|  |
| --- |
| Official Use OnlyApplication #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Received:\_\_\_\_\_\_\_\_\_\_\_\_\_ |

# The City of Kansas City, Missouri Film Development Program

**FORM C – Actuals: Film & TV Projects.**

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

**FILM OR PROJECT TITLE**:

|  |
| --- |
|       |

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

Production - this is the entity that would receive the

rebate)

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

|  |  |  |  |
| --- | --- | --- | --- |
| Total **Final** Budget: | $      |  Shoot Dates (from/to): |       |

 (excluding post-production)

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

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

[ ]  Feature Film

[ ]  Television Episode/Pilot

[ ]  Television Series

[ ]  National Commercial

[ ]  Regional Commercial

[ ]  Commercial Bundle
[ ]  Corporate Video

[ ]  Short Film
[ ]  Music Video

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

[ ]  Minimum Number of Hotel Room Nights

* 200 Feature Film
* 100 TV Show
* 50 Commercial or Corporate Project
* 5 Short Film or Music Video

[ ]  Director/Executive Producer is a resident of KCMO

 Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

 Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PRODUCTION COMPANY INFORMATION**:

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

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

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

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

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

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

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

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

**Kansas City, Missouri Production Office/Company Address:**

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

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

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| 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:

**FINAL *ACTUAL* PRODUCTION SCHEDULE:**

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

***Actual* Kansas City, Missouri expenditures (total from Form D/EEC):**  $

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

Final total number of shoot days *in Kansas City, Missouri* (a + d):

**ACTUAL EMPLOYEE INFORMATION**

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

**PROJECT BUDGET**

In addition to this form, **FORM C**, and no more than thirty (45) days\* after the completion of principal photography, the production must submit the final budget paperwork for review.

**FINAL BUDGET** – Copy of the production’s actual final budget IF DIFFERENT THAN ORIGINAL BUDGET

**FORM D - FINAL EXPENDITURE REPORT** – Summary and calculation of qualified expenditures referencing main category codes from EEC FORM.

**FORM E – EXPENDITURE SPREADSHEET DETAILS with attached PROOF OF PAYMENTS** – Detail of actual expenses incurred during production, referencing category codes from EEC FORM.

**FORM F – GREATER KC SIMPLE EXPENDITURE REPORT** – Overall spend information in greater KC during filming, not limited to specific boundaries of City of Kansas City, Missouri.

\*Unless granted permission by KCFO & KCMO.

**MARKETING BONUS**

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

[ ]  Yes.

[ ]  No.

If yes, please select the bonus and the qualifications.

[ ]

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

[ ]  The project is set entirely in KCMO

[ ]  The project is filmed entirely in KCMO

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

 Describe your project’s connection to KC arts and include reference name, organization,
 email and phone contact information here or in an attached letter:

|  |
| --- |
|       |

[ ]  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.

Describe your project’s fulfillment include reference name, organization,
 email and phone contact information here or in an attached letter:

|  |
| --- |
|       |

[ ]

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.** And please arrange delivery of the videos to the KC Film Office:

[ ]  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.

|  |
| --- |
| **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 the film will have an onscreen credit that will “Thank the City of Kansas City, Missouri,” “Thank you KC Film Office” and use the Film in KC logo 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 |

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

**KCMO Film Development Program**

**FINAL REMITTANCE REQUIREMENTS**:

No more than thirty (45) days\* after the completion of principal photography, the production must submit the final paperwork for review. \*Extensions considered by KCFO & KCMO upon request

**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.
2. ***FINAL BUDGET*** – Copy of the production’s actual final budget if different than original submitted budget
3. ***FORM D - FINAL EXPENDITURE REPORT*** – Summary and calculation of qualified expenditures referencing main category codes from EEC FORM.
4. ***FORM E – EXPENDITURE SPREADSHEET DETAILS with attached PROOF OF PAYMENTS*** – Detail of actual expenses incurred during production, referencing category codes from EEC FORM.
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 during filming, not limited to specific boundaries of City of Kansas City, Missouri.
8. ***Call Sheets***
9. Daily ***production reports*** (as applicable)
10. Copies of ***location agreements and permits***
11. Proof of fulfilling the marketing ***bonus requirements***/delivery of videos.

**Important:**

* All materials must be legible and categorized prior to submitting to KCFMO 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 current proof of residency – Driver’s License and start paperwork. If DL is not current then a Utility Bill, Car Title/Registration, etc. must be provided
* 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 thirty (30) days of completion of principal photography. Paperwork submitted after thirty (30) days or prior to completion of principal photography will not be accepted without prior written consent from KCFO/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:**

Please submit the *digital* Final Paperwork Package denoting project name and KCMO Film Development Program to:

KC Film Office

ATTN: Stephane Shannon, Steph.Shannon@kcmo.org

**Next Steps:**

1. **Review/Final Approval** – Your Final Paperwork Package will be sent by KCFO to the KCMO for review and confirmation that the paperwork meets all requirements. Upon verification, the KCMO will email notice to applicant with amount of rebate verified and forward the KCMO Film Development Program rebate package 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 Office Of Culture and Creative Services Director’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