



Economic Development and Planning
Economic Development and Investment Promotion Unit
Durban Film Office
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Title: Development Fund Programme Application Form 2017/2018

SUBMISSION GUIDELINES

Programme Overview

The Durban Film Office Development Fund Programme aims to support intermediate and experienced producers based in Durban who need to develop feature fiction or documentary projects for the local and / or international market. The programme will provide grant funding for two Durban film projects per annum, to a maximum of R250,000.00 per project towards the development of the project.

Development Funding Defined

The Durban Film Office defines development support as funds needed to invest in the development of a project to suitably package the project for presenting to investors and ensure the project is capable of attracting production financing. Development funding may be required for various activities to achieve this objective. The Durban Film Office Development Fund will consider funding the following costs:

- Writer's fees
- Script editors.
- Research fees
- Payments to acquire and option rights to adapt works for the screen
- Producer's fees and reasonable overhead costs of the producer
- Reasonable legal costs.
- Script readings with cast.
- Developing a presentation package for potential partners.
- Developing budgets and / or schedules.
- Training courses to aid project development

Eligibility Criteria

- The project must be capable of being developed as a feature-length fictional (minimum 90 minutes) or documentary film (minimum 60 minutes).
- The applicant must be a Durban based production company.
- A project with a minimum total production budget of R2.5 million.
- At least 50% of the team falls within the definition of being historically disadvantaged individuals as defined in the constitution of South Africa.
- CV/company profile which demonstrates proven industry experience as a writer, director or producer.
- A producer with at least one completed comparative project.

Please submit the following with the Development Application form.

- A motivation letter (maximum 2 pages), expressing why the project should be selected.
- A project plan detailing how the funds will be used over the next 12 months with clear objectives and deliverables (financial plan).
- Development budget and schedule.
- Target audience/distribution plan.
- 1 page synopsis.
- Treatment or project outline; (Fiction projects submit a narrative treatment and Documentaries submit a detailed outline).
- Professional profiles of key creative (writer, producer, director).
- Examples and/ or showreels of previous works if available.
- Company Registration documents
- Valid SARS tax clearance certificate.
- Proof of domicile/residence
- A certified copy of the applicant's South African identity document
- BEE Certificate

Contractual Arrangements

- Successful applicants will be required to submit documents to prove the ownership of all the intellectual property rights of the film and to execute funding contracts with the EThekweni Municipality.
- Subject to customary exclusions and exceptions, the Durban Film Office Fund support is to be acknowledged with a Durban Film Office credit and logo on the production, publicity and promotional materials relating to the production.
- Successful applicants will be required to register a Special Purpose Corporate Vehicle (SPCV) incorporated in the Republic of South Africa solely for the purpose of the production of the film project. The SPCV and parent company (ies) must have a majority of South African shareholders of whom at least one shareholder must play an active role in the production and be accredited in that role.

PLEASE NOTE:

- Applications that do not adhere to the above criteria will be disqualified.
- 5 Copies of the entire proposal package must be submitted (including the application).
- Faxed/emailed applications cannot be accepted.
- Summaries of CVs of the individual making up the development team (co-writer, writer, researcher, etc.) must be included.
- Please attach a signed declaration that the applicant is the author and the owner of the copyright in the script / screenplay forming part of the submission, or copies of related agreements with the copy right author and / or owners. All declarations must be endorsed by a commissioner of oaths.
- Successful applicants will receive letters of intent. In order to secure participation in the programme the recipient will be required to sign a contractual agreement with Ethekewini Municipality.
- No applications shall be returned to the applicant.

Development Fund Application

A. TITLE OF PROJECT

B. APPLICANT

Name of Applicant: Physical

Postal Address

Identity Number

Home Telephone

Work Telephone

Cell Phone

Fax Number

E-mail

C. COMPANY DETAILS

Company Name

Company Registration No.

Physical Business Address

Postal Address

Contact Name

Home

Work Telephone

Cell

Fax

E-mail

COMPANY PROFILE

Number of permanent and casual employees

Number of permanent black (if any) African, Indian, Coloured Employees

% of Shareholders equity owned by black (African, Indian, Coloured)

Number of Black (African, Indian, Coloured) employees in senior employees

Management positions

Number of Black (Employees, Indian, Coloured) employees in junior

management positions.

Male	Female

D. CATEGORY(Indicate with Y/N)

	Feature Film
Total Running Time	

E. PRINCIPAL CREATIVE TEAM

	Name	Contact Number	Male	Female
Director				
Producer				
Writer				

F. PREVIOUS SUBMISIONS

Has the project been previously submitted for other funding?
If yes, was the application successful?

YES	NO

G. FINANCIAL PLAN SUMMARY

Investor	COMMITTED		PENDING	
	AMOUNT	%	AMOUNT	%
TOTALS				

A. PLEASE BRIEFLY MENTION ANY OTHER (INCLUDING THIS ONE) PROJECT YOU ARE INVOLVED IN AND THE STATUS OF THE PROJECT

I / we declare that the information provided herein and the supporting documents appended to this application are accurate.

SIGNATURE(S):

NAME.....SIGNATURE.....DATE.....

NAME.....SIGNATURE.....DATE.....

NAME.....SIGNATURE.....DATE.....