

# Delaware Motion Picture and Television Development Commission

Entertainment Pilot Program  
Initial Filing/Grant Application  
Up to 30% Reimbursement for Allowable Project Costs

## Introduction

The Commission will use this application to determine an applicant's eligibility for a grant paid from the Entertainment Industry Fund. The Commission's acceptance or approval of an application does not entitle the applicant to a grant. To receive the funds, the successful applicant must still enter into a written agreement governing the terms of the grant ("Agreement"). The Agreement will include recapture, withdrawal, reporting, and other provisions required by law and regulation. An applicant's failure or refusal to enter into the Agreement will preclude the applicant from receiving the grant, and the Commission may choose instead to retain the funds or award them to another applicant. The Commission has a total of \$950,000 to award to successful applicants.<sup>1</sup>

Grant awards are subject to the availability of funds and the following guidelines:

- For projects incurring expenses of **\$500,000 or more**: up to 30% of the incurred expenses or the total allowable project costs may be reimbursed.
- For projects incurring expenses of **at least \$100,000 but less than \$500,000**: up to 20% of the incurred expenses or the total allowable project costs may be reimbursed.

## Deadline:

- To be considered in the first tranche of application reviews, please submit a completed application by or on Friday, June 14 at 4:30pm.
- Applications submitted after Friday, June 14 at 4:30pm will be reviewed by the Commission on a rolling basis or until funds are exhausted.

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<sup>1</sup> The amount of funding available for each project is dependent on its qualification as a "Tier Zero" or "Tier One" project application pursuant to this Commission's Regulations, found at 1 Del. Admin Code 1500.

## Instructions

Provide the following information regarding the applicant and the project. Each section and entry must be completed unless otherwise stated. Failure to answer any required question or prompt may result in a denial of the application. Provide information as completely and accurately as possible, given the stage of the project.

Please submit your completed application by emailing a copy to [info@FilmDelaware.com](mailto:info@FilmDelaware.com) or send a hard copy to Film Delaware, PO Box 15, Lewes, Delaware 19958.

If you have any questions about the application process, please email [info@FilmDelaware.com](mailto:info@FilmDelaware.com).

## Applicant Information

Production Company Legal Name: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Applicant Incorporation or Formation: \_\_\_\_\_

Applicant Federal Tax ID Number: \_\_\_\_\_

Name of person submitting application (if different from above):  
\_\_\_\_\_

Email of person submitting application (if different from above):  
\_\_\_\_\_

Applicant Tax Year:

Choose one: Calendar Year \_\_\_\_\_ Fiscal Year \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Before applying, did Applicant consult with the Commission or its designee about whether the project meets the grant's eligibility requirements?

Yes \_\_\_\_\_ No \_\_\_\_\_

**Reporting Parent Company (if applicable)**

Parent Company Legal Name: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Incorporation or Formation: \_\_\_\_\_

Federal Tax ID Number: \_\_\_\_\_

**Project Description**

Title of Project:

\_\_\_\_\_

Please provide a description of the project and its storyline: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have a synopsis, script, or storyboard to attach?

Yes \_\_\_\_\_ No \_\_\_\_\_

If a synopsis, script, or storyboard is not attached, explain: \_\_\_\_\_

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Does the project constitute or involve digital entertainment?

Yes \_\_\_\_\_ No \_\_\_\_\_

### Project Information

If the information below changes, the applicant **must** update this information by emailing any changes to [taxcredit@delawarefilmtaxcredit.org](mailto:taxcredit@delawarefilmtaxcredit.org) to maintain certification.

Total Budget of Entire Project: \$ \_\_\_\_\_

Total Preproduction, Production, and Postproduction Expenditures Expected to Be Made Within the State of Delaware: \$ \_\_\_\_\_

Estimated Allowable Project Costs<sup>2</sup> Incurred Within the State of Delaware:

Labor and personnel costs:	\$ _____
Site lease or rental expenses:	\$ _____
Working capital:	\$ _____
Renovation, construction, or other improvements to roads, utilities, and related infrastructure:	\$ _____
Acquisition of land, buildings, machinery, materials, and equipment:	\$ _____
Expansion or renovation of an existing building:	\$ _____
Renovation of machinery:	\$ _____
Equipment:	\$ _____
Relocation expenses:	\$ _____

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<sup>2</sup> A list of Qualified Production Expenditures is attached to this application as Appendix A.

**Total Allowable Project Costs:** \$ \_\_\_\_\_

Total Amount of Grant Funds Requested: \$ \_\_\_\_\_

Is the project fully funded? If no, please explain below.

Yes \_\_\_\_\_ No \_\_\_\_\_

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Is funding from the grant necessary to carry out the project? Explain: \_\_\_\_\_

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Will the funds from the Commission's grant be used for any of the following purposes? If yes, please check the appropriate box and explain; otherwise, write "N/A" in the explanation field.

