

This Frequently Asked Questions document will be updated from time to time, and Applicants are encouraged to review the program guidelines for program specifics at www.Albertamediafund.ca.

What is the Screen-Based Production Grant?

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. The purpose of the grant is to provide economic and industry development benefits to Alberta by supporting and encouraging screen production (and the resulting production expenditures) in Alberta.

Is the Alberta Production Grant still available?

The Screen-Based Production Grant (SPG) replaces the Alberta Production Grant. While there are many similarities between the programs, the SPG has scheduled intakes three times per year and applications are scored against economic and cultural criteria. Any application created but not submitted for the Alberta Production Grant is no longer relevant.

Can I apply any time?

Grant intakes are scheduled three times per year. Intake will open 60 days prior to the grant deadline. Grant deadlines are 11:59 pm on:

- March 31;
- July 31; and
- November 30.

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 no later than 180 days following the application deadline.

Incomplete submissions will not be accepted.

What grant amount can I receive?

A grant of up to 30 per cent of **Eligible Alberta Production Expenditures** is available for eligible production companies.

- The Cultural Envelope supports grant requests up to and including \$3 million;
- The Commercial Envelope supports grant requests greater than \$3 million, up to \$5 million, with a cap increase of up to \$7.5 million for a small number of eligible productions.

Each envelope has two tiers to distinguish between those that are Albertan and those that are Non-Albertan.

What types of organizations are eligible to receive funding?

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

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 the Corporate Registry.

What is a commercial license agreement?

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 license agreement does not require a license fee; purchased airtime is not eligible. A fully executed agreement is required with application submission.

What is a project?

A segment of content intended for broadcast or distribution; it may include a single production or a series of related productions that are produced or air over a common time period.

What types of projects are eligible to receive this funding?

Eligible projects must be new productions, no repackaging of previously completed projects will be considered.

Eligible projects must spend a minimum of \$50,000 (before GST) of Eligible Alberta Production Expenditures.

What projects are NOT eligible for funding?

Genres and platforms NOT eligible for funding include:

- News, current events or public affairs programming, or a program that includes weather or market reports;
- 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 licenced and commercially distributed television program or feature film funded through the AMF);
- Software/programming applications; and
- Video distribution platforms or aggregators.

How is “Albertan” defined?

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 individuals, who have filed an Alberta Tax Return in any of the four prior taxation years, be considered Albertans. Requests must be submitted at the time of application.

I’m not an Alberta Producer; can I still apply for the grant?

Yes, you would be able to apply under Tier 2 as long as the other eligibility requirements are met. You will be required to incorporate in Alberta or register with the corporate registry if you have not already.

How is “level of ownership” determined?

Level of ownership in a production will be determined proportionate to the degree that the Albertan producer(s):

- Exercise creative and financial control over the production; and
- Share 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.

What if an Albertan shares a Head of Department position or holds multiple Head of Department positions?

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.

I have 1 (or more) Albertans in lead or supporting performer roles. What is an eligible Albertan performer?

An eligible Albertan performer must be engaged as a principal actor as defined by the Alliance of Canadian cinema, Television and Radio Actors (ACTRA) as follows:

- 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;

What are the requirements for contracting Albertan performers?

- For one performer, the contract must be in the top seven performer contracts issued;
- For two performers, the contracts must be in the top eight performer contracts issued;
- For three performers, the contracts must be in the top nine performer contracts issued.

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

What are the Eligible Albertan Production Expenditures?

Please visit www.albertamediafund.ca to view the eligible expense worksheet.

What happens if I submit a complete application form before the deadline for an intake?

All complete applications will receive an acknowledgement letter confirming if they are eligible or ineligible to be considered for funding. If eligible, this letter will confirm the tier they will be evaluated under.

How are the eligible applications evaluated?

Applications are evaluated against economic and cultural benefit criteria and assigned a score.

When grant requests for an intake exceed available funding, funding will be awarded per envelope based on application scores, with highest scoring applications receiving priority.

How long does the grant assessment and evaluation process take?

The typical grant assessment and evaluation process takes 6-8 weeks depending on intake volumes. Program staff will evaluate applications and prepare recommendations for the Minister. Applicants will be notified in writing of the result of their application.

For approved applications, applicants will be sent a letter of intent and a grant agreement (including project deliverables and reporting requirements).

Can I appeal a grant decision?

No, all funding decisions are final. Applicants that are successful are welcome to reapply for the next intake assuming they meet all eligibility requirements.

How are grant payments scheduled and triggered?

Grant payments will be scheduled according to the estimated milestone dates provided with the application.

You must submit the required reporting for each milestone to trigger the associated payment. Failure to notify staff of delays or to submit the milestone reporting could result in the applicant being deemed in breach of the terms and

conditions of the grant agreement and may impact future eligibility or result in a request for repayment of funds already received.

What if I miss a reporting deadline?

Failure to meet scheduled reporting requirements will halt grant payments and could result in a breach of the terms and conditions of the grant agreement.

If production falls behind schedule and you might miss a deadline, you can request an extension before the term of the existing grant agreement has passed.

How must the AMF grant be acknowledged in the onscreen credits?

Successful applicants are expected to comply with the terms and conditions of the grant agreement, including the placement of a logo and recognition statement as outlined in the guidelines and grant agreement.

The logo can be found on at www.albertamediafund.ca.

What type(s) of insurance coverage is needed?

You must provide evidence of a certificate of industry standard insurance of a minimum of \$2 million general liability coverage.

What are the final deliverables?

Successful applicants are expected to comply with the terms and conditions of the grant agreement, including the required financial reporting and documentation. Please review the guidelines for the reporting requirements as they differ based on the production budget.