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| Official Use Only Application #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Received: \_\_\_\_\_\_\_\_\_\_\_\_ |

# The City of Kansas City, Missouri Film Development Program

**FORM A – Application for Commercial, Corporate, Short Film & Music Video Projects**

**IMPORTANT REMINDER: The KCMO Film Development Rebate Program is available on a “first come-first served” basis subject to available funds.**

**All reimbursable expenses must have been incurred by applicant.**

Please **type** **clearly**. If the appropriate response is “not applicable,” please use “N/A.”

**PROJECT TITLE**:

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| --- |
|  |

Applicant: (The entity engaged in and controlling the Applicant EIN or SSN:

Production - this is the entity that would receive the

rebate)

|  |  |  |
| --- | --- | --- |
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|  |  |  |  |
| --- | --- | --- | --- |
| *Total* Projected Budget: | $ | Expected Shoot Dates: |  |

(excluding post-production)

|  |  |
| --- | --- |
|  |  |

**TYPE OF PROJECT** (Check one only)

National Commercial

Regional Commercial

Commercial Bundle  
 Corporate Video

Short Film  
 Music Video

**WILL THE PROJECT SATISFY *ONE OR MORE* OF THE FOLLOWING?** (Check one or more)

Minimum Number of Hotel Room Nights

* 50 Commercial or Corporate Project
* 5 Short Film or Music Video

Director/Executive Producer is a resident of KCMO (if you check this box, attach proof of residency, Missouri Driver’s License with KCMO address and one other form of proof)

Production Office/Headquarters in within the [KCMO Boundaries](http://kcmo.gov/map-of-city-of-kansas-city-mo-council-districts/)

**PRODUCTION COMPANY INFORMATION**:

**Permanent Business Address (not a P.O. Box and may not be City property):**

|  |  |
| --- | --- |
| Company Name: |  |

|  |  |
| --- | --- |
| Producer or Line Producer: |  |

|  |  |
| --- | --- |
| Production Accountant: |  |

|  |  |
| --- | --- |
| Address: |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| City: |  | State: |  | Country: |  | Zip: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: |  | Cell: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Fax: |  | Email: |  |

**Kansas City, Missouri Office Address:**

|  |  |
| --- | --- |
| Principal Contact: |  |

|  |  |
| --- | --- |
| Title: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Address: |  | City: |  | Zip: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: |  | Cell: |  |

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| Fax: |  | Email: |  |

**TYPE OF ENTITY:**

C  Corporation

S  Corporation

LLC

Partnership

Estate or Trust

Other (please describe)

Federal Tax I.D.  (FEIN – 9 characters):  

State in which incorporated or registered:  

**PRODUCTION SCHEDULE:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | Start | | End | |
| Prep Start/End Date |  |  | |  | |
| Principal Photography Start/End Date | |  |  | |  |
| Additional Photography & Reshoots Start/End Date | | |  | |  |
| Projected Release / Air Date | |  |  | | N/A |

**Estimated Kansas City, Missouri expenditures (total from** [**Form B/EEC FORM**](http://www.kcfilmoffice.com/wp-content/uploads/2017/10/2-commercialcorporatemusicvid_-form-b_eec-form_estimated-spend-and-rebate_.xlsx)**):**  $

**SHOOTING DAYS**

Stage days are days cameras roll for principal photography at a film production facility. Location days are days cameras roll for principal photography on any location that is not part of a film production facility.

1. # stage days in Kansas City, Missouri
2. # stage days outside Kansas City, Missouri
3. **Total # stage days** (a + b)
4. # location days in Kansas City, Missouri
5. # location days outside Kansas City, Missouri
6. **Total # location days** (d + e)

Will total number of shoot days in Kansas City, Missouri count for 25% of your schedule?

**EMPLOYEE INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Kansas City, Missouri Employees** | **# Employees** |  | **Wages/Comp** |
| **Above the Line Employees** |  |  |  |
| **KCMO Resident production employees** | # |  | $ |
| NON-KCMO Resident employees | # |  | $ |
|  |  |  |  |
| **Below-the-line - Production Employees** | |  |  |
| All Production employees | # |  | $ |
| All Actors | # | # days | $ |
| **KCMO Resident production employees** | # | # days | $ |
| **KCMO Resident Actors** | # | # days | $ |
|  |  |  |  |
| **Total Production Employees** |  |  |  |
| **Total above & below the line KCMO employees** | # |  | $ |
| **Total above & below the line non-KCMO employees** | # |  | $ |

**Will you hire a minimum of 5 KCMO residents as crew and/or cast?**

**Will you hire 25 or more Greater KC residents as crew and/or cast (Missouri / Kansas side)?**

**PROJECT BUDGET**

Please email a copy of your most current detailed budget with this application.

