

## Short Film Venture Program

### What is the Short Film Venture Program?

The Short Film Venture Program (SFVP) assists emerging New Brunswick filmmakers who have a serious interest in establishing a career in filmmaking and in producing a “calling card” film.

If you are an emerging filmmaker, one of the ways to make a name for yourself is with a great short film; one that will highlight your talent, be seen and prove to people that you have what it takes.

If you are selected, you will have the chance to train with some of New Brunswick’s well-known filmmakers. In addition, your film could be chosen to showcase, with a premiere screening at a New Brunswick Film Festival.

### Who can apply?

- An eligible applicant is an individual who was a resident in New Brunswick for at least one year preceding the application deadline.
- Applicants must maintain creative and financial control over the project and own all copyright in it.
- Applicants are permitted to apply with only **one (1) submission per year**.
- Previous applicants that **were not recipients** of a SFVP grant are eligible to apply with new projects only.
- Applicants must take the required film workshops offered by the NB Filmmakers' Co-operative or present proof of equivalent film experience.
- Applicants must not be currently enrolled in any full-time school or university program.

### The project must be:

- Ten (10) minutes or less.
- Fictional in nature (this can include parts of comedy, animation and docu-drama).
- The medium, theme, and subject matter are up to the applicant, provided the project is suitable for general audiences.
- The project must utilize production resources available within New Brunswick. Permission must be sought to utilize outside resources.
- **Projects not accepted:** Experimental, animation, documentary or commissioned films will not be considered. Projects must not have started before the SFVP call date.

### Department of Tourism, Heritage and Culture contribution:

- The Department of Tourism, Heritage and Culture’s contribution is limited to 25% of the total cost of the project up to a maximum of \$4,000 for digital projects and \$6,000 for celluloid-based projects. The funds will be disbursed as follows:
  - 70% of the contribution upon signature of the agreement;
  - 30% upon receipt of the fine cut copy and final cost report.
- A minimum of 10% of the production budget must be invested in cash. The 10% can come from other funding sources such as the Canada Council, NB Arts Board, Telefilm Canada, personal funds, family and friends.

### Important Dates:

Application due date:	March 03, 2017
Short-list:	March 31, 2017
Revised script:	April 28, 2017
Recipient notification date:	May 12, 2017
Completion date:	March 31, 2018

### Process:

- Applications are due on March 03, 2017. No exceptions.

- On March 31, 2017, applicants will be notified if they have been placed on the shortlist. If so, they will receive script notes. They will also be contacted by the SFVP team to discuss the script notes and the next steps required in the development of their projects.
- The applicant will have until April 28, 2017 to work on revisions to their script. As the SFVP is a professional development opportunity, it is important that applicants be open to professional feedback as the process is intended to mirror the process that filmmakers will go through in the real world with funders and broadcasters.
- On May 12, 2017, short listed applicants will be notified if their application is successful. If a recipient does not have the required training, they will receive a letter confirming their conditional acceptance to receive a grant. When they have confirmation of training, they will receive the first instalment of the grant amount.
- The New Brunswick Filmmakers' Co-operative is charged with administering the program and will be the contact to submit update reports and to receive grant draw downs during the process. The recipient can submit their final project and financial and written report at any time over the next year, and request the second instalment of their grant. See deliverables in guidelines and frequently asked questions section.
- On March 31, 2018, all deliverables of the project will be due. This includes a copy of the finished film

#### Training:

- The SFVP is a professional development opportunity and one of its goals is to insure participants have sufficient training to successfully undertake their projects. The applicant must meet the training requirement.
- The NB Film Co-op offers an annual professional development program that commences in early February. The NB Film Co-op offers an annual professional development program that commences in early February. Short Film Venture applicants are required to take some NB Film Co-op workshops if they have limited training in film.
- Applicants can provide proof of equivalent training through enrolment in university, college, private school film programs, other film co-op workshops or other training courses.

