



nunavut film development corporation
ᓄᓇᓗᓴᑦ ᑕᓄᓇᑦᓴᓴᑦᓗᓗᓗᓴᑦ ᓄᑦᓴᓴᑦ

2023 / 2024
Program Policy and Management Manual
for Nunavut Film Development Corporation

Screen Based Program Funding

*Unit 107-8 Storey
Box 2398
Iqaluit, Nunavut
X0A 0H0*

*867 979 3012
info@nunavutfilm.ca
www.nunavutfilm.ca*

Table of Contents

Section 1: Overview	3
Description of Program Offerings 2022-2023	
The Learning Fund.....	3
Short Film Fund.....	3
Creative Content Development Fund.....	4
Market Endowment Program	4
Market Endowment	4
Inuktitut Versioning Fund for Existing Programs	4
Nunavut Spend Incentive Program	4
Eligible Productions.....	4
Non-Eligible Productions.....	5
The Story Telling Fund	5
Section 2: Contribution Agreement	6
2.1 Initiating New Fiscal Year Funding	6
2.1 Deliverables and Accountability	7
2.3 Initiating the Holdback Payment	7
Section 3: Program Guidelines, Eligibility Criteria and Application Procedures	8
Section 4: Program Management	8
4.1 Call for Applications	8
4.2 Receipt of Applications	9
4.3 Review of Eligibility	9
4.4 Preparation of Application Assessment	9
4.5 Assessment and Decision.....	10
4.6 Monitoring and Financial.....	12
4.7 Economic Impact.....	12
4.8 Provisions for the Distribution of any Surplus Funds	13
List of Documents	
Appendix A - Core Funding	15
Appendix B - Funding Program	17
Appendix C - Funds and Programs	34
Section 5: Board of Directors Orientation Package	Separate Document

Section 1: Overview

Nunavut Film Development Corporation (NFDC), is a non-governmental organization, established by the Government of Nunavut's Department of Economic Development and Transportation (ED&T) to undertake administration of the Government of Nunavut's Film Television and Digital Media Development Policy. In 2023-2024 NFDC received \$376,000 for the organization's Operations and Management and \$1,185,000 for the Film Television and Digital Media Development Program (\$985,000 from ED&T and \$200,000 for ILI from the GNs Department of Culture and Heritage).

Under the Screen Based Media Development Policy, producers, filmmakers, and production companies can submit funding applications under the following categories:

- The Learning Fund
- Short Film Fund
- Creative Content Development Fund
- Market Endowment Fund
- Inuktitut Language Incentive / Inuktitut Versioning Fund for Existing Programs
- Nunavut Spend Incentive Program
- The Story Telling Fund

This manual outlines step-by-step how to manage and report the different schedules of the Policy.

[Section 2](#) discusses the administration of the contribution agreement (CA) for core and program funding.

[Section 3](#) describes the steps taken during program design and each programs eligibility and applications process.

[Section 4](#) outlines the procedures for management of the programs.

2023/24 Program Offerings

The Learning Fund

2023-24 Envelope - \$30,000

The Learning Fund provides opportunities for those in screen-based industries to obtain training at a professional level. The fund is open to production companies or individuals at all levels of experience. Practices can take various forms, such as specifically designed film camps, coordinated lecture series, online courses, independent studies etc. Applicants can be individuals who are seeking opportunities for themselves, and companies looking to improve the professional development of their employees. A recipient will receive up to \$5,000 for an individual and \$10,000 for a production company.

Short Film Fund

2023-24 Envelope - \$70,000

The Short Film Fund is an initiative by NFDC to provide an opportunity for emerging filmmakers to participate in a mentored program that will:

- Provide successful participants with professional support while they develop and produce a short film (maximum up to 30 minutes in length) through mentoring from established industry leaders; and
- provide up to \$25,000, including the cost of mentoring services.

Creative Content Development Fund

2023-24 Envelope - \$45,000

The Creative Content Development Fund is an initiative that provides grants of up to \$7,500 per project to Nunavut production companies for the development of creative content for film, television and/or digital media.

Market Endowment Program

2023-24 Envelope - \$40,000

The Market Endowment Program is an initiative that awards an individual producer/filmmaker financial assistance up to \$5,000 to cover his/her costs to attend international markets, co-production conferences or forums. Assistance under this program is also available to producers or directors whose film has been nominated for an award or selected for screening at a major festival.

Inuktit Language Incentive Program / Inuktit Versioning for Existing Programs

2023-24 Envelope - \$200,000

The Program provides support for new productions, or versioning of existing productions into Inuktit. The incentive grant is applicable to applications through the Nunavut Spend Incentive Program, The Story Telling Fund and the Short Film Fund.

The purpose of this program is to increase the number of screen-based media that is available to residents of Nunavut in Inuktit.

