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**KCMO FILM DEVELOPMENT PROGRAM**

 **FILM INCENTIVE REBATE PROGRAM INSTRUCTIONS FOR COMMERCIALS, CORPORATE, MUSIC VIDEO, SHORT FILM**

The City of Kansas City, Missouri, offers a refund on qualified expenditures for labor, goods and services performed by residents or businesses located in the City of Kansas City, Missouri.

IMPORTANT: There is no per project cap. The KCMO rebate incentive is capped annually at $100,000 and is available on a “first-come, first-considered” basis subject to fund availability. Expenses for alcohol and tobacco items are not reimbursable. All reimbursable expenses must have been incurred by applicant.

**ELIGIBILITY TO APPLY** Before applying to the KCMO Film Development Program, consider whether your project is eligible.

The following types of productions do NOT qualify for the Program:

* News or current events programming
* Talk shows
* Sports event or sports programs
* Gala presentation or award shows
* Live Events
* Infomercials or any productions that directly solicit funds
* Political ads
* Projects that are considered obscene (ratings above “R” or “TV-MA”)

If you are **not** one of the above types of productions then ask these questions to find out if your production is eligible:

* Will the production agree to a $50.00 application fee?
* Does the production have or will acquire proof of Certificate of Insurance for this project?
* Will the production agree to sign the [KC Codes of Conduct](http://www.kcfilmoffice.com/wp-content/uploads/2021/01/03-filmtv_filming-codes-of-conduct-agreement.docx)?
* Does the production satisfy one of the following?
* Minimum # hotel room nights (200 feature; 100 TV Show; 50
commercial/corporate; 5 short film/music video) within City of KCMO
boundaries *or*
* Executive Producer/Director can prove residence in City of KCMO *or*
* Production office located within City of KCMO
* Will the production film at least 25 percent of the principal photography within the boundaries of the City of Kansas City, Missouri?
* Will the production hire at least five (5) crew and/or cast, only one of whom can be a production assistant?
* Will the production agree to provide KC Film Office (KCFO) with all of the required paperwork?
* Will the production have a minimum KCMO spend in the following categories?
* $100,000 – Feature Film
* $50,000 – TV Show per episode (scripted or unscripted)
* $100,000 – TV series or commercial bundle
* $50,000 – National commercial
* $25,000 – Regional commercial or corporate video
* $10,000 – Short film or music video
* Has the production already received two (2) contracts for a rebate within the City’s fiscal year (May to May)?
* Is your project fully funded?

**REQUIREMENTS FOR REBATES** KCMO Film Development Program offers two (2) rebate tiers for qualified KCMO verified expenditures. A production can benefit from only one (1) of the incentive tiers and can qualify for one or both bonuses.

**TIER ONE (1) INCENTIVE REBATE – 4%**

Minimum City of Kansas City, Missouri spend in the following categories will receive a **4 percent rebate** on qualified expenditures:

* + $100,000 – Feature film
	+ $50,000 – TV Show per episode (scripted or unscripted)
	+ $100,000 – TV series or commercial bundle
	+ $50,000 – National commercial
	+ $25,000 – Regional commercial or corporate video
	+ $10,000 – Short film or music video

**TIER TWO (2) INCENTIVE REBATE – 9%**

Must qualify for Tier One minimum spend and *one* of the following is true and the benefit is fulfilled, a production receives a **9 percent rebate** on qualified expenditures:

* 250+ KCMO room nights; *or*
* Film for four or more consecutive weeks in KCMO; *or*
* 25 Crew/Principal Cast (Greater KC area hires and at least 1/4 of those hires must reside within the [6 Council Districts](http://kcmo.gov/map-of-city-of-kansas-city-mo-council-districts/));

**MARKETING BONUS OPTIONS – 1% total possible**

One or both Marketing Bonus options can be attained:

