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[www.kznfilm.co.za](http://www.kznfilm.co.za)

<https://funding.kznfilm.co.za/>

**PRODUCTION FUNDING APPLICATION FORM**

**The following Compulsory Documents must be submitted with the PRODUCTION application form.**

- A one page letter of motivation
- A brief synopsis not to exceed one page
- A full itemized production budget in addition to the top sheet that is part of this application. Please highlight budget items to be spent in KZN (50% of total budget must be spent in KZN)
- A treatment or project outline (Narrative projects submit a director’s treatment and Documentaries submit a detailed outline)
- A full script for feature projects and scripts for all episodes for TV series
- A comprehensive production schedule
- The following table tiers the different films and provides details on the level of distribution agreements are required:

TYPE OF FILM	DURATION OF FILM	DISTRIBUTION CONTRACT REQUIRED
Short film	60 minutes and under	Marketing and disturbing plan only
Festival film	Any duration	Marketing and disturbing plan only
Feature film	More than 60 minutes Less than 160 minutes	Distribution letters of intent required at application stage Distribution contracts required before issue of KZNFilm contract

- A detailed financial plan with contract or commitment from other financiers where applicable. Please include the details of various co-funders, and whether funding has been committed.
- A summary of the work experience and/or qualifications of the key creative team
- Only filmmakers who either professionally or through training have produced, directed, or written a short film, documentary (Tier 1, Tier 2, Tier 3, Tier 4) are eligible to apply for production funding
- A certified copy of the applicant's South African identity document (not older than 6 months)
- Company Registration documents of the company applying for funding
- Valid tax clearance PIN from SARS (If available )
- Valid BEE certificate (If available )
- Signed SBD 4 form

**PLEASE NOTE:**

- Non complaint applications will be given seven days (excluding weekends) to resubmit any outstanding documents or amend any errors on their application
- Summaries of CVs (2 pages) of the individuals making up the production team (writer, researcher, HoD's, Producer, Director, etc.) must be included
- Attach relevant copyright information
- Applications must be submitted via the KZNFilm online funding portal: <https://funding.kznfilm.co.za/>
- No emailed or hand delivered proposals will be accepted.
- The entire proposal package must be submitted (including the application form and SBD forms) on the online application website
- Successful application will receive letters of award. In order to secure the grant, the recipient will be required to sign an agreement with KwaZulu Natal Film Commission.
- Non-compliant projects that do not resubmit within 7 days will not be presented to the KZNFilm Film Fund Committee for consideration
- Applications deemed unsuccessful by the KZNFilm Film Fund Committee will receive letters of rejection.
- Current production contract holders are not eligible to apply for production funding while the current production contract is still open with KZN Film

- Should the applicant or recipient not be contactable for 2 months at the given address or contact number from the date of receipt of the award letter, the grant will be cancelled. Should there be a change of contacts the onus is on the applicant to notify the KwaZulu Natal Film Commission.
- The KZN Film Commission will provide written acknowledgement of applications within 4 weeks of receipt of the application.
- No applications shall be returned to the applicant
- You may submit extra material, e.g. videos, photographs, etc. (if available)
- Should the applicant become the recipient of the funding, she/he will be the signatory of the contract and/or on behalf of his or her company.

**Proposals that do not adhere to the above criteria will be disqualified**

**FILM FUND: APPLICATION FOR PRODUCTION FUNDING**

**A. TITLE OF PROJECT**

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**B.**

**APPLICANT**

Name of Applicant:  
Physical & Postal Address:  
**(Please include Province)**

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ID Number:

Home Telephone:

Work Telephone:

Cell Phone:

Fax:

Email:


**C. COMPANY DETAILS**

Company Name:  
Company Registration Number:  
Physical Business Address:


Postal Address:  
**(Please include Province)**

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Contact Name:

Home Telephone:

Work Telephone:

Cell Phone:

Fax:

Email:


**Synopsis of Company Profile**

Number of permanent employees  
 Number of permanent Black (African, Indian, Coloured) employees  
 % of Shared Equity owned by Blacks (African, Indian, Coloured)  
 Number of Black (Africa, Indian, Coloured) employees in Senior/Executive  
 Management Positions  
 Number of Black (African, Indian, Coloured) employees in Junior  
 Management Positions  
 Temporary / Freelance employees

Male	Female

**TIER:**

Select the tier that you fall under.

