



GUIDELINES TO APPLICANTS

THE KWAZULU-NATAL FILM FUND 2023/24

Applicants are requested to read through the guidelines to ensure that they understand the objectives of the film fund and whether their application meets the requirements. Failure to comply with the requirements will result in automatic disqualification.

Objectives of the KwaZulu-Natal Film Fund

- To provide funding to support opportunities for emerging stakeholders in the KwaZulu-Natal film industry
- To build a skills base in KwaZulu-Natal through increased production of national and international productions in the region
- To develop and showcase KwaZulu-Natal local content
- To showcase the province's talent, locations and infrastructure through productions

What do we fund?

The KwaZulu-Natal Film Fund has been created to stimulate the growth of the film industry in the province of KwaZulu-Natal. Thus, the fund is targeting KwaZulu-Natal based companies and companies producing films in KwaZulu-Natal.

The KwaZulu-Natal Film Commission provides Film related funding in five broad categories:

- **Development Funding**
- **Production Funding**
- **Post Production Funding**
- **Special Projects**
- **Co-Productions**
- **Audience Development**
- **Marketing and Distribution**

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- **Markets and Festivals**

KZNFilm Callouts

- The film fund committee will consider applications at least on a quarterly basis. The opening and closing dates will be announced annually before the end of each financial year end. The outcome of the applications will be made public 4 times a year through publication on the website.
- Calls will be announced by KZNFilm via our website, social media and media announcements
- KZNFilm accepts proposals as responses to a Call and also Unsolicited Proposals that are not direct responses to a Call.
- Applicants will receive written notification of the outcome of the assessment within 90 days of the closing date of the funding cycle.
- KZNFilm reserves the right to changes to its Call schedule, based on available budget.

Funding Criteria:

Funding applications meeting the following criteria will be considered for funding (taking into consideration the budgeted funding made available in each financial year):

- A KwaZulu-Natal story, which could include but is not limited to the following:
- A story located in KwaZulu-Natal, i.e. Pietermaritzburg as Pietermaritzburg.
- A story of cultural, historical or social relevance to KwaZulu-Natal.
- A story portraying the Zulu culture.

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- A story shot in KwaZulu-Natal, with the location representing a location as another. I.e. Richards Bay as Port Elizabeth, etc.
- Before agreeing to sponsor a project, the KZN Film Commission will conduct a due diligence on the producers of the project. This due diligence will among others look into both criminal conduct and credit standing of the producers.

Qualification for Production Funding:

To qualify for production funding, at least 50% of the total production budget must be spent in KZN or 200% of the KZNFilm budget (in other words, if KZNFilm provided R1 500 000, R3 000 000 must be spent in the KZN province).

The tier system to be applied is as follows:

TYPE OF FILM	Value of full budget	PERCENTAGE SPEND IN THE PROVINCE
Feature Films	R4 million and under	50% of the production budget to be spent in KZN
OR		
Feature Films	R4 million and over	200% of the KZN film funded budget, ie R1.5 million, the expectation is that R3 million to be spent in KZN

Also note that 70% of the production team must be from Previously Disadvantaged People, alternatively, the KZNFilm may consider supporting a project for up to 25% of the production budget spent in KwaZulu-Natal, subject to the funding ceiling in the category.

Applicants that are awarded production funding for feature films, TV series and animation will be required to establish an SPCV before a contract is signed. The SPCV must reflect accurate details of

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Qualification for Development Funding:

To qualify for development funding, 50% of the total development budget must be spent in KwaZulu Natal.

Where it is not possible to spend 50% of the development budget in KwaZulu-Natal, the Commission may consider supporting a project for up to 25% of the development budget spent in KwaZulu-Natal, subject to the funding ceiling in the category.

Script Development Funding

(Only KZN applicants can access development funding)

Nature of Production	Maximum Script Writing Funding
Feature length films (Recoupable)	R200 000 (R40 000 reserved for script editor).
Micro budget feature films (aka Made for TV) (up to R1 200 000 production budget and below) (Non-recoupable)	R120 000 (R40 000 reserved for script editor)
Documentaries (Non-recoupable)	R100 000
Documentary and TV series (at least 220 minutes) (Non-recoupable)	R150 000
Short Films (Non-recoupable)	R120 000 (R20 000 reserved for script editor)
Animation (Recoupable)	R200 000 (R40 000 reserved for script editor).



