

Filmmakers Fund

Program Policy & Guidelines

Program Framework

1. Purpose

The purpose of the program is to assist Yukon film and video professionals to develop viable careers and businesses making films and videos for broadcast or commercial release.

2. Objectives

- Development of domestic filmmakers' skills and experience required for film projects in Yukon.
- To support the training and development of the local Yukon film industry.

3. Eligible Applicants

A Yukon resident or Yukon business.

4. Eligible Projects & Activities

The following activities are eligible:

- Development activities including research and costs of seeking production funding.
- Hard costs of any step between final draft of script and final edit.
- Subsistence (if otherwise unemployed during the project)
- Childcare during the term of the project
- Supplies and materials specific to the project
- Contracting of services
- Essential travel costs based on government-established per diems and allowable costs
- Workshop fees and related costs associated with the project

The following expenses are not eligible:

- Purchase of non-consumables such as film/video equipment

5. Ineligible Projects

- Contract-driven projects such as commercial or industrial films/videos
- Duplication, promotion and distribution

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- Projects for which other Yukon funding exists (e.g. the Advanced Artist Award covers dramatic script writing).

6. Outcomes

- Development of domestic filmmakers' skills.

7. Funding / Contribution Levels

- Applicants are eligible for up to \$5,000 per intake.
- These are ceiling amounts only; where the jury recommends, the amount of money allocated to each successful applicant may be less in order to accommodate more applicants with the limited resources available.
- Applicants must provide cash equity into the project and demonstrate how this will be applied to specific hard costs.
- The total contribution from all Government of Yukon sources in respect of the same project may not equal more than 75% of the total project costs.

8. Intakes

Semi-annual deadlines at June 1st and December 1st. There is no limit on the number of applications that one individual may submit, however the filmmaker will only receive one approval every 18 months or every three sessions.

Applications must be complete and include all necessary documentation at time of submission.

Processing of applications will be conducted as expeditiously as considerations of due diligence allow.

9. Assessment Criteria

Applications will first be screened on the basis of the following mandatory criteria:

- The applicant is an eligible applicant as described in Eligible Applicant above.
- The proposed activities comply with the criteria for eligible activities set out in Eligible Projects and Activities above.
- Any financial obligations to the Government of Yukon by the applicant must be in good standing.

The criteria against which an application will be assessed will include:

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- Written demonstration of how the project will achieve one or more of the stated objectives of the Filmmakers Fund;
- Success of previous projects undertaken by the same applicant assisted by the Filmmakers Fund or any other fund administered by the Department of Economic Development;
- Capacity of the applicant and likelihood of success for intended purpose (broadcast or release);
- Significant step in development of the filmmaker;
- The applicant's demonstrated commitment to the project;
- Spreading opportunities around.

Preference will be given to applicants with demonstrated career commitment to this medium.

Approval Authorities

10. Project Officers

- Project officers are the first point of contact for all applicants. They will be available year round and provide support and advice on the funding program. Each application will be assigned to a project officer who will work with clients to ensure that all the information has been provided for full project consideration.
- Since some projects may impact government operations, or the applicants are client groups of other YG departments, project officers may involve other departments. YG departments who have an interest in specific projects will be requested to verify information and provide their perspective on projects on an 'as-needed' basis.
- The project officers review all applications to ensure they meet program criteria before the application is considered by the Jury.

11. Approval Authorities

Application approval is by the Jury process. There must be a minimum of three (3) jurors present for any adjudication.

- Juries are made up of film/video, broadcast and other cultural industry professionals. The Film & Sound Commission selects jury members. The jury changes each

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session. Care is taken to ensure that jury members do not stand to be affected positively or negatively by an applicant receiving funds; for example, an editor would not sit on a jury where an applicant has applied for project funding for a project on which that editor would be contracted to work. The composition of the juries will be intended to provide funding allocations that are effective and fair in opportunity.

- The jury reviews the submissions. Funding recommendations are unanimous and are forwarded to the Minister of Economic Development for approval and announcement. Results of the jury's decisions are kept confidential until formal approval and announcement are made. A media release is sent after applicants have received notice of their awards. The Yukon Film & Sound Commission encourages applicants to discuss their applications for feedback.

Accountability Framework

12. Basic Reporting Requirements

Reporting requirements for funding recipients are intended to obtain information necessary to meet Government financial obligations while recognizing the costs that such reporting place upon recipients. Project financial reporting requirements will be relevant to the level of funding received and will not place unnecessary burdens on recipients. All funding recipients shall provide a final report recording:

- All expenditures for the project including a detailed list of expenditures supported by copies of paid receipts and invoices;
- A VHS or DVD copy of your finished production must be provided to the Yukon Film & Sound Commission within 30 days of its first showing.

The Yukon Film & Sound Commission will conduct internal verifications on projects that receive funding under this program.

13. Additional / Follow-up Reporting Requirements

Funding recipients shall:

- Maintain all project financial, personnel, and performance information records for a minimum of three years following the completion of the project.
- Upon written request, and with appropriate notice, provide authorized representatives of the Yukon Government with access to the project work site(s), for up to one-year following completion of the project and with access to relevant records for a minimum of three years following the completion of the project.
- Participate in interviews, focus groups, or other reasonable information gathering activities, in conjunction with a program evaluation of the Filmmakers Fund.

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Verification and evaluation reports shall be made public, within a reasonable time of completion, with the exception of any information protected under the Access to Information and Protection of Privacy Act.

14. Financial Procedures

- Successful applicants have one year to complete the relevant portion of their projects and account for their funding. One extension may be granted if a film/video maker formally requests extra time to complete the project.

Projects funds will be disbursed according to the following conditions:

- The funding must be used solely for the purposes described in the application, and approved by the Yukon Film & Sound Commission. If the funding is used for any other purpose or if there is a major change in the project the recipient may be required to return all the funds unless the new use of funds or the change is submitted in writing and approved by the Yukon Film & Sound Commission prior to the change.
- The Yukon contribution to the project is non-repayable except upon default by the contracted applicant or if the rights to the project are assigned, transferred and/or optioned to a non Yukon production company in which case, the total funds disbursed would be repayable to Government of Yukon immediately upon the optioning, sale, transfer, or assignment.
- Recipients must give funding credit in the manner prescribed by the Yukon Film & Sound Commission.
- The assistance will be paid to the applicant in accordance with a payment schedule developed with the applicant but will not exceed 75% of the approved level of assistance until the project is complete. The 25% holdback will be paid upon receipt of the final project report as stipulated in the agreement.
- Surplus funds (the excess of funding received by the proponent but not spent on an eligible activity) must be repaid in full to the Government of Yukon.
- The Yukon Film & Sound Commission may examine a recipient's financial and other records to ensure that the contribution is being, or was, used for its intended purpose.