Nunavut Spend Incentive

2023-24 Envelope - \$750,000

The Nunavut Spend Incentive Program is an initiative that awards production companies a rebate on the total eligible costs for production goods and services purchased and consumed in Nunavut.

The definition of the Nunavut Spend Incentive includes all expenditures where the goods and services are purchased and consumed in Nunavut.

An eligible company may apply through one of two incentives:

Spending Stream I - 27% (Majority Nunavut ownership 51%)

Spending Stream II - 17% (Equal or Minority Nunavut ownership 10% - 50%)

All costs must be consistent and competitive with industry standards.

Increased financial benefits may apply in cases where eligibility is enhanced by the employment and training of additional key creative personnel who are resident in Nunavut and/or the completion of an Inuktitut version of the production.

Eligible Productions

The following types of productions are eligible for rebate:

- feature length films, including animation, documentary or docudrama, intended for release in commercial cinemas, DVD sales and rentals and download;
- television programming intended for commercial broadcast, ~~DVD sales and rentals and~~ download including dramas, sitcoms, factual, variety, reality, lifestyle and animation for youth; and
- digital media projects, including those convergent to a television program intended for cross platform digital media exploitation and/or download.

The Nunavut Spend Incentive will support series production on the following basis:

Season One:	100% of the applicable rebate
Season Two:	80% of the applicable rebate
Season Three:	60% of the applicable rebate
Season Four:	40% of the applicable rebate
Season Five:	20% of the applicable rebate
Season Six:	No Funding

Only those eligible productions which spend more than \$25,000 on goods and services consumed in Nunavut are eligible to apply for a rebate.

The eligible production must comply with the laws and regulations established with respect to intellectual property and, where applicable, broadcasting.

Non-Eligible Productions

The following genres of production are NOT eligible for rebate:

- news, current events or public affairs programming;
- programs that include weather or market reports;
- talk shows;
- sports events or activities;
- gala presentations or award shows;
- projects that solicit funds;
- pornography;
- advertising and commercials;
- projects produced primarily for industrial, corporate or institutional purposes;
- projects, other than documentaries, which substantially consist of stock footage;
- projects that contravene any civil or criminal law;
- productions which spend less than \$25,000 on goods and services consumed in Nunavut; and

- productions which in the opinion of Nunavut Film will not be completed and delivered within the time frame proposed by the applicant

The Story Telling Fund

2023-24 Envelope - \$50,000

The Story Telling Fund is a creation fund that provides production companies and individual filmmakers the flexibility of a greater diversification of activities not currently served by NFDC's funding programs. Recipients will receive up to \$7,500 for creation in two installments.

Section 2: Contribution Agreement

Administration of the contribution agreement or agreements for funding for NFDC under the Film, Television and Digital Media Development Policy can be divided into three (3) steps:

1. Initiating new fiscal year funding contribution agreement and first payment)
2. Deliverables
3. Initiating the hold backs (second, third and fourth and final payment)

A new Partnership Agreement or agreements (PAs) needs to be signed each fiscal year between NFDC and ED&T. The PAs are valid for one fiscal year from April 1 to March 31. The terms for a PA can vary (25% first payment, 50% second payment, 15% third payment and 10% fourth and final payment or 25% each payment). The first payment is payable upon the Minister's signature while the remaining payments are payable after the reporting deliverables of the PAs are submitted to and approved by ED&T.

2.1. Initiating New Fiscal Year Funding

In late **January** of the old fiscal year, the CEO contacts the Cultural Industries Coordinator or other senior management staff, Cultural Industries of the Department of Economic Development and Transportation (ED&T) at the Pangnirtung office to discuss the terms for the new PAs and to submit a Business Plan for the upcoming fiscal year by **February 28**.

- 2.1.1 An ED&T staff member as assigned by the Director, Tourism and Cultural Industries may also do the development of the PA. If staff is in place, the CEO will liaise with the Senior Staff, Cultural Industries who will discuss the draft Business Plan in preparation of a new PA or PAs in **March**.
- 2.1.2 Once the Business Plan has received Board of Directors approval, the new PA is prepared and should be ready for signatures by **late-March to early-April**. (Don't be afraid to follow-up with Senior Staff for progress reports on the PA.)
- 2.1.3 The PA or PAs should be reviewed carefully by the CEO before signing.
- 2.1.4 The PA or PAs are signed by NFDC.
- 2.1.5 Appendix materials need to be assembled by NFDC:
 - (a) NFDC Business Plan and Budget (for the appropriate fiscal year)
 - (b) Roles and Responsibilities
 - (c) GN Film, Television and Digital Media Policy
- 2.1.6 The PAs are returned to Senior Staff who forwards to the Director, Tourism and Cultural Industries who passes the PAs up through the Assistant Deputy Minister (ADM) and, if required, to the

Directorate for the Minister's signature. This should be completed as soon as possible after receiving the PAs from ED&T.