Production Funding

Nature of Production	Maximum Script Writing Funding
Feature length films (Recoupable)	R1 500 000
Micro budget feature films (aka Made for TV) (up to R1 200 000 production budget and below) (Non-recoupable)	Up to R1 200 000
Documentaries (Non-recoupable)	R350 000
Documentary and TV series (at least 220 minutes) (Non-recoupable)	R1 000 000
Short Films (Non-recoupable)	R250 000
Animation (Recoupable)	R1 500 000

A special call for Micro-Budget (Made for TV) Calls will be announced. While script development Calls will be open, and production calls will be closed and only issued to Micro-Budget (Made for TV) script development contract beneficiaries.

The same applies to the administration of Special Calls: the script development Calls will be open, and production calls will be closed and only issued to the script development contract beneficiaries.

Audience Development

- This category will cater for staging of film festivals, markets and audience development initiatives in the province.
- The purpose is to create culture of watching locally produced films.
- Maximum funding: R300 000

In addition, the following will be considered.

- Proposals from Women filmmakers.
- Proposals from Youth filmmakers (age less than 35 years).
- A project that has secured 70% Black production crew.
- Applications to be submitted via our online platform: <https://funding.kznfilm.co.za>

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Marketing and Distribution Funding

- Note that Calls to the Public will be released on an ad hoc basis. KZN Film reserves the right to deny applications in the event of insufficient budget available to the entity.
- Applications to be submitted via our online platform: <https://funding.kznfilm.co.za>

With regard to Markets and Festival Funding please note the following:

- National and international platforms are critical for filmmakers to showcase films in strategic film festivals and participate in markets.
- A maximum of R50 000 of the costs per person and/or a maximum of 2 applicants per project on the trip will be considered for funding, taking into consideration other funding sourced, locality and actual costs to be incurred.
- Applicants can only be approved for markets and festivals funding twice within a period of 12 months.
- Invitation into a festival or competition will be a strong advantage for an applicant. Approval is subject to the availability of funds, competitive strength of the application and the relevance of each person attending.
- Filmmakers from KZN, projects funded by KZN Film and filmmakers with films linked to the province will be considered for support. Applicants are required to submit a detailed cost and narrative report within four weeks of returning from the trip.
- Only the applicant who has been approved to attend the festival or market can be awarded funding.
- From time to time KZN Film will issue an industry call for a delegation to a strategically identified Market and Festival. The compliant and qualifying respondent to this call will be covered fully for all expenses.
- These are the qualifying expenses for this programme:
 - ❖ Festival or market accreditation
 - ❖ Accommodation
 - ❖ Flights and ground transport
 - ❖ Visa cost

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- ❖ Subsistence allowance – per diem
 - Local – R185 per day .
 - International – 50 Euros or equivalent in other international currency where the Festival/Market is taking place
- Travel insurance Cost, and
- Data -applicable for virtual festival/markets
- Reimbursement will be made to approved applicants who have made their own booking only if they submit and invoice showing all expense items and amounts, receipts, invoices and bank statements within 60 days starting from the date of an award letter communication.
- Applications to be submitted via out online platform: <https://funding.kznfilm.co.za>

What we don't fund

Anything not film related e.g. theatre productions and music concerts.

- Talk shows
- Music videos
- News or Current Affairs shows
- Commercials or infomercials
- Game Shows.
- Events (Social, Musical or Sport)
- Training and Corporate Videos
- Adult Content

Who can apply for funding?

- South African individuals, companies and organizations may submit funding applications to the KwaZulu-Natal Film Commission for grants in any of the above four funding categories.

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- Specific conditions are applicable in each funding category, and it is important for applicants to take careful note of these conditions before applying. The conditions are contained in each of the application forms.
- KZNFilm is a member of the South African Audio-Visual Forum (SAAVF), a body that represents film funding government entities at national and provincial level. SAAVF has agreed on standardisation of how applicants are classified and the appropriate intervention that can be offered.

