, 4211-106 Street, Edmonton, AB T6J 6L7		
3	<p>For Productions with costs exceeding \$200,000 an Audited Financial Statement prepared according to Canadian generally accepted accounting principles and audited according to Canadian generally accepted auditing standards, including a report on the results of applying specified audit procedures.</p> <p>For Productions equal to or under \$200,000 an uncertified Final Cost Report supported by a Statutory Declaration, and a list of all Albertans in Head of Department positions supported by a Statutory Declaration verifying that all Albertans in Head of Department positions satisfy minimum requirements.</p> <p>The following must be included as a schedule or note to the Audited Financial Statement or uncertified Final Cost Report:</p> <ul style="list-style-type: none"> • 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; 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. <p>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).</p>		

4	<p>The final list of Head and Tails Credits as they actually appear on the completed Production, with all Albertan personnel clearly noted. The Tail Credits must include a credit for the Alberta Media Fund (AMF), “Produced with the assistance of the Government of Alberta, Alberta Media Fund” and the correct Government of Alberta logo. Please note credits are required for each episode in a series.</p> <p>If the credits for all episodes are the same, then written confirmation signed by the producer to that effect plus one copy of the credits will suffice. If the Production was shot in Alberta a credit must be included in the Tail credits, “Shot on location in Alberta, Canada”.</p>		
5	Related Party Transaction Declaration, if applicable.		
6	Diversity Plan Tracking Sheet, if applicable.		
7	Any material to support the Economic or Diversity Benefit Evaluation Criteria as submitted with the application, and outlined in the grant agreement.		
8	Any new or amended document which directly or indirectly references the AMF or the AMF contribution, or which may affect Applicant or Project eligibility.		
9	If available and requested by Alberta Culture and Tourism a full press kit as well as any additional publicity/promotional materials available (i.e., posters, video, etc.), with an acknowledgment that Alberta Culture & Tourism may use the press kit, including the name of the Production, excerpts from the Production, stills and other materials to publicly promote the AMF and the Alberta film industry. These materials may be required prior to final payment.		
10	Such other documentation that the AMF advises that Applicant may be required in the circumstances of the application.		