- 2.1.7 The Assistant Deputy Minister of ED&T signs the PA. This may take as long as three (3) weeks. **The fully executed Partnership Agreement will not be returned until the previous year's third and fourth quarterly reports have been approved.**
- 2.1.8 After the PAs are fully executed, a copy is emailed to NFDC and the first payments are processed by ED&T Finance.

2.2. Deliverables and Accountability

Because NFDC delivers a funding program on behalf of the Government of Nunavut, quarterly reporting (Narrative and Financial) and year-end reporting (Annual Narrative Report and Audited Financial Statement) are required to ensure the accountability of this service. There are quarterly payment holdbacks for the deliverables required and they are outlined in the PAs.

- 2.2.1 The primary deliverable is an audited financial statement for the fiscal year in question, which consider the core expenditures **and** the funding program disbursements.
- 2.2.2 To prove accountability for the organization's services, a **complete year-end activity report** of how funds were distributed through the funding program must also be submitted.
- 2.2.3 NFDC must submit an Annual Report to ED&T by **September 30** of the new fiscal year. An Inuit Language Action Plan and NFDC's compliance must also be included in the report.

2.3. Initiating the Holdback Payment

- 2.3.1 NFDC submits a year-end activity and expenditure report consisting of an audited financial statement and accounting no later than **September 30** of the new fiscal year to the ED&T office.
- 2.3.2 Once the Final Audited Statements and Annual Report are reviewed and approved, the third payment is prepared by ED&T Finance and sent to NFDC. (Don't hesitate to follow-up with ED&T office for progress reports on the payment.)

Section 3: Program Guidelines, Eligibility Criteria and Application Procedures

Prior to any call for submissions, NFDC will:

- 3.1 Confirm the current program funds that support the continuum of growth for Nunavut's screen-based media industry. The Programs offered in 2023-24 are described in **Appendices C through I**.
- 3.2 The purpose of each program offered in 2023-24, and relevant eligibility criteria, level of funding and if applicable, formulas used, are described in each Program Guideline attached in **Appendices C through I**.
- 3.3 The application forms outlining the procedures, key personnel, ownership for each program in 2023-24, and relevant documentation requirements is attached in **Appendices C through I**.
- 3.4 An example of a 2023-2024 Contribution Agreement describing the recipient's accountability requirements, draw down provisions and default provisions is attached as **Appendix J**.

Section 4: Program Management

Administration of the funding program of the Film, Television and Digital Media Policy can be divided into eight (8) steps:

- 4.1 Call for proposals
- 4.2 Receipt of applications
- 4.3 Review of eligibility
- 4.4 Preparation for application assessment.
- 4.5 Application assessment and decision by NFDC's program review committee
- 4.6 Monitoring deliverables and financial requirements
- 4.7 Economic Impact Reporting
- 4.8 Provision for disposition of any surplus funds

NFDC will open its programs for application on or about April 1st of each year with a time weighted evaluation process until all funds are committed.

4.1. Call for Applications

Nunavut Spend Incentive and all other funds and programs

- 4.1.1 Draft an announcement for distribution on social media (Twitter, Facebook), newsletter (Takkuuk!) and mailing list created in-house by NFDC.
- 4.1.2 Post announcement, description, application form and related materials on NFDC website on or before April 1st.
- 4.1.3 Applications are timed and dated as the incentive is based on a time weighted basis.

4.2. Receipt of Applications

Nunavut Spend Incentives and all other funding programs

- 4.2.1 Applications are acceptable in print or electronic format as long as all the required documents are included.
- 4.2.2 As applications come in via hard copy or Jotform, add the project to the Master List of Applications Received (**Appendix A-Sample 1**), open a folder for the project, review the project eligibility and include a checklist (**Appendix A-Sample 2**), a summary sheet (**Appendix B-Sample 1**) and digital copies of all documents pertaining to the project.
- 4.2.3 Create a master list of all applications (**Appendix A-Sample 1**). An Excel spreadsheet is an acceptable format. For example:

Application Date	Fund/Program	Project	Production Company	Date Received	Acknowledgement Sent

- 4.2.4 On receiving an application, recipients will receive an automatic reply from our automated Jotform account thanking them for their submission and stating that their application has been received in good order. (**Appendix B-Sample 2**).

There are three parts to the review process – review of eligibility, preparation for application assessment and assessment and decision.

4.3. Review of Eligibility

- 4.3.1 The CEO, with the assistance of the Projects Manager, reviews each application for two specific reasons:
 - Assess any potential conflicts for Review Committee members in relation to the applicants,
 - Ensure it meets the eligibility criteria of the program/fund applied for (**Samples of the Eligibility Checklists are included for each program in Appendix C through I**).
- 4.3.2 Once the eligibility of each application is confirmed, the Projects Manager or the CEO follows up with the applicant to get further information and clarifications.
- 4.3.3 If a project doesn't meet the criteria of the program applied for, the CEO and/or Projects Manager determines if the project may be better suited for another funding program. If it fits better under another program, the CEO can prepare the file for review by the Review Committee to consider the project under a more suitable schedule. If not, the CEO can recommend (with justification) to the committee that the project be rejected.