The most current version of your project budget is a mandatory part of this Initial Application; it must be submitted with this application form for this application to be considered complete.

**MARKETING BONUS**

The Kansas City Film and Development Program offer two Marketing Bonuses, combined equaling a .1% bump rebate on all qualified KCMO expenditures. Does the applicant intend to fulfill one or both of the following Marketing Bonuses?

Yes.

No.

If yes, please select the bonus and the qualifications with which you intend to fulfill said bonus.

1. **.5% bonus if one of the following is met:**

If the project is set entirely in KCMO

If the project is filmed entirely in KCMO

Project features or utilizes services or products from arts professionals including but not  
 limited to poet, choreographer, composer, visual artist, musician or dancer.

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.

1. **.5% bonus for the delivery of a video or videos with testimonial content from minimum of two (2) above-the-line individuals and may include additional below-the-line individuals, on two (2) or more of the following subjects:**

City of Kansas City; or

Ease of doing production in Kansas City; or

Locations used on the project and what works for you; or

Capability of the crew in Kansas City; or

Capability of the actors in Kansas City; or

Enjoyable amenities in Kansas City such as hotel, restaurants, nightlife, museums, etc.

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| **CERTIFICATION:** |

The signature below must be provided by the corporate office, general partner, managing member, or sole proprietor of the applicant seeking to participate in the KCMO Film Development Program. All other information requested by the application should be provided by the corporate office, general partner, managing member, or sole proprietor of applicant seeking the film rebate.

I further certify that when possible the project will have - “Thank You City of Kansas City, Missouri,” “Thank You KC Film” and the Film in KC logo options provided by the KC Film Office.

Under penalties of perjury, I declare that I have examined the application and accompanying documents and, to the best of my knowledge and belief, they are true, correct and complete.

|  |  |  |
| --- | --- | --- |
| Signature |  | Date |

|  |
| --- |
| Print Name |

|  |
| --- |
| Title |

|  |
| --- |
| Relationship to Applicant |

**PAYMENT:**

Remit $50 Application Fee in the form of a check or money order to “City of Kansas City, Missouri” with “Project Name” as entered in your application and “KCMO Film Program” noted on the check & envelope.

**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**  
   
 **Note: KCMO Film Program**

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**The City of Kansas City, Missouri Film Development Program**

**Definitions for application and program (organized alphabetically)**

**Above-the-line and Below-the-Line Employees:** KCMO resident employees whose home address given by the employee for all employment purposes within the City of Kansas City, Missouri. NON – KCMO resident employees whose home address given by the employee for all employment purposes are not within the City of Kansas City, Missouri.

**Additional Photography/Reshoots Start Date:** Means the first date after the Principal Photography End Date on which either 2nd Unit or other additional photography which does not include the main actors begins, or when the lead actors are reconvened for 'reshoots' or additional scenes that were not a part of the initial phase of principal and ongoing photography described in principal photography.

**Applicant:** The applicant must be the corporation, partnership, limited partnership, or other entity or individual that is principally engaged in the production of the film or television program and that controls the film or television program during pre-production, production and post-production. The applicant is the entity that, upon final approval, will receive the rebate check.

The applicant must be the entity that incurs and pays direct expenditures related to the physical production process and which is signatory to contracts with a payroll company, facility operators, vendors, etc. during production.

**As funding is available***:* meaning there is a finite amount of funds available for the film program and the available funding is subject to the City’s annual budget process.

**Call sheet:** a form that documents cast and crew who worked on the film project, the number of days those individuals worked, the rate at which they were paid and the hours worked daily.

**City:**meaning the City of Kansas City, Missouri.

**Commercial:** Means a national or regional advertisement usually thirty (30) or sixty (60) seconds in running time that advertises a product or service. National and regional will be based on the brand recognition, product reach and viewership reach.

**Commercial Bundle:** Means multiple commercial spots for the same brand or product filmed within the same principle photography period.