1. **.5% percent bonus rebate** if *one* of the following is met:
	1. Project is set entirely in the City of Kansas City, Missouri
	2. Project is filmed entirely in the City of Kansas City, Missouri
	3. Project features or utilizes services or products from KC arts professionals including but not limited to poets, choreographers, composers, visual artists or dancers.
	4. Production fulfills the Community Benefit – Cast member(s), director, executive producer, producer, head of department “gives-back” to emerging artists or young people interested in the industry by connecting with them at a talk, panel, seminar, set visit or other opportunity.
2. **.5%** (can include below-the-line as well), on *two or more* of these subjects:
	1. City of Kansas City
	2. Ease of doing production in Kansas City
	3. Locations used on the project and what about them worked well for you
	4. Capability of the Kansas City production crew hired
	5. Capability of the Kansas City actors hired
	6. Enjoyable amenities in Kansas City such as hotel, restaurants, nightlife, museums, etc.

After careful consideration of the Eligibility Requirements, a production may want to apply for the KCMO Film Development Rebate Incentive Program. The following flow chart gives a snapshot of program participation.

**PROGRAM FLOW CHART**

**PROGRAM CHECKLIST**

**Application:**

* [Form A](http://www.kcfilmoffice.com/wp-content/uploads/2023/05/01-commercialcorporatemusicvid_form-a-application_.docx) (Application)
* Project Budget
* Script
* [Form B/EEC WKBK](http://www.kcfilmoffice.com/wp-content/uploads/2023/05/02-commercialcorporatemusicvid_-form-b_eec-form_estimated-spend-and-rebate_.xlsx) (Estimated rebate/KCMO Spend [within the 6 Council Districts](http://kcmo.gov/map-of-city-of-kansas-city-mo-council-districts/))
* Signed [Codes of Conduct Form](http://www.kcfilmoffice.com/wp-content/uploads/2023/05/03-commercialcorporatemusicvid_filming-codes-of-conduct-agreement.docx)

**Review/Approval**

* Conference call or meeting with KC Film Office
* Notice of Approval to participate in KCMO Film Incentive Program with contract

**To Remit with Contract**

* Signed City contract
* [W-9 Submission](http://www.kcfilmoffice.com/wp-content/uploads/2021/01/04-commercialcorporatemusicvid_w-9.pdf) (City Vendor requirement)
* Copy of Certificate of Insurance
* E-Verify (instructions will come from the City)
* Written notice of confirmed start date of principal photography and ongoing photography (as applicable)

**Before First Day of Filming**

* Crew Call Sheet for first day of production
* Production shooting schedule
* List of KCMO residents to be hired with job title, wage, start date and expected term of employment ([within the 6 Council Districts](http://kcmo.gov/map-of-city-of-kansas-city-mo-council-districts/)
* Crew List
* Meeting(s) with City, police department, fire department (as applicable)

**During Filming**

* Send Call Sheets to Film Office for every production day (email CC or BCC is OK)
* Set visit(s) set up
* Schedule talk/panel/etc. for Community Bonus incentive (as applicable)
* Point of Contact for Media (as applicable)
* On-Camera testimonials about filming in KC (or after filming)

**After Filming**

* [Form C](http://www.kcfilmoffice.com/wp-content/uploads/2023/05/05-commercialcorporatemusicvid_form-c-actuals.docx) (Final Actuals Information)
* [Form D](http://www.kcfilmoffice.com/wp-content/uploads/2023/05/06-commercialcorporatemusicvid_eec-workbook-d_actual-spend-and-rebate.xlsx) (Qualifying Expenses Total Calculation & Final Rebate Calculation)
* [Form E](http://www.kcfilmoffice.com/wp-content/uploads/2023/05/07-commercialcorporatemusicvid_workbook-e-final-kcmo-expenditure-details.xlsx) (Expenditure workbook [within the 6 Council Districts](http://kcmo.gov/map-of-city-of-kansas-city-mo-council-districts/))

& Proof of Payments – receipts, checks, payroll, etc.