4.4. Preparation of Application Assessment

- 4.4.1 A master spreadsheet of projects and the total ask for each application is recorded (**Appendix A-Sample 1**).
- 4.4.2 Applications should be prepared for the Review Committee
- 4.4.3 Each application has its own digital folder (clearly labeled – NSI 23-24-1) with all relevant project documents and the NFDC review sheet
- 4.4.4 A folder is also created for each program/fund and all the application files are put in the appropriate folder,
- 4.4.5 All folders are sent in one zipped file
- 4.4.6 The CEO contacts potential Review Committee members individually to request their participation.

4.4.7 Once the Review Committee members are identified, the CEO sends out the following information and guidelines (include a copy of NFDC Program Guidelines)

Please note that the names of Review Committee members will be kept confidential. Everyone involved in the process is asked to please respect this in the interest of fairness to all applicants.

In addition, the discussions related to assessment and approval/rejection of any application will remain confidential, (within the Review Committee and those directly involved with the funding), and any questions related to the assessment process (or the recommendations made) will be directed to the CEO and Projects Manager at NFDC.

4.4.8. Applications which meet the Eligibility Criteria and are complete will be reviewed by a Review Committee consisting of three individuals. The Review Committee will conduct a detailed and comprehensive evaluation of the applications taking the following into consideration:

- Presentation and viability of submission
- Track record and capacity of the applicant
- Track record of the individual producer(s) including credits and recent production volume
- Total estimated eligible Nunavut costs (if applicable)
- Levels of ownership and control

The decision-making process will be fair, explicit and without conflict of interest.

4.5. Assessment and Decision

4.5.1 The Review Committee provides feedback by email correspondence.

4.5.2 Review Committee members are paid to a minimum of \$1000 per fiscal year. \$500 at the beginning of the fiscal year and \$500 at the end of the fiscal year. This fee covers their time for reviewing projects and providing analysis on their recommendations. A third payment can be made if the volume of applications to be reviewed is higher than normal.

4.5.3 Following project review, applications are assigned a coding that would indicate their status. For example:

A = Funded.

B = Accepted but not funded due to shortage of program funds.

C = Rejected.

B level projects are considered when slippage occurs, and funds become available as the fiscal year progresses. To qualify, the following would need to be in place:

1. Projects have been reviewed to ensure that they qualify for the program.
2. Projects are or have been accepted but not funded due to shortage of funds.

If funding allows, individual project funding may be augmented (additional money to provide additional services) at the recommendation of the Review Committee.

4.5.4 The CEO summarizes the recommendations made by the Review Committee. (Project, company, ask, received, overall schedule ask).

4.5.5 The decisions are entered in the Review document ([Appendix B-Sample 1](#)).

4.5.6 The CEO and/or Projects Manager notifies applicants of the decision by email. Letters include diplomatic reasons for acceptance or rejection ([Appendix B-Samples 3 and 4](#)).

- 4.5.7 The unsuccessful applicant may appeal the decision of NFDC, in writing, no later than 30 days following the date that the applicant receives notification of the decision. Grounds for appeal will be considered if:
- (i) New information which affects the applicant's demonstrated need, viability or proposed benefits becomes available after an application has been submitted and a decision made; or,
 - (ii) There is reason to believe the provisions of the Government of Nunavut's Film, Television and Digital Media Policy or the approved Policies, administrative Procedures and Program Evaluation processes of the Corporation were not fairly and adequately applied.
 - (iii) Applicants may further appeal decision of the Corporation on the appeal by means of a subsequent appeal to the Director, Tourism and Cultural Industries, whose decision will be final.
- 4.5.8 Contribution Agreements (CAs) for successful applicants are drafted as soon as possible after the decision. There are templates for each program fund found in the Documents and Resources folder in the shared drive.
- 4.5.9 When the CAs are prepared, the CEO and/or Projects Manager sends a PDF copy of the Contribution Agreement and a Word copy of Schedule A, B and C to the recipient with the following instructions (**Appendix B-Sample 6**):
- Review the CA. If there are any questions, contact NFDC to discuss.
 - Complete Schedule A, B and C as per your application. Return a PDF copy of Schedules A, B and C.
 - If in agreement with the CA as written, NFDC will return a full PDF copy of the Agreement including the Schedules for signature. Have the appropriate person with signing authority sign the Agreement.
 - In addition to the signed CA, please supply NFDC with an invoice for first payment which includes the CA's file number for filing.
 - A PDF copy with signatures is returned to NFDC.
 - The signed agreement will be signed by the CEO.
 - The signed copies are distributed as follows – one copy is returned to the recipient; one copy is filed in the project folder.
- 4.5.10 The recipient's CA package includes a request for an invoice for the first payment.