- A private real estate venture
- A project that will not attract or retain employment in Delaware
- A project located outside of Delaware
- Improving, remediating, or repairing property personally owned or controlled by Applicant or by any entity related to Applicant
- Constructing, maintaining, improving, operating, managing, or marketing a restaurant or professional office building
- Refinancing existing debt

Explanation: \_\_\_\_\_

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Estimated total number of employees hired on the project: \_\_\_\_\_

Estimated total number of employees hired within Delaware: \_\_\_\_\_

The following is an estimated summary of the amount of workdays for all staff:

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**Pre-production**

Development start date: \_\_\_\_\_

Pre-production start date: \_\_\_\_\_

Pre-production start date in Delaware: \_\_\_\_\_

Number of all hires during pre-production: \_\_\_\_\_

Number of days employed: \_\_\_\_\_

**Production**

Number of all hires during production: \_\_\_\_\_

Production start date in Delaware: \_\_\_\_\_

Estimated completion date in Delaware: \_\_\_\_\_

Number of days employed: \_\_\_\_\_

Is all work entirely in Delaware?

Yes \_\_\_\_\_ No \_\_\_\_\_

Provide distribution plans: \_\_\_\_\_

Has the Applicant obtained a license to do business in the State of Delaware?<sup>3</sup>

Yes \_\_\_\_\_ No \_\_\_\_\_

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<sup>3</sup> Before a selected applicant may enter into a written agreement with the Commission to govern the terms of the grant, the selected applicant shall obtain a license to do business in the State of Delaware.

## Key Production Personnel

For any unfilled position, please write "N/A" in the name field. Space is provided below to explain why the position is vacant and how the duties of that position will be handled for the project.

Producer:

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Additional Producer (if applicable):

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Additional Producer (if applicable):

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Art or Creative Director:

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Business Development:

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Production Manager/Accountant:

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Administrator:

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

If any of the above positions are unfilled, please explain why: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Application Evaluation Criteria**

The Commission shall evaluate all applications submitted using the same criteria and scoring process. The following criteria shall be used by the Commission to evaluations:



Criteria	Point Range
Years of Experience	<ul style="list-style-type: none"> <li>- <b>0-5 points:</b> Applicant is new to the industry, with 0-5 years of experience.</li> <li>- <b>6-10 points:</b> Applicant has over 5 years of experience in the industry and has previously worked on projects with budgets under \$100,000.</li> <li>- <b>11-15 points:</b> Applicant has over 5 years of experience in the industry and has previously worked on projects with budgets over \$100,000.</li> <li>- <b>16-20 points:</b> Applicant has previously worked on projects with budgets over \$500,000, regardless of years of experience.</li> </ul>
Budget for Proposed Project	<ul style="list-style-type: none"> <li>- <b>0-10 points:</b> Proposed project is not currently funded.</li> <li>- <b>11-15 points:</b> Proposed project has less than 50% of the budget currently funded.</li> <li>- <b>16-20 points:</b> Proposed project has more than 50% but less than 100% of the budget currently funded.</li> <li>- <b>21-30 points:</b> Proposed project has 100% of the budget funded.</li> </ul>
Estimated Time for Completion of Proposed Project	<ul style="list-style-type: none"> <li>- <b>0-5 points:</b> Estimate of more than 1 year needed for project completion.</li> <li>- <b>6-10 points:</b> Estimate of less than 1 year but more than 6 months needed for project completion.</li> <li>- <b>11-15 points:</b> Estimate of less than 6 months needed for project completion.</li> </ul>
Estimated Number of Jobs in Delaware	<ul style="list-style-type: none"> <li>- <b>0-10 points:</b> Estimate of up to 10 jobs created in Delaware.</li> <li>- <b>11-20 points:</b> Estimate of up to 50 jobs created in Delaware.</li> <li>- <b>21-30 points:</b> Estimate of up to 100 jobs created in Delaware.</li> <li>- <b>31-35 points:</b> Estimate of over 100 jobs created in Delaware.</li> </ul>
<b>Total Possible Points:</b>	<b>100 points</b>

## Credits and Promotional Materials

All projects selected to receive funding by the Commission shall include a Delaware Motion Picture and Television Development Commission logo approved by the Commission in the final credits of the project.

To maintain certification, applicants must provide the following items to the Delaware Film Office for the Project within the timeframe listed. Failure to supply materials may result in retraction of the grant film tax certification.

- The final version of the Staff List is due at production wrap.

## Certification by Applicant

The applicant is responsible for the accuracy of all data and documentation included in this application and appendices. Once submitted, applications will become the property of Delaware. It is the applicant's responsibility to inform Delaware if there are changes to any information on the application.

Amendments must be made by contacting [info@filmdelaware.com](mailto:info@filmdelaware.com). Failure to provide timely updates may result in a retraction of certification.

Upon written request, applicants shall issue any necessary authorization to the appropriate Federal, State, or local authority for the release of information concerning a project under consideration, including but not limited to financial reports and records relating to the applicant or to the project for which this credit is requested.

The individual signing and submitting this application represents and warrants that he is a duly authorized representative of the applicant who is authorized to submit this application and to acknowledge the contents of Appendix A, on behalf of the applicant. The below individual assumes full responsibility for the contents thereof.

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

*Signature page follows.*

APPLICANT:

By: \_\_\_\_\_

Name:

Title:

Date: \_\_\_\_\_