* [Form F](http://www.kcfilmoffice.com/wp-content/uploads/2023/05/8-commercialcorporatemusicvid_form-f-production-expenditure-report_greaterkcfilm.docx) (simple expenditures report – Greater KC metro)
* Final budget
* Complete Crew List and copies
	+ Alphabetical
	+ Denote KCMO City residents ([within the 6 Council Districts](http://kcmo.gov/map-of-city-of-kansas-city-mo-council-districts/)) & proof of residence
	+ Denote Greater KC residents
	+ Denote Greater KC expatriates (as applicable)
* Vendor List
	+ Alphabetical
	+ Denote KCMO City businesses ([within the 6 Council Districts](http://kcmo.gov/map-of-city-of-kansas-city-mo-council-districts/))
	+ Denote Greater KC businesses
* Production Shooting Schedule (final)
* Daily Call Sheets
* Copies of location agreements/permits issued
* Proof/Delivery for Marketing Bonuses (as applicable)

**Post-Production**

* When possible, acknowledgments: “Thank you to the City of Kansas City, MO,” “Thank you to KC Film Office” and **Film In KC logo**
* 3-5 Hi-res production photos in digital format and rights
* Share airing time/date/channel/social platform
* One copy/downloadable link of final released version of the production
* Stay in touch with KCFO! We appreciate your business

**ELIGIBLE EXPENDITURES**

The City of Kansas City, Missouri rebate incentives apply only to costs incurred for production activities necessary to the production that take place in the boundaries of the City of Kansas City, Missouri (link to map of KCMO 6 Council Districts) and that are performed by businesses located in and individuals permanently residing\* in the boundaries of the City of Kansas City, Missouri.

[EEC WORKBOOK](http://www.kcfilmoffice.com/wp-content/uploads/2021/01/02-commercialcorporatemusicvid_-form-b_eec-form_estimated-spend-and-rebate_.xlsx) gives a detailed list of ELEGIBLE EXPENDITURE CATEGORIES (EEC) as well as corresponding category codes that will be used in your final expenditure spreadsheet.

Eligible Expenditures are subject to the following conditions:

• Availability of funds.

• Services performed on behalf of the Applicant by non-residents of the City of Kansas City, Missouri, or businesses not located within the City of Kansas City, Missouri, are not open for rebate. \*

• Re-billed goods or services provided from vendors or suppliers outside the City of Kansas City, Missouri, are not open for rebate.\*\*

• Expenditures that have been reimbursed from other sources are NOT qualified expenditures.

• The rebate for all other eligible expenditures is up to 10 percent at most. All rebates are subject to fund availability and are processed on a “first-come, first-considered” basis.

• The actual spend must not deviate more than 25 percent from the estimated spend provided to the City in the Initial Application form without written consent from KCMO. In no case will the incentive be based on more than 100 percent of the estimated spend.

• The incentives are performance-based, where payments will not be issued until after the production company has provided all the required documentation by set deadline and the City of Kansas City, Missouri has confirmed compliance.

\*Proof required: MO Driver’s License/ID. If DL is not up to date, a piece of documentation (utility bill) with City of Kansas City, Missouri, address is acceptable.

\*\*Prior knowledge and approval by KCFO and KCMO for equipment rental pass-through is the exception on a case-by-case basis.

Kansas City, Missouri (KCMO) Six Council Districts



(Click photo to visit council district interactive map)

General instructions for completing the initial application form and accompanying documents.

**INITIAL APPLICATION: HOW TO APPLY**

Productions applying for the KCMO Film Development Rebate Program will first need to file an initial application that consists of the following documents (each of which are available for download as a PDF document and requires the free Acrobat Reader for viewing and completion):

1. **Form A** – Initial Application for KCMO Film Development Rebate Program and accompanying instructions. A copy of this application needs to be submitted to the **KC Film Office (KCFO).** [Click here for the application](http://www.kcfilmoffice.com/wp-content/uploads/2023/01/01-commercialcorporatemusicvid_form-a-application_.docx) (word)
2. **Pay Application Fee** - $50.00 application fee in the form of check or money order made out to “City of Kansas City, Missouri” with “Project Name” as it reads in your application and “KCMO Film Program” noted.