**EIN or SSN:** Indicate the Applicant’s Employer Identification Number (EIN) or Social Security Number (SSN)

***Expatriate Crew:*** any crew person returning to the Kansas City area to work on a project who once held residence in the Greater Kansas City Metropolitan Area

**Film**: Means production intended for commercial distribution to a motion picture theater or directly to home video or DVD market and includes for our purposes “Television Film” as well.

**Film or Project Title**: The name of the qualified feature film or television program being produced. If the production does not yet have a name, please use a working title. You must notify the Kansas City Film & Media Office in writing of any name changes.

***Filming****:* activity for staging and shooting motion pictures, television shows or programs, commercials, videos, including setup, strike and the time of photography.

**Final Expenditure Report***:* is a form provided by the City that reports the qualified expenditures within the city limits of Kansas City, Missouri.

**Greater Kansas City Expenditure Report***:* a form provided by the City that reports the total area expenditures in the Greater Kansas City Metropolitan Area.

**Greater Kansas City Metropolitan Area:** defined by the City and the five (5) surrounding counties including Jackson, Platte, Clay Counties in Missouri and Wyandotte, and Johnson Counties in Kansas.

**Kansas City Film + Media Office***:* an office of the Convention & Visitors Bureau of Greater Kansas City (d/b/a Visit KC).

**Local Crew***:* a group of people hired by a production company for the purpose of producing a film or motion picture and who reside in Kansas City, Missouri.

***Local Principal Cast****:* a paid actor residing in Kansas City, Missouri who has a lead, day player, featured or speaking role.

**Post Production End Date:** Means the date post production on the qualified film has been finished and the project is ready for delivery to a distributor. Post production does NOT include activities related to marketing, promotion or distribution. In the case of a film with a planned theatrical release or a television project with a broadcast or cable release, post production does NOT include any activity specifically related to DVD or home video distribution. In the case of a Television Series, the production season will be considered complete when post production on the final episode of the season is completed and the entire season is ready for delivery.

**Prep or “pre-production:”** Means the process of preparation for actual physical production and is considered to begin with the establishment of a dedicated production office, the hiring of key crew members such as a Unit Production Manager and Line Producer, and includes, but is not limited to, activities such as location scouting, hiring of crew, construction of sets, etc. Pre-production does NOT include the process of development.

**Principal Photography End Date:** Means the date principal and ongoing photography that involves the main lead actors is concluded.

**Principal Photography Start Date:** Means the first date of principal and ongoing filming of major and significant portions of a qualified project that involves the main lead actors. “Ongoing” means that once the process of principal photography begins it continues with no significant breaks or delays in an industry standard work schedule for the majority of the total days scheduled for principal photography.

**Production***:* a feature-length film, documentary film, television movie, television pilot, reality program or each episode of a television series or web series. It may also mean corporate media, industrial media, music video, short subject or web video.

**Production Company Information:** The applicants attached to work on the project during production.

**Production Schedule:** Indicated the key dates for each major phase of the production process as accurately as possible. 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.

**Projected Budget:** Indicate the total budget for all expenses. For television and web series, this should be the total budget for all episodes in the current season.

**Projected Release/Air Date.** If there is no distribution agreement in place, and no tentative projected release or air date, indicate the date the production will be ready for release or broadcast.

**Proof of Purchase***:* receipts or other documents showing purchase of goods and services, location and cost.

***Qualified Expenditure*:** an expense for a product or service that is a necessary cost for the production of a qualifying production for which remuneration is received by a business entity, organization or individual located in the City. Such expenditures may include, but are not limited to, costs for labor, services, materials, equipment rental, lodging, food, location fees and property rental.

**Rebate***:* an amount paid by way of return or refund on what has already been paid or contributed by the production company.

**Regional Crew:**crewmembers who are residents of the Greater Kansas City Metropolitan Area.

**Shooting Days:** Stage days are days cameras roll for principal photography at a film production facility. Location days are days cameras roll for principal photography on any location that is not part of a film production facility.

**Short Film:** A film less than thirty (30) minutes in length.

**Television Episode:** Means one of a regularly occurring production intended in its initial run for broadcast no more than once weekly, on television, whether free or via a subscription based service.

**Television Pilot:** Means the initial episode produced for a proposed television series

**Television Series:** Means a regularly occurring production intended in its initial run for broadcast no more than once weekly, on television, whether free or via a subscription based s