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Applicant: _____

Address: _____ Project: _____

E-mail: _____ Date: _____

Telephone: _____ Location: _____

Other Funding Sources and Amount: _____

Please check the program for which you are applying:

Promotional Travel Sub-Program

Marketing and Distribution Sub-Program

Workshop Assistance Sub-Program

Please attach the following, depending on program type:

<u>PROGRAM</u>	<u>Request for Funds</u>	<u>Project / Activity Info.</u>	<u>Detailed Budget</u>	<u>Schedule of Activities</u>	<u>Resume</u>	<u>Evidence of Registration or Invitation</u>	<u>Marketing & Distribution Plan</u>
Promotional Travel	•	•	•	•	•	•	
Marketing and Distribution	•	•	•	•			•
Workshop Assistance	•	•	•		•		

For Office use only

Received By: _____

Account Number: _____

Date Received: _____

Committed: _____

Sponsorship Program Guidelines

The Sponsorship Program of the NLFDC is designed to foster and promote the development and growth of the local film and video industry participants. This will be achieved through three distinct programs.

Applicants eligible for funding are individuals, corporations, cooperatives and not-for-profit organizations (including sectoral and service organizations) whose principle activity is in the film and video industry).

In general, the following eligibility criteria apply:

INDIVIDUALS must demonstrate that they:

- Participate, as a principle activity, in the film and video industry.
- Have earned a portion of their income from their film and video activities.
- Are recognized as “professional” by their peers.
- Are 18 years old or older or hold post-secondary standing.
- Are Canadian citizens or permanent residents of Canada.
- Are Newfoundland and Labrador residents. For the purposes of these guidelines, a “Newfoundland and Labrador Resident” is a person who has maintained a principal residence in Newfoundland and Labrador for at least 12 consecutive months immediately prior to the date of application to a funding program. (Individuals who have worked outside the province during the year prior to application may be considered eligible applicants if they can demonstrate that their permanent place of residence is Newfoundland and Labrador).

CORPORATIONS must:

- Demonstrate that their primary focus is on the development, production and distribution of film and video products.
- Be at least 51% owned by a resident or residents of Newfoundland and Labrador as described for individuals.

COOPERATIVES AND NOT-FOR-PROFIT ORGANIZATIONS, INCLUDING SECTORAL AND SERVICE ORGANIZATIONS:

- Must demonstrate that their primary focus is on the development, production and distribution of film and video products and

- Will normally have been registered or incorporated in Newfoundland and Labrador for at least one year prior to application.

BUDGETING

- Eligible expenses include airfare, ground transportation, accommodations, registration fees and per diem.
- Capital costs, such as purchasing of equipment is non-eligible
- When Per Diem rates apply, please use the following chart:

Area of Travel	Per Diem Rate
Newfoundland & Labrador	\$43.00
Canada	\$48.00
United States	\$48.00 (USD)
International	Please visit: http://www.njc-cnm.gc.ca/directive/app_d.php?lang=eng&let=A

REPORTING

- Applicants must submit a brief report, expense claims and corresponding receipts on related activities within 30 days of completion of the activity before the disbursement of any funds.
- Please use the NLFDC expense claim form for reporting purposes
- If you require your original receipts, please send photocopies with your report. The NLFDC will not return receipts after they have been submitted.
- For all sub-programs, assistance is normally restricted to once per fiscal year for any eligible applicant.

PROGRAMS

1. Promotional Travel Sub-Program

Goals and Objectives

- Provides funds to local film and video industry participants to assist with travel-related expenses to market their products globally

Application Procedure and Requirements Proposals must include the following documentation and must be received by NLFDC prior to travel:

- Completed application form
- Written request for funds addressed to Executive Director
- Resume of applicant(s)
- Detailed information on the activity
- Evidence of the invitation to or registration at the event
- Detailed budget illustrating expenses and sources of confirmed or anticipated funds
- Travel schedule

2. Marketing and Distribution Sub-Program

Goals and Objectives

- Provides funds to local film and video industry participants to assist with marketing-related expenses to market their products or for receptions related to the marketing of these products.

Application Procedure and Requirements Proposals must include the following documentation and must be received by NLFDC prior to incurring expenses or prior to the event:

- Completed application form
- Written request for funds addressed to Executive Director
- Detailed information on the project
- Marketing and distribution plan, including objectives
- Schedule of activities
- Detailed budget illustrating expenses and sources of confirmed or anticipated funds and contributions relating to the marketing and distribution plan

3. Workshop Assistance Sub-Program

Goals and Objectives

- Provides assistance to the various industry participants and associations to develop the local skill base

Application Procedure and Requirements Proposals must include the following documentation and must be received by NLFDC prior to the event:

- Completed application form
- Written request for funds addressed to Executive Director
- Resume of the resource person(s)
- Detailed information on the course(s) being offered
- Curriculum plan for the course, including objectives of skills to be learned
- Detailed budget illustrating expenses and sources of confirmed or anticipated funds and contributions relating to the workshop(s)
- Number of potential participants per workshop
- Fees charged to participants