#### Contact persons:

Tony Merzetti  
New Brunswick Filmmakers' Coop

732 Charlotte Street, Fredericton, NB E3B  
1M5  
[tony@nbfilmcoop.com](mailto:tony@nbfilmcoop.com)  
<http://www.nbfilmcoop.com>  
Tel: (506) 455-1632

Ghislain Labbé  
Cultural Development Branch  
Department of Tourism, Heritage and  
Culture  
Centennial Building  
PO Box 6000, Fredericton, NB, E3B 5H1  
[ghislain.labbe@gnb.ca](mailto:ghislain.labbe@gnb.ca)  
<http://www.gnb.ca/0131/Cultural-Industries-e.asp>  
Tel: (506) 453-6810

**APPLICANT CONTRACT** (PLEASE COMPLETE, SIGN AND INCLUDE WITH APPLICATION)

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

PROVINCE: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

DAY: \_\_\_\_\_

EVENING  
: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**ARE YOU A NEW BRUNSWICK RESIDENT?** YES NO

An eligible applicant is an individual who was a resident in New Brunswick for at least one year preceding the application deadline.

**PROJECT INFORMATION** (to be submitted)

You must submit **One (1) copy** of all documents as set out hereinafter to the **New Brunswick Filmmakers' Cooperative by email to: [tony@nbfilmcoop.com](mailto:tony@nbfilmcoop.com)**.

Title of project \_\_\_\_\_  
Length of project (*Completed project must be of 10 minutes or less*)  
Script  
Synopsis  
Director's Notes (*Explain your vision or notes on how you plan to shoot the film*)  
Production Plan  
Budget and Financing Plan (*including budget and projected financing*)  
Market Potential (*distribution and marketing plan to sell the film*)

A brief summary including previous production credits and training information (*workshops, seminars, conferences, school courses, etc*)  
Personal Goals Statement (*filmmaking goals for the future and describe how this project will help you obtain your goals*)  
Chain of Title Documentation (*if applicable*)  
Supplemental Film or Tape Material on **DVD**  
Confirmation that the film will be produced solely utilizing New Brunswick labour and resources, and/or details on non-New Brunswick resources utilized in production (if any).

Precautions for safe return of material immediately after adjudication will be taken, however the Department of Tourism, Heritage and Culture does not assume responsibility for work lost or damaged in transit.

**PLEASE NOTE:**

By signing this contract, I confirm that I have read and agree to the terms and conditions set forth in the **Department of Tourism, Heritage and Culture Short Film Venture Program Application, Guidelines and Frequently Asked Questions**, and will participate in any training programs as required.

*I agree that I am entering into an agreement with the Department of Tourism, Heritage and Culture and that I am committed to completing this project.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**BUDGET AND FINANCIAL PLAN (PLEASE COMPLETE AND INCLUDE WITH APPLICATION)**

**PROJECT TITLE:** \_\_\_\_\_

**FILMMAKER'S NAME:** \_\_\_\_\_

**LENGTH :** \_\_\_\_\_

minutes

**SUMMARY BUDGET**

**AMOUNT (in dollars)**

Scriptwriter

\$

Filmmaker (Director)

Actors

**TOTAL ABOVE-THE-LINE**

\$

Production Crew

Art Department:

Equipment:

Camera

\$

Lighting

Sound	_____	
Transportation		\$ _____
Location Expenses: (rentals, craft services)		_____
Film & Lab: (film, tape stock, processing, video transfer)		_____
Other (specify)		_____
		_____
<b>TOTAL PRODUCTION</b>		<b>\$ _____</b>
Editors: (picture & sound) (attach list of roles, names, etc)		\$ _____
Equipment rentals (attach list and costs)		_____
Other (specify)		_____
		_____
<b>TOTAL POST-PRODUCTION</b>		<b>\$ _____</b>
Insurance		\$ _____
General & Administrative (overhead)		_____
		_____
<b>TOTAL OTHER</b>		<b>\$ _____</b>
<b>GRAND TOTAL</b>		<b>\$ _____</b>

**FINANCIAL PLAN**

<b>Source of funds</b>	<b>Amount</b>	<b>Pending/ Confirmed</b>
Tourism, Heritage and Culture SFVP	\$ _____	_____
NB Filmmaker's Co-op	_____	_____
Crew Deferrals	_____	_____
Cast Deferrals	_____	_____
Sponsors contribution	_____	_____
Director / Producer Investment	_____	_____