4.6. Monitoring and Financial

- 4.6.1 On or before January 31st of the current fiscal, the Projects Manager will send an email requesting an interim status report. The Projects Manager will also track projects that require additional deliverables and three payment schedules (such as Nunavut Spend Incentive Program).
- 4.6.2 If NFDC determines the project in jeopardy of being unable to meet the conditions of the contract, NFDC will notify the recipient in writing of the delivery due date and give notice that unless the conditions are met, they should anticipate funds not being advanced by NFDC.
- 4.6.3 Six weeks prior to the project completion date (and last payment) the Projects Manager sends out email reminders of the final payment deliverables, and a reminder to complete the Economic Impact Report (**Appendix B-Sample 7**).
- 4.6.4 Once the deliverables are received, the Projects Manager reviews all reporting and determines if it meets the criteria of the schedule in question. If not, the Projects Manager contacts the applicant for clarifications and more documentation. If yes, copies are put in the project folder.

- 4.6.5 The Projects Manager updates the spreadsheet (**Appendix A-Sample 8**), to reflect deliverables received.
- 4.6.6 On the tracking sheet (**Appendix A-Sample 2**), the Projects Manager records the date that the last payment is deposited.
- 4.6.7 Add finished product to the NFDC library and record in product inventory list.
- 4.6.8 At year-end, the CEO sends a report about the completed projects to ED&T as part of the overall GN reporting requirements.

4.7. Economic Impact

- 4.7.1 For each completed project, a completed Economic Impact Report (**Appendix B-Sample 7**) is collected.
- 4.7.2 A copy of this statement goes into the project folder.
- 4.7.3 On an annual basis, the Projects Manager compiles all information and prepares an Economic Impact Report for ED&T.
- 4.7.4 These results and accomplishments should be promoted when possible.
- 4.7.5 One of NFDCs priorities is to develop and maintain an inventory of products, issues and accomplishments of program applicants. This collection of information can be used to leverage partnerships and additional funding. It is also useful for advocacy purposes, capacity building and positioning within the NFDC sector.

4.8. Provision for the Distribution of any Surplus Funds

4.8.1 Contingent Liabilities

In the event that a Recipient is unable to meet the conditions of its CA by NFDC's fiscal year end or by the completion date set out in the CA. The CEO will forward a notice of default to the recipient. Non disbursement of funds due to contractual deliverables having not been met by the recipient at fiscal year-end will be held on the financial records of NFDC as contingent liabilities. The recipient will be required to satisfy the conditions of its CA with NFDC on or before the date specified in the CA. Failure to do so will result in a relinquishment of the NFDC's obligations under the CA.

4.8.2 Unallocated Funds

In the event that NFDC is unable to commit the full amount of its annual program allocation from the GN as of the 31st of January, the CEO will communicate with key industry stakeholders and conduct a needs assessment for the use of these unallocated funds.

In the event that program funds remain uncommitted at the fiscal year-end, NFDC will remit uncommitted funds to the GN after completion of its annual audit.

List of Documents

Appendix A - Core Funding

- Sample 1. Master list of received applications
- Sample 2. Project Tracking Sheet

Appendix B - Funding Program

- Sample 1. Project Summary and Review Notes
- Sample 2. Letter – rejection
- Sample 3. Letter - acceptance
- Sample 4. Process for Completing Contribution Agreements
- Sample 5. Reporting Requirements
- Sample 6. Economic Impact Report Example
- Sample 7. Filing Applications in Google Drive
- Sample 8. Spreadsheet

Appendix C – The Learning Fund

- Program Guidelines, Application Form, Eligibility Checklist, Contribution Agreement

Appendix D – Short Film Fund

- Program Guidelines, Application Form, Eligibility Checklist, Contribution Agreement

Appendix E – Creative Content Development Fund

- Program Guidelines, Application Form, Eligibility Checklist, Contribution Agreement

Appendix F – Nunavut Spend Incentive Program

- Program Guidelines, Application Form, Eligibility Checklist, Contribution Agreement

Appendix G – Market Endowment Program

- Program Guidelines, Application Form, Eligibility Checklist, Contribution Agreement

Appendix H - Inuktut Versioning Fund for Existing Programs

- Program Guidelines, Application Form, Eligibility Checklist, Contribution Agreement

Appendix I - The Story Telling Fund

- Program Guidelines, Application Form, Eligible Nunavut Costs Worksheet, Eligibility Checklist, Contribution Agreement

Appendix A. Core Funding

Sample 1 - Master List of Received Applications

MASTER LIST OF RECEIVED PROJECTS 2017-2018				
Entry Level Experience Fund \$10,000				
Application Date	Fund/Program	Production Company	Fund Request	Date/Time Received
Industry Development and Training Fund \$20,000				
Application Date	Fund/Program	Production Company	Fund Request	Date/Time Received
Short Film Fund \$70,000				
Application Date	Fund/Program	Production Company	Fund Request	Date/Time Received
CREATIVE CONTENT DEVELOPMENT FUND \$45,000				
Application Date	Fund/Program	Production Company	Fund Request	Date/Time Received
NUNAVUT SPENDING INCENTIVE \$850,000				
Application Date	Fund/Program	Production Company	Fund Request	Date/Time Received
Market Endowment Program \$40,000				
Application Date	Fund/Program	Production Company	Fund Request	Date/Time Received
Inuktitut Language Enhancement & Inuktitut Versioning Fund \$200,000				
Application Date	Fund/Program	Production Company	Fund Request	Date/Time Received

Appendix A – Sample 2.