Please refer to KZN Film Funding Guidelines

Tier 1	
Tier 2	
Tier 3	
Tier 4	
Tier 5	

**D. CATEGORY**

Feature
Short
TV Series
Documentary
Other – Specify:

Total Running Time in Minutes

Genre:

Logline – A brief one line description of your story:

**Proposed Shooting Format (tick more than one if applicable)**

<input type="checkbox"/>	Video (HiDef, etc.)
<input type="checkbox"/>	Other - specify

**E. ANTICIPATED SCHEDULE**

	From:	To:
Pre-Production		

Production		
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Post-Production		
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**F. NON KZN COMPONENT**

Please specify any non-KZN component of the project (e.g. locations, investors, principal creative team, artists).

**G. PRINCIPAL CREATIVE TEAM**

	Name	Contact Number	Male	Female
Director:				
Producer:				
Writer:				

**H. COPYRIGHT**

*The Applicant must be the originator of the script, treatment or outline concerned, or be the holder of copyright or have an option to the rights in any and all works on which the project is to be based.*

	YES	NO
<b>Original Idea?</b> If no, attach full details on a separate sheet		
<b>True Story / Real Life Characters?</b> If yes, attach full details on a separate sheet. If partially based on or drawn from a true story or involving real life characters, attach full details on a separate sheet.		
<b>Underlying work/third party content?</b> If <b>yes</b> , attach full details on a separate sheet.		
<b>Are you aware of any claims against your control or ownership of the rights?</b> If yes, attach full details on a separate sheet.		

**I. FINANCIAL PLAN SUMMARY**

INVESTOR	COMMITTED		PENDING	
	AMOUNT	%	AMOUNT	%
KZN Film Commission			R	

<b>TOTALS</b>	<b>R</b>		<b>R</b>	

**J. PLEASE BRIEFLY MENTION ANY OTHER (INCLUDING THIS ONE) PROJECT YOU ARE INVOLVED IN AND THE STATUS OF THE PROJECT**

**K. ACCESS AND EQUITY**

The KwaZulu Natal Film Commission aims to provide equitable access by South Africans to its funding initiative regardless of their racial background, culture, sex, physical or intellectual disability. In order to assist in monitoring performance in this regard and comply with statutory obligations it would be greatly appreciated if you would complete the following details and include it with your application. Statistics generated from this information will be presented in aggregate and will not form part of your application.

Project Title: \_\_\_\_\_

Your Name: \_\_\_\_\_

Date: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Please tick with an X in the appropriate box.

Are you male or female?	M	F	
Race?	B	W	
Do you have any physical disability?	Yes	No	
Are you a South African citizen?	Yes	No	
Are you a South African resident?	Yes	No	

Which Province are you from? \_\_\_\_\_



**L. BUDGET ( Please also attach detailed budget)**

<b>ABOVE THE LINE COSTS</b>	
STORY	
PRODUCER	
DIRECTOR	
CAST	
TRAVEL & LIVING	
<b>TOTAL ABOVE THE LINE COSTS</b>	
<b>BELOW THE LINE COSTS</b>	
<b>PRODUCTION COSTS</b>	
PRODUCTION STAFF	
CAMERA	
SET DESIGN	
SET CONSTRUCTION	
SET OPERATIONS	
LIGHTING	
SPECIAL EFFECTS	
SET DRESSING	
PROPERTIES	
EXTRA TALENT	
WARDROBE	
MAKEUP & HAIRSTYLISTS	

PRODUCTION SOUNDS	
TRANSPORTATION	
LOCATION EXPENSE	
LABORATORY	
VIDEO POST PRODUCTION	
TESTS	
<b>TOTAL PRODUCTION COSTS</b>	
<b>POST PRODUCTION COSTS</b>	
EDITING	
MUSIC	
POST PRODUCTION SOUND	
TITLES	
LABORATORY PROCESSING	
<b>TOTAL POST PRODUCTION COSTS</b>	
ADMINISTRATIVE EXPENSE	
PUBLICITY	
COMPLETION BOND	

INSURANCE	
CONTINGENCY	
<b>OTHER COSTS</b>	
<b>TOTAL ABOVE THE LINE</b>	
<b>TOTAL BELOW THE LINE</b>	
<b>TOTAL ABOVE &amp; BELOW THE LINE</b>	
<b>TOTAL KZN EXPENDITURE</b>	
<b>TOTAL BUDGET</b>	

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**KWAZULU NATAL FILM COMMISSION: PRODUCTION FUNDING APPLICATION FORM**