



Economic Development and Planning  
**Economic Development and Investment Promotion Unit**  
**Durban Film Office**  
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## **Title: Micro Budget Film Fund Application Form 2017/18**

### **SUBMISSION GUIDELINES/REQUIREMENTS**

#### **Programme review**

The Micro-budget Film Programme aims to support local emerging filmmakers and encourage the production of content in order to stimulate the local film industry. The programme seeks to develop a local model and brand of low budget film-making that is cost-effective, practical and commercially viable. The Durban Film Office defines 'emerging' filmmaker as having acquired some experience producing a work which has earned industry or public attention, and is aspiring to write, direct or produce feature film length works.

The Micro-budget Film Programme offers R150, 000.00 for production of a feature length film. The programme specifically targets fiction feature projects, and will run for a period of 12 months with an aim of producing 5 micro budget films per year.

#### **Eligibility Criteria**

- The project must be capable of being developed as a feature-length fictional (maximum 80 minutes).
- At least 50% of the key creative team falls within the definition of being historically disadvantaged individuals as defined in the constitution of South Africa.
- Principal photography must be located within the eThekweni Municipality.
- A project with a minimum total production budget of R150 000 00.

#### **Please submit the following with the Micro Budget form.**

- Completed application form.
- Film synopsis (max. 1 page)
- Treatment (max. 8 pages)
- Sample script (10 pages) – full script ready on request
- Proposed budget outline and production schedule.
- Professional profiles of key creative (writer, producer, director).
- A motivation letter (maximum 1 page).
- Examples and/ or showreels of previous works if available.
- Company Registration documents and original tax clearance certificate.
- SARS tax clearance certificate.
- Proof of South African identity.
- Proof of residence. (Strictly eThekweni Municipality.)

**NB** Previous grant awardees must wait two cycles before applying for new development funds.

**Important Note:**

- Applicants are not permitted to direct any questions or comments to evaluation panel members in advance of deadlines or following decisions. All inquiries pertaining to the fund must be directed to Durban Film Office staff.
- The Durban Film Office reserves the right to alter program guidelines with general public. The number of awards and amount awarded is contingent on confirmation of the Durban Film Offices annual budget.

**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 EThekwini 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.

**Funding Drawdowns and Reporting Requirements for successful applicants**

- Successful applicants will be notified by letter and will be required to enter into a grant fund agreement with the Durban Film Office, EThekwini Municipality in terms of s67 of the Municipal Finance Management Act No. 56 of 2003.
- The fund agreement will outline the reporting requirements for the duration of the agreement. The fund agreement will outline the funding drawdowns for the duration of the agreement.

**PLEASE NOTE:**

- Applications that do not adhere to the above criteria will be disqualified.
- Please submit this application form together with the entire proposal package.
- Faxed/emailed applications cannot be accepted.
- Summaries of CVs of the individuals making up the creative team (Producer, writer, Director, 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.
- No applications shall be returned to the applicant.
- 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.

**Micro Budget Film Application Form**

**A. TITLE OF PROJECT**

**B. APPLICANT**

Name of Applicant: Physical

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Postal Address

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Identity Number

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Home Telephone

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Work Telephone

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Cell Phone

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Fax Number

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E-mail

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**C. COMPANY DETAILS**

Company Name

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Company Registration No.

Physical Business Address

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Postal Address

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Contact Name

Home

Work Telephone

Cell

Fax

E-mail

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**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
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		

**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. PEASE BRIEFLY MENTION ANY OTHER (INCLUDING THIS ONE) PROJECT YOU ARE INVLOVED 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.....**