PROJECT TRACKING SHEET

PROJECT NAME:			
Project Details:			
NFDC CODE	NSI-17-18-1		
CA DATE	25-Jul-17		
Applicant	Production Company		
Contact			
Address			
Phone			
Email			
PROGRAM/FUND	Nunavut Spend Incentive		
Funding Amount:	\$0		
Inuktitut Language:	\$0		
Training Enhancement	N/A		
1st Payment %	40%		
Funding Program:			
Inuktitut Language:			
Training Enhancement			
TOTAL:		Invoice No.	Cheque No.
DATE PAID:			
2nd Payment %	40%		
Funding Program:			
Inuktitut Language:			
Training Enhancement			
TOTAL:		Invoice No.	Cheque No.
DATE PAID:			
3rd Payment %	20%		
Funding Program:			
Inuktitut Language:			
Training Enhancement			
TOTAL:			
FINAL DELIVERABLES DUE DATE:	March 31, 2017		
DATE RECEIVED:			
ANY ADJUSTMENTS TO FINAL PAYMENT:		REASON	
Funding Program:			
Inuktitut Language:			
Training Enhancement			
FINAL PAYMENT TOTAL:			
VARIANCE FROM CA TOTAL:			
TOTAL:		Invoice No.	Cheque No.
DATE PAID:			

Appendix B – Sample 1.

Application Summary & Review Notes 2023-2024

Program:

Applicant:

Project:

Application Signature:

Application Received:

Application Reviewed:

Funding Request:

Description:

Notes / Comments:

Recommendation to Review Committee:

Review Committee Recommendation:

Decision:

Appendix B – Sample 2.



October 15, 2023

NAME
P.O. Box
Address
Iqaluit, NU X0A 0H0

**RE: APPLICATION TO THE NUNAVUT SPEND INCENTIVE PROGRAM
2023-2024
Project:**

Dear:

On behalf of Nunavut Film, I am writing to you with respect to your application for “PROJECT NAME” under the “NAME OF PROGRAM/FUND” for 2023-2024.

NFDC assembled a Review Committee made up of industry professionals to assess applications to the funding programs.

Based on the information provided in your application, I regret to inform you that “PROJECT NAME” was not recommended for funding under the NAME OF PROGRAM/FUND”. The Review Committee determined that the proposal did not provide enough supporting documents such as budget, resumes, or a work plan.

Should you have any questions, please do not hesitate to contact me at the Nunavut Film office or by email at ceo@nunavutfilm.ca.

Sincerely,

CEO, Nunavut Film Development Corporation

Appendix B – Sample 3.



October 15, 2023

NAME
P.O. Box
Address
Iqaluit, NU X0A 0H0

**RE: APPLICATION TO THE NUNAVUT SPEND INCENTIVE PROGRAM
2023-2024
Project:**

Dear:

On behalf of Nunavut Film, I am writing to you with respect to your application to the Nunavut Spend Incentive Program (NSI) for the above noted project.

Your application has been reviewed by NFDC and the Review Committee and approval has been given to fund the project from the Nunavut Spend Incentive Program for the following amounts:

1. Nunavut Spend Incentive: \$0.00
2. Eligible enhancement for Inuktitut language production: \$0.00

Total funding: \$0.00

After receiving confirmation of receipt of this funding offer, Nunavut Film will prepare a Contribution Agreement for your signature. Please note that all previous reporting / and or repayments must be settled before any new funding is issued.

Should you have any questions, please do not hesitate to contact me at the NFDC office or by email at ceo@nunavutfilm.ca.

Sincerely,

CEO, Nunavut Film Development Corporation

Appendix B – Sample 4.

Process for Completion of Contribution Agreements

- Complete Schedule A, B and C (Word Doc) in accordance with the application sent to Nunavut Film.
- Return a completed Schedule A, B and C as a PDF file to Nunavut Film.
- NFDC will then return a full PDF copy of the Contribution Agreement including the Schedules for signature.
- Have the appropriate person with signing authority sign the Agreement in blue ink. A witness also signs in blue ink.
- A PDF copy with signatures is returned to Nunavut Film for signing by the CEO.
- A fully executed Agreement will be returned to you.
- On receiving a fully executed Agreement, please supply NFDC with an invoice for first payment. Please note the Project File Number (NSI 23-24-1) and funding category in the invoice (NSI / Inuktitut Language Incentive).