Mail/Submit to:

**James Martin**

**Public Art Administrator**

**General Services – Facilities & Architecture Division
re: KCMO Film Program**

**414 E. 12th Street, City Hall**

**17th Floor
Kansas City, MO 64106**

1. **Project Budget** – The most current version of the project budget. This is a mandatory part of the application process and must be submitted with the Initial Application in order for the application to be complete.
2. **Project Script** – Please submit along with Initial Application materials.
3. **Workbook B/EEC**– Preliminary summary calculation of estimated KCMO spend ([spend within the KCMO 6 Council Districts](https://www.kcmo.gov/city-hall/kcmo-council-districts-map)) denoting the rebate amount ([Link to Form B/EEC Form](http://www.kcfilmoffice.com/wp-content/uploads/2021/01/02-commercialcorporatemusicvid_-form-b_eec-form_estimated-spend-and-rebate_.xlsx))
4. **Codes of Conduct** – Signed ([Link to Codes](http://www.kcfilmoffice.com/wp-content/uploads/2021/01/03-commercialcorporatemusicvid_filming-codes-of-conduct-agreement.docx))

These combined documents are the Initial Application, which leads to conditional approval of the project for the KCMO Film Development Program administered by the City of Kansas City, Missouri. Receipt of a certificate of conditional eligibility does not guarantee availability of the rebate, which is dependent on the final budget meeting the requirements of the rebate.

**WHEN TO APPLY:**

Applications must be submitted at least fifteen (15) days prior for film and television projects *in advance of filming* and the contract between parties must be approved and signed before shooting commences. Every effort will be made by the City to give notice within ten (5) business days of receipt of all the application paperwork.

Principal photography must occur *after* the notice of acceptance with a signed contract between parties. IMPO: No funds will be rewarded retroactively in any case.

**WHERE TO APPLY:**

Submit the completed digital documents: Form A, Project Budget, Workbook B, signed Codes of Conduct Form to:

**KC Film Office**

Steph.Shannon@kcmo.org

www.kcfilmoffice.com

**NEXT STEPS: What Happens After You Submit the Initial Application is submitted to KC Film Office?**

1. **Interview** – You must contact KC Film Office steph.shannon@kcmo.org to schedule an appointment for an in-person meeting or conference call/video call to discuss the application materials. This meeting/call must be attended by a producer and/or the line producer, unit production manager, production accountant of their designee, subject to approval of the KCFO. KCFO will assist the production with any areas of concern before the official submission of the Initial Application Package is submitted officially to the City of Kansas City, Missouri.
2. **Review** – Your Initial Application materials will be sent by KCFO to the KCMO for review and electronic (email) notice of Acceptance or Decline. The notice of Acceptance will include a Contract with the intent for rebate amount appropriated to the production. KCMO will send this to the authorized applicant(s) by email and copy KCFO.

If the initial application is declined the notice shall state, the reasons, therefore. An authorized applicant that disagrees with the decline or the amount of the rebate appropriated may appeal pursuant to the process set forth in the regulations of the KCMO Film Development Program Ordinance 160093. In this case the Applicant must appeal the KCMO decision to the City Manager or his/ her designee within ten (10) calendar days of receiving the denial. Note: if an applicant is disapproved due to lack of program funds, the application fee will be reimbursed.

Appeals contact:

Laurie Abbott, Executive Aide to City Manager, Laurie.Abbott@kcmo.org

1. **Approval** – Receipt of conditional contract for an appropriated amount of rebate, does not guarantee availability of the final funds or the amount of rebate issued, which are dependent on the final budget/FINAL EXPENDITURE REPORT meeting the requirements of qualification. Please note that the actual receipt of the KCMO Film Development Rebate Program is subject to availability of City funds for the program.
2. ***Before* Principal Photography Begins** – If Initial Application is accepted, the production will be required to supply the following:
	* Signed Contract – Submit by email to KCMO Office of Culture and Creative Services
	* Written notice of start of principle photography to KCFO and KCMO (Remit with signed contract)

NOTE: It is understood that start dates may change, and a final production schedule will be submitted prior to start date. If principle photography does not begin within a reasonable amount of time from the date indicated, the allocated funds may be distributed elsewhere and the applicant will be released from the program.