Other (specify)

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**TOTAL**

\$

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**Note: With the summary budget form enclosed, please provide additional information and detailed budget expenses such as production crew listing with positions, number of days work, rate, etc...on a separate sheet.**

**GUIDELINES AND FREQUENTLY ASKED QUESTIONS**

**HOW IS THE PROGRAM ADMINISTERED?**

- The Department of Tourism, Heritage and Culture has selected the New Brunswick Filmmakers' Co-operative to administer this program on their behalf.
- The New Brunswick Filmmakers' Co-operative will work jointly with staff from the Department of Tourism, Heritage and Culture to determine eligible projects, choose recipients through a jury process, and ensure program goals are met.
- The New Brunswick Filmmakers Co-operative will provide script development assistance to applicants, provide technical, mentorship and workshop assistance and service provider discounts to venture program recipients.
- Short Film Venture Program recipients will provide project status reports to the New Brunswick Filmmakers' Co-operative who will in turn report back to the Department of Tourism, Heritage and Culture

**HOW ARE THE RECIPIENTS SELECTED?**

- Applications are reviewed by the Department of Tourism, Heritage and Culture and the New Brunswick Filmmakers' Co-op staff to ensure they are complete (incomplete applications will be rejected).
- Completed applications are submitted to a jury comprised of representatives of the Department of Tourism, Heritage and Culture, the New Brunswick Filmmakers' Co-operative and others if necessary at the discretion of the Department of Tourism, Heritage and Culture.
- The jury assesses applications and selects a shortlist of applicants to move to the second stage of selection. The short listed applicants receive script notes and have the opportunity to work with story consultants on the jury to present a revised script.
- Based upon the revised script reviewed by the jury, a final selection is made of recipients of the Department of Tourism, Heritage and Culture Short Film Venture Program Grants.

**IF I AM SELECTED, DO I HAVE TO TAKE THE INTRODUCTORY WORKSHOPS?**

Yes. The Department of Tourism, Heritage and Culture is funding this program to develop professional filmmakers. Participants must show a commitment to upgrading skills, knowledge and experience. Please note that equivalent experience exemptions can be given based on individual resumes.

**WHERE ARE THE WORKSHOPS HELD?**

Workshops are given by the New Brunswick Filmmakers' Co-operative in Fredericton, Moncton and Saint John, (506) 455-1632, [www.nbfilmcoop.com](http://www.nbfilmcoop.com). Group sessions are offered in English

**IN THE 10% CASH CONFIRMED REVENUE IN OUR PROPOSED BUDGET, CAN DEFERRALS BE COUNTED?**

No, not as part of the 10% - these are monies that you are expected to raise. Deferrals can otherwise be part of the budget.

**DO I INCLUDE THE AMOUNT THAT I AM APPLYING FOR IN THE FINANCIAL PLAN?**

Yes. Include it labelled "pending" in source of funds.

**WHAT IS INCLUDED IN THE SERVICES PROVIDED BY THE SHORT FILM VENTURE PROGRAM SERVICE SPONSORS?**

The New Brunswick Filmmakers' Co-operative and its service sponsors, may donate, defer or defray costs to their specified limit in the following areas:

- Film stock, processing and video transfer
- Equipment rental (camera, sound, lighting, editing)

- Post-production

#### **MAY I CONTACT THE SERVICE SPONSORS TO GET DETAILS?**

Please contact the Department of Tourism, Heritage and Culture or New Brunswick Filmmakers' Co-operative with any questions. If you are awarded the program grant, we will facilitate your relationship with the service sponsors.

#### **WHY IS THERE DIFFERENT GRANT AMOUNT FOR CELLULOID PROJECTS AND DIGITAL PROJECTS?**

The SFVP program began when the only medium available to shoot on was celluloid film. The cost of film stock, processing, transfer to video can add \$2,000 to \$2,500 to a short film's budget. The SFVP grant was initiated to give people the opportunity to shoot on film, which would normally be prohibitively expensive for the emerging filmmaker. Today most filmmakers shoot digitally and the costs of image acquisition are significantly lower. In order to once again provide an incentive to filmmakers to consider film as an origination medium, the SFVP program will offer a higher grant amount to those using this medium.