Appendix B – Sample 5.

Reporting Requirements

The Learning Fund

- an Initial Advance (75%) paid upon execution of a Contribution Agreement with Nunavut Film and receipt of satisfactory evidence that the applicant has met any outstanding drawdown conditions; and
- a Final Advance (25%, or less in the event that the total development commitment is not fully spent) paid upon receipt and acceptance of the following:
 - detailed report on all activities
 - final accounting of costs and the corresponding financing structure
 - copies of work completed (if applicable)
 - a completed Economic Impact Report (the “EIR”).

Short Film Fund

- An Initial Advance (75%) paid upon execution of a Contribution Agreement with Nunavut Film and receipt of satisfactory evidence that the applicant has met any outstanding drawdown conditions; and
- Final Payment of 25% upon completion and delivery of the Production, a final accounting of costs, and receipt and approval of a completed Economic Impact Report (the “EIR”).

Creative Content Development Fund

- An Initial Advance (75%) paid upon execution of a Contribution Agreement with Nunavut Film and receipt of satisfactory evidence that the applicant has met any outstanding drawdown conditions; and
- A Final Advance (25%, or less in the event that the total development commitment is not fully spent) paid upon receipt and acceptance of the following:
 - i) copy of the Creative Content developed;
 - ii) a final accounting of actual Eligible Development Costs;
 - iii) an up-to-date statement of all Financing Sources including any new financing raised for the development of this Production since execution of this Contribution Agreement; and
 - iv) a completed Economic Impact Report (the “EIR”).

Nunavut Spend Incentive Program

Spending Stream I and II recipients: the Nunavut Film contribution will be paid in three advances, as follows:

- 40% upon execution of a Contribution Agreement;
- 40% upon receipt by Nunavut Film of a copy of a fully executed agreement entered into with a broadcaster or bona fide distributor; and verifiable commitments for full financing; or in the case of digital media projects a marketing plan and verifiable commitments for full financing.
- 20% upon completion and delivery of the eligible production (and, if applicable, an Inuktitut version), receipt and approval of an audited statement of total production costs and receipt of a completed Economic Impact Report.

Other conditions may apply and will be outlined in the Contribution Agreement entered into with

Nunavut Film. With respect to productions with budgets of less than \$500,000, Nunavut Film will accept a review engagement report.

With respect to productions with budgets of less than \$200,000, Nunavut Film will accept a statutory declaration signed by the Nunavut producer and accompanied by a final cost report.

Any audit, review engagement report or statutory declaration must be accompanied by detailed breakdown of actual eligible Nunavut costs. All cost reports (whether prepared on the basis of an audit, review engagement report or declaration of final costs) must be prepared and presented according to generally accepted accounting principles and standards in Canada.

8.4 FINAL COST REPORTING. Within ninety (90) days following completion of the Production, or sooner if so requested by Nunavut Film, the Producer, or its Affiliate, shall provide to Nunavut Film, at the Producer's or Affiliate's sole cost, a final accounting of the actual total costs of the Production and thereafter, promptly upon request, shall provide to Nunavut Film, at no charge, a copy of the final Audited Statement of Costs of the Production together with a corresponding statement of the actual final Financing Sources; including as a schedule or note to this Audited Production Cost Statement a final, detailed breakdown of all Eligible Nunavut Costs and all other expenses related to the Production. If the Production has a total production budget of less than \$500,000, Nunavut Film will accept a review engagement report in lieu of an audited statement of the Production's costs. If the Production has a total production budget of less than \$200,000, in lieu of an audited statement of the Production's costs, Nunavut Film will accept a statutory declaration signed by the individual producer accompanied by a final cost report with a detailed breakdown of all Eligible Nunavut Costs and all other expenses related to the Production.

Market Endowment Program

- Nunavut Film will provide up to \$5,000 towards the total final approved 'Eligible Costs' to attend a Market Event.
- Recipients of funds under this program will be required to submit a final report within forty-five days of return from the Market Event (or by April 15th of the subsequent fiscal year for Market attendance in the last month of the current fiscal year).
- This report must include a written description of the benefits and outcomes resulting from attendance at the Market Event, an expense report, and copies of all receipts for all costs.

Inuktit Language Incentive (ILI) / Versioning Fund for Existing Programs

- An approved recipient for Language Incentive (ILI) funding will follow the main program fund's payment schedule (Story Telling, Short Film, NSI)
- An approved recipient for the Versioning Fund will receive a grant of the cost of versioning up to a maximum of \$10,000 per project payable as follows:
 - 50% upon approval and execution of a Contribution Agreement.
 - 50% upon receipt of a signed final cost report and a copy of the program.