* + Certificate of Insurance and General Liability (and Auto as applicable) Endorsement from insurance company. (Submit with signed contract)
	+ Production shooting schedule to KCFO
	+ E-Verify (Instructions will be sent by the City) Certificate
	+ W-9 filled out and signed (Submit with signed contract) [Click here for blank W-9](http://www.kcfilmoffice.com/wp-content/uploads/2021/01/04-commercialcorporatemusicvid_w-9.pdf)
	+ Call Sheet for first day of production and all subsequent call sheets (steph.shannon@kcmo.org)
	+ Any additional documents requested by KCFO or KCMO.

**DURING FILMING:**

During production, please send all call sheets to KCFO. Please CC or BCC the film office (steph.shannon@kcmo.org) on the email to crew with call sheets on each shoot day. Set visits may be arranged by the KCFO during filming and if there are VIP guests, KCFO will make special arrangements with the producer or the producer’s designee. Please provide your production point-of-contact for media-related inquiries. Press can be handled with the partnership of the KCFO.

For productions who want to achieve Rebate Bonus #2, film testimonials to qualify for the bonus rebate on two or more of the following subjects listed on page 4.

**Social Media** – We encourage productions to use #FilmInKC on any social media posts and tag the KC Film Office.

Facebook: [KC Film Office](https://www.facebook.com/KCFilm/) Twitter: [@KansasCityFilm](https://twitter.com/KansasCityFilm)

**AFTER PRODUCTION/FINAL REMITTANCE REQUIREMENTS**:

No more than forty-five (45) business days after the completion of principal photography, the production must submit the final paperwork for review. Extensions can be granted with approval from KCMO.

**List of final documents and items for the FINAL PAPERWORK PACKAGE:**

1. **FORM C (FINAL ACTUALS INFORMATION)** – Similar to Initial Application with actual numbers and information. [Click for link to form](http://www.kcfilmoffice.com/wp-content/uploads/2023/05/01-commercialcorporatemusicvid_form-a-application_.docx) (Word).
2. **FINAL BUDGET** – Copy of the production’s actual final budget.
3. **FORM D (FINAL EXPENDITURE REPORT)** – Summary and calculation of qualified expenditures referencing main category codes from EEC FORM. [Click here for FORM D/EEC](http://www.kcfilmoffice.com/wp-content/uploads/2023/05/06-commercialcorporatemusicvid_eec-workbook-d_actual-spend-and-rebate.xlsx). \*Expenditures within the [KCMO 6 Council District](https://www.kcmo.gov/city-hall/kcmo-council-districts-map)
4. **FORM E (EXPENDITURE SPREADSHEET DETAILS) with organized PROOF OF PAYMENTS** – Detail of actual expenses incurred during production, referencing category codes from EEC FORM. [Click here for FORM E](http://www.kcfilmoffice.com/wp-content/uploads/2023/05/07-commercialcorporatemusicvid_workbook-e-final-kcmo-expenditure-details.xlsx). \*Expenditures [within the KCMO 6 Council District](https://www.kcmo.gov/city-hall/kcmo-council-districts-map)
5. Alphabetical **crew list** denoting KCMO residents.
6. Alphabetical **vendor list** denoting KCMO businesses.
7. **FORM F (GREATER KC SIMPLE EXPENDITURE REPORT)** – Overall spend information in Greater KC metro during filming, not limited to specific boundaries of City of Kansas City, Missouri. [Click here for Greater KC Local Expenditure Report.](http://www.kcfilmoffice.com/wp-content/uploads/2023/05/8-commercialcorporatemusicvid_form-f-production-expenditure-report_greaterkcfilm.docx)
8. Final **production schedule.**
9. Any daily **production reports.**

(continues on next page)

1. Copies of **location agreements and permits**.
2. Proof of fulfilling the marketing **bonus requirements**/delivery of videos.