#### **WHAT COMMITMENT MUST SELECTED FILMMAKERS' MAKE?**

If you are selected, you must agree to:

- Produce a film or digital video no more than 10 minutes in length.
- Complete your film by **March 31 of the following year**.
- Fulfill all other requirements detailed in your participant's contract.
- Participate in introductory workshops.
- Be willing to work with an established industry professional that will act as your mentor - offering advice, expertise and support through every phase of the program.

#### **DOES THE DEPARTMENT OF TOURISM, HERITAGE AND CULTURE OWN MY SHORT FILM VENTURE PROGRAM FILM?**

- No. You retain copyright and ownership of your film.

#### **HOW ARE SHORT FILM VENTURE PROGRAM FILMS DISTRIBUTED?**

- The Department of Tourism, Heritage and Culture encourages the filmmaker to develop a program with a target audience in mind and to initiate activities that will generate audience interest.
- The method of distribution is the responsibility of the applicant who may choose to engage a distributor, sales agency, and/or embark upon his or her own distribution of the program.
- Regardless of the distribution method selected, the Department of Tourism, Heritage and Culture requires the applicant to provide a comprehensive distribution plan and to inform New Brunswick Filmmakers' Co-operative, the administrator of the Short Film Venture Program, of any and all sales and/or distribution agreements made prior and subsequent to the program's completion.
- The Department of Tourism, Heritage and Culture and its partners will retain the right to exhibit (non-commercially) the film for promotion and will notify the producer of any such screening before its occurrence. Also, the Department of Tourism, Heritage and Culture reserves the right to submit the film for consideration at any film festivals held in any cities in New Brunswick.

#### **HOW ARE THE DEPARTMENT OF TOURISM, HERITAGE AND CULTURE AND ITS PARTNERS LISTED IN THE SHORT FILM VENTURE PROGRAM FILM CREDITS?**

- The Department of Tourism, Heritage and Culture and the Short Film Venture Program Partners shall receive a tail credit on all copies of the film and on the publicity materials related to the program.
- The credit shall essentially have the following form: "Produced with the participation of the New Brunswick Filmmakers' Co-op and the Department of Tourism, Heritage and Culture" and "Created through the Department of Tourism, Heritage and Culture - Short Film Venture Program" must appear in all publicity materials. The credit shall be equal in size to the filmmaker credit.

#### **WHAT OTHER LEGAL REQUIREMENTS MUST BE MET BY THE SELECTED FILMMAKER?**

The Department of Tourism, Heritage and Culture Short Film Venture Program selected filmmaker must acknowledge that:

- Filmmaker must provide proof of chain of title for all copyright material used in the film.
- The relationship between the applicant and the Department of Tourism, Heritage and Culture shall not be deemed to constitute a partnership or joint venture. The applicant shall not have the right to incur any debts nor to make any commitment of or on behalf of the Department of Tourism, Heritage and Culture.
- The applicant agrees that the name of the Department of Tourism, Heritage and Culture shall not be used in conjunction with the project other than as specified in the contract.
- The Department of Tourism, Heritage and Culture requires that the applicant provide a semi-annual production status report to the New Brunswick Filmmakers' Co-operative who will administer the program on their behalf.



- Award recipients must provide copies of receipts for proof of expenditures to the New Brunswick Filmmaker's Co-operative as part of their final report.
- The applicant is advised to become familiar with the possible tax consequences of this award.
- Insurance obtained by the filmmaker in relation to the program shall name the Department of Tourism, Heritage and Culture and its partners as named insurers.

#### **HOW AND WHEN MUST THE FINISHED SHORT FILM VENTURE PROGRAM FILM BE DELIVERED?**

**IMPORTANT:**

Selected filmmaker must complete and deliver the fine cut copy, the final cost report including photos, credit lists, a copy of advertising or marketing materials, a revised synopsis and a **Digital copy** of the film for our records to the New Brunswick Filmmakers' Co-operative no later than **March 31 of the following year** and must comply with all delivery requirements of the Department of Tourism, Heritage and Culture.