The Story Telling Fund

- A project may apply for a grant of up to a maximum of \$7,500.
- Inuktit Language Incentive - a bonus of 5% of the Story Telling Fund spend up to a maximum of \$1,500 is available for original production.
- Internet Uploading/Downloading: 5% of Story Telling Fund grant, if applicable, up to a maximum of \$250 per project.

Contribution will be paid as follows:

- An Initial Advance (75%) paid upon execution of a Contribution Agreement with Nunavut Film and receipt of satisfactory evidence that the applicant has met any outstanding drawdown conditions; and

- Final Payment of 25% upon completion and delivery of the Production, a final accounting of costs, and receipt and approval of a completed Economic Impact Report (the “EIR”).

Appendix B – Sample 6.

Note there are separate reports for the various funds and all exist as online fillable documents through jotform.



Economic Impact Report

Date of Completion:

Thank you for completing the Nunavut Film Development's Economic Impact Report. This confidential report provides invaluable information about the impact of your production that will be used to support the work of this non-profit corporation and film industry in Nunavut.

Company Information

Project Title	
Primary Production Company	
Permanent Address #1	
Permanent Address #2	
City	
Territory/Province	
Postal Code	
Report Completed by	
Title	
Phone Number	
Email Address	

Nunavut Resident Personnel

*Include Beneficiary of Nunavut Agreement who do not qualify as Nunavut Resident

**Total Production is total number of all personnel, including Nunavut Residents

Nunavut Residents	# of People	# Beneficiaries of NU Agreement*	Total Work Days	Amount Spent
Nunavut Residents (Pre-Production)				
Nunavut Residents (Key Creatives)				
Nunavut Residents (Production Crew)				
Nunavut Residents (Post-Production)				
Nunavut Residents (Actors/Hosts)				
Nunavut Residents (On Screen Contributors)				
Nunavut Residents (Extras)				
Nunavut Residents (Administration)				
Other Nunavut Resident Hires				
NUNAVUT RESIDENT TOTAL				
TOTAL PRODUCTION**				

Financial Information

Expenditures within the territory of Nunavut

Dollar Amount (Canadian)	
Nunavut Resident Personnel (from above)	
Accommodations	
Vehicle Rental	
Office Supplies	
Wardrobe/Costumes	
Lumber/Hardware	
Props	
Per Diems	
Building Rental (Production Office, Studio, Locations)	
Utilities	
Location Fees	
Permit Fees	
Catering/Food	
Other Rentals	
Other Purchases	
Other Expenses	
TOTAL SPENT ON LOCATION	

Amount Contributed to GDP: _____

Government Incentives	Dollar Amount (Canadian)
Federal Government Tax Credit	
Output per dollar	
GDP per dollar	
Full-Time Employment per 100,000	
Federal Tax Revenues per dollar	

Territorial Government Incentives	Dollar Amount(Canadian)
Federal Government Tax Credit	
Output per dollar	
GDP per dollar	
Full-Time Employment per 100,000	

NFDC Funding	Dollar Amount(Canadian)
Federal Government Tax Credit	
Output per dollar	
GDP per dollar	
Full-Time Employment per 100,000	

Appendix B – Sample 7.



Filing of Applications and Contribution Agreements

- Once all signatures are in place, keep PDF copy on Google Drive and email PDF copy to the recipient.
- For each NFDC file / digital folder, each project should contain the following documents:
 1. Folder marked project Index Number (e.g. NSI 23-24-1 Name of Project)
 2. The application
 3. Additional documents submitted with application
 4. Correspondence from NFDC concerning the project, i.e. receipt of application, successful proposals, funding approvals etc.
 5. The fully executed Contribution Agreement.
 6. Scanned copies of invoices including RBC Express payment record.
 7. Deposit documents from banking institutions.
 8. Banking information about the recipient (deposit information).
 9. Copy of CEO recommendations to Review Committee and Review Committee summary of comments and recommendations.
 10. Any other relevant / important correspondence regarding the CA negotiations, decisions to refuse funding etc.
 11. Documentation outlining reasoning and calculation of any funding adjustments made at any Payment stage.
 12. Tracking Spreadsheet noting payment percentages and amounts, payment due dates and date for final delivery.

2022 / 2023
Program Policy and Management Manual

Film, Television and Digital Media Development Programs and Funds

Appendix C – The Learning Fund

- Program Guidelines, Application Form

Appendix D – Short Film Fund

- Program Guidelines, Application Form

Appendix E – Creative Content Development Fund

- Program Guidelines, Application Form

Appendix F – Nunavut Spend Incentive Program

- Program Guidelines, Application Form

Appendix G – Market Endowment Program

- Program Guidelines, Application Form

Appendix H -Inuktitut Versioning Fund for Existing Programs

- Program Guidelines, Application Form

Appendix I - The Story Telling Fund

- Program Guidelines, Application Form

Appendix J - Contribution Agreement Example