DISCLAIMERS

- KZNFilm reserves the right to make amendments to its Funding Categories. These will be communicated to the film industry.
- KZNFilm reserves the right to halt or stop the administration of applications, in the event of unforeseen circumstances like the reduction in funds provided to the entity or unavailable funds and/or changes in internal administration policies and procedures.

FILMMAKER TIER SYSTEM

- In a bid to ensure a consistent flow of high-quality, diverse, audience-engaging projects into the marketplace, the KZNFILM has implemented the Tier System below as a guide on who should apply for funding. Applicants will be graded using the approved standards as contained in the Tier System, relevant experience and demonstrated capacity to deliver on the project being applied for is required.



Funding application of TIER SYSTEM

Tier	Category	Target Market Criteria	Funding intervention
• Tier 5	Aspirant level	<ul style="list-style-type: none"> • First time to the industry • No formal training in film • Want to enter the industry with no relevant background • May have qualifications in an unrelated field • Has not done any work in the industry 	Can apply to the film fund through special calls and mentoring interventions to be considered.
• Tier 4	Entry level	<ul style="list-style-type: none"> • First time to the industry • 0-3 years in industry • No formal training at NQF level 6 • Want to enter the industry with no relevant background • Produced short film • Worked in industry as intern/assistant 	Can apply for: Short films, micro budget, short doccies
• Tier 3	Emergent (A)	<ul style="list-style-type: none"> • Produced short film • 4-7 years in industry • No formal training at NQF level 6 • Worked in industry as crew/assistant • Produced Micro-budget film/television/fiction or non-fiction 	Can apply for: Short films, micro budget, short doccies
	Emergent (B)	<ul style="list-style-type: none"> • Completed degree or 3 national SETA certified diploma PDI Male and female • Recent graduate • Portfolio of Evidence • 0-3 years in industry 	Can apply for: Short films, micro budget, short doccies
• Tier 2	Intermediate	<ul style="list-style-type: none"> • Filmmakers with limited experience but who have developed and produced 1-2 theatrical feature films, television fiction or non-fiction, +5 short films or commercials seeking to venture into feature film development and production. 	Can apply for: Short films, micro budget, short doccies, TV series, animation & feature films

		<ul style="list-style-type: none"> • Graduates with 4 – 7 years' experience • 7-10 years in industry (non – graduates) 	
<ul style="list-style-type: none"> • Tier 1 	Established	<ul style="list-style-type: none"> • Experienced filmmakers who have a proven track record for developing and producing 3-5 theatrically released feature films, television fiction or non-fiction. Graduates with +7 years' experience • +10 years in industry (non – graduates) 	Can apply for: Short films, micro budget, short doccies, TV series, animation & feature films

When should one apply for funding?

The schedule for funding may be as follows:

- 1st funding cycle opens from April – July
- Special funding calls will be issued as the need arises
- KNFilm reserves the right to change its funding schedules.
- Correspondence regarding the outcome of the application will be communicated via the online funding platform: <https://funding.kznfilm.co.za>
- No email or hand-delivered applications are accepted after 1 January 2024.
- In each category of funding, only one funding application per organization, individual or company will be considered in each call for applications.
- In the event of the award or non-award of a contract, applicants will receive communication via the KZNFilmFund@KZNFilm.co.za email address.

Feedback from applications about non-awards

- Applicants who were NOT awarded, may request for a meeting via the KZNFilmFund@KZNFilm.co.za email address, to discuss the reason for the non-award. These meetings will be recorded and minuted, for administrative reasons.
- Applicants are requested to make contact within 5 days of receiving notice of their non-award



- If not satisfied with the feedback from this meeting, applicants may lodge an appeal by sending a request for the application forms to: Appeals@KZNFilm.co.za.
- The appeals form which is available on the website or on request must be used. KZNFC has 21 working days to respond to an appeal from the date of appeal (subject to the urgency of the matter).
- An appeals committee will come to a decision which will be communicated via the KZNFilmFund@KZNFilm.co.za email address. Decisions made by the Appeals Committee are final and binding.
- Applications wishing to lodge complaints are asked to email: Complaints@KZNFilm.co.za.

What form does funding take?