**Important:**

* All materials must be legible and categorized prior to submitting to KCFO for review.
* All receipts must be coded to appropriate qualified expenditure categories (EEC FORM). Write the applicable code in the upper right corner of the receipt or document.
* All receipts must be itemized, clearly legible, dated, and total amount indicated. If addresses and phone numbers are not printed on the receipt, please add them in writing. If an item is not identifiable on the receipt, please attach an understandable description. (Note: Alcohol and tobacco are not eligible expenditures for rebate).
* All local crew payments require proof of residency (start paperwork and Driver’s License/State ID). If a DL address is not current a utility bill, car title/registration, etc. is acceptable)
* If providing pay stubs for crew, please be sure the SOCIAL SECURITY NUMBERS ARE NOT VISIBLE.
* Every receipt needs to be paid in full showing a zero balance or proof of payment. All checks require proof of processing, i.e., cancellation on back of check, bank statement with cleared check indicated on statement.

Final paperwork must be turned in within forty-five business (45) days of completion of principal photography. Paperwork submitted after forty-five (45) days or prior to completion of principal photography will not be accepted without prior written consent from KCMO.

A production company may not receive more than two (2) contracts within the City’s current fiscal year (May to May).

**WHERE TO SUBMIT FINAL PAPERWORK PACKAGE:**

First submit the digital final PPWK to steph.shannon@kcmo.org for a review before submission is turned in to the City. Please submit denoting project name and KCMO Film Development Program and *email* a link to download the final digital folders/documents of the final paperwork to:

KC Film Office

Steph Shannon, KC Film Commissioner | Director KC Film Office

[steph.shannon@kcmo.org](file:///E%3A%5CMarCom%20-%20Film%20Office%5CIncentives%5CKCMO%20City%20Incentives%20Program%20Official%20PPWK%5CUPDATED%20PPWK_old%5CCommercial%20Corporate%20MusicVid%20Projects%20PPWK%5Csteph.shannon%40kcmo.org)

**Next Steps:**

1. **Review/Final Approval** – Once the KC Film Office reviews the package contents, and you make any necessary updates and resend to KCFO, you will send your Final Paperwork Package to KCMO for final review James.Martin@kcmo.org, cc: [Steph.Shannon@kcmo.org](file:///E%3A%5CMarCom%20-%20Film%20Office%5CIncentives%5CKCMO%20City%20Incentives%20Program%20Official%20PPWK%5CUPDATED%20PPWK_old%5CCommercial%20Corporate%20MusicVid%20Projects%20PPWK%5CSteph.Shannon%40kcmo.org). Upon verification, the KCMO will email notice to applicant(s) with amount of rebate verified and forward the request for payment to the City Finance Department for payment within thirty (30) days.

A delay may occur if the information required within the Final Paperwork Package is missing or unsupported. If the Final Paperwork Package is disapproved, KCMO will provide the applicant with a notice of disapproval, which shall state the reasons, therefore.

An authorized applicant that disagrees with the disapproval or the amount of the rebate appropriated, may appeal pursuant to the process set forth in the regulations of the KCMO Film Development Program Ordinance 160093. In this case the Applicant must

appeal the KCMO’s decision to the City Manager or his or her designee within ten (10) calendar days of receiving the denial.

Appeals contact:

Laurie Abbott, Executive Aide to City Manager, Laurie.Abbott@kcmo.org

**Post-Production:**

**Reminder** – The final fulfillment of the KCMO Film Development Program:

* Include on-screen acknowledgments (as applicable): “Thank you City of Kansas City, MO,” “Thank you KC Film Office” and **Film In KC logo** ([Link to download logo options](https://drive.google.com/drive/folders/17hV-oyHTp3eUIzBQG4egoj9AETIoOPVz?usp=sharing))
* 3-5 Hi-res production photos in digital format and rights
* Send film date release or airing time/date/channel information
* Electronic Press Kit at the time it is sent to the press (as applicable)
* One copy of final released version of the production

Thank you for your interest in the KCMO Film Development Rebate Program.

We welcome your production to Kansas City!

If you have any further questions, please contact the program liaison, Steph Shannon at:

KC Film Office

Office of Mayor Quinton Lucas

City of Kansas City

414 E. 12th. St., Floor 29

Kansas City, MO 64106

Steph.Shannon@kcmo.org