- Funding will take the form of a grant or loan (some funds are subject to a recoupment agreement). Funding allocation to selected projects will vary according to the specific cash flow needs of the project.
- Applicants should also note that the KwaZulu-Natal Film Commission has adopted a recoupment policy on feature film development, television concepts and production as well as documentary production funding.
- This policy will apply to all funding applications that come in through the funding process.
- This is to ensure that there is a return on KwaZulu-Natal funded projects in order to repopulate the funds for future projects in line with funding models of other international funding bodies. Applicants are advised to take note of the recoupment policy that is applicable whilst submitting their application.
- KZNFILM's investment into feature film development and production funding is recoupable from exhibition revenues as per the recoupment schedule to be included in the production contract.
- KZNFILM's investment / participation is to be made up of the KZNFILM's percentage of the budget. If the project is sold by license in any market, such license fee shall be split with the KZNFILM receiving its percentage contribution in the project unless the fee is part of the original financial plan.
- KZNFILM will take the last position in recoupment once the project has paid back all other finance partners (loans).

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- KZNFILM reserves the right to be paid first prior to the distribution of any proceeds from funded projects to other non-preferential stakeholders (equity investors).
- An organisation, individual or company may only receive funding for one project in development and one in production in any given time.
- Consideration will be given to organisations, individuals or companies that have received funding under a special programme, such as Heritage and Special Projects, Short Films Special Programmes, or Slate Programmes.

Who reads and evaluates funding applications?

- For each of the categories an evaluation panel (also known as readers) with relevant expertise in that area will be consulted.
- The evaluation panel is comprised of peer industry practitioners with a proven track record in their areas of expertise.
- The reader panel makes “blind evaluations” which means that applicants names, surnames and production company names are blackened out, with the goal of the execution of fair evaluations.
- Selected panel members do not make decisions on funding but merely advise and recommend projects which are deserving of funding. The final decision will be made by the Film Fund Committee of the KZN Film Commission.
- A technical committee also forms part of the KZNFilm evaluation process, to oversee the compliance processes and to do an independent review funding, marketing and distribution plans submitted to KZNFilm.

The basic criteria to be considered along with the documents mentioned above, as a minimum would be:

- The motivation
- Script or outline evaluation (structure).
- Synopsis and Treatment (structure).
- Experience of Technical Team.
- Realistic budgets and accurate revenue forecasts.



Please also note when submitting applications, the KZNFilm requirements on the submission of marketing and distribution plans, as well as the submission of distributors letters of intent and contracts:

The following table tiers are applicable for different films and provides details on the level of distribution agreements required when submitting applications.

TYPE OF FILM	DURATION OF FILM	DISTRIBUTION INFORMATION 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

Applicants are to further note the following:

- The point of contact for all funding applications and or queries; the KZNFilm online funding platform: <https://funding.kznfilm.co.za>
- Applicants are also allowed to put queries and/or discuss their applications prior to submission on email to: KZNFilmFund@kznfilm.co.za.
- Any enquiry sent to any other email address at the KZNFILM will not be responded to.
- No further correspondence will be entered into with any funding applicant once they have submitted their application for funding.
- Applications must be submitted on the online funding platform which allows for the upload of support documents: <https://funding.kznfilm.co.za>
- In the event of a Call with an opening and closing date, additional information shall not be accepted after the closing date of the film fund.
- Unsolicited proposals can be submitted at any time and will be reviewed as per the KZNFilm’s needs and available budget.

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- Correspondence will only be entered into with the funding applicant via their details submitted in their application, no other representative will be responded to.
- All application forms are to be found on the online funding portal.
- Any funding application that is submitted to the KZNFILM through any other channel than what
- is prescribed in the funding application form or guidelines will be considered invalid.

Where can I obtain funding application forms?

- The online funding platform has all the relevant application forms:
<https://funding.kznfilm.co.za>
- For funding related queries email KZNFilmFund@kznfilm.co.za.
- Emailed and hand-delivered funding applications will not be made available after 1 January 2024 and applications are encouraged to use the forms on the online funding platform.

Disclaimer

Please note that an incomplete application and failure to submit the required documentation will result in automatic disqualification. Be aware that incomplete applications on the online funding platform will not be considered. Please ensure that your application is complete and all support documents are uploaded before pressing on SUBMIT.

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