

# Pennsylvania Film Production Grant Initiative

Program Guidelines | June 2006



> ready > set > action



Commonwealth of Pennsylvania  
Edward G. Rendell, Governor  
[www.state.pa.us](http://www.state.pa.us)

Department of Community  
& Economic Development  
Dennis Yablonsky, Secretary

[www.filminpa.com](http://www.filminpa.com)

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## **Attachment 1 Single Application for Assistance**

## **Attachment 2 Creativity In Focus Form**



# Section I – General

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## A. Introduction

The Commonwealth of Pennsylvania, through The Department of Community of Economic Development, and The Pennsylvania Film Office, administers the Pennsylvania Film Production Grant Initiative, also known as *Creativity in Focus*. *Creativity in Focus* was established to promote film business in Pennsylvania, which can create jobs, promote tourism, and enhance the economy in the Commonwealth.

## B. Eligibility

In order to qualify for a Creativity in Focus grant, a qualified production must spend at least 60% of its total budget on qualified production expenses in the Commonwealth of Pennsylvania.

A *qualified production* is a feature film, a television film, a television pilot or each episode of a television series, which is intended as programming for a national audience. A *qualified production* does not include a production featuring any of the following: news, current events, weather and market reports; public programming; talk shows, game shows, sports events, awards shows or other gala events; a production that solicits funds; a production that primarily markets a product or service; a production containing obscene material; or a production primarily for private, political, industrial, corporate or institutional purposes.

*Qualified production expenses* may include, with the approval of the Pennsylvania Film Office, expenses incurred in the production of a film, such as the costs of construction, operations, editing, photography, sound synchronization, lighting, wardrobe and accessories; and the cost of rental of facilities and equipment. *Qualified production expenses* do not include wages and salaries of \$1 million or more per person, the cost of purchasing story rights, music rights, development costs, or marketing or advertising of the *qualified production*.

## C. Process

### 1. Application:

- a. An applicant begins the process by submitting an application to the Pennsylvania Film Office. Applications are available at <http://www.filminpa.com/filminpa/econIncentives.jsp>. The Pennsylvania Film Office will not accept any application more than 120 days prior to the planned start date of principal photography.
- b. The applicant will interview with the Director of the Pennsylvania Film Office (in person, or on the phone) to discuss the details of the application.
- c. Applications shall generally be reviewed by the Pennsylvania Film Office in the order they are received; if two or more applications are received at substantially the same time, the Pennsylvania Film Office may review these applications concurrently. If two or more applications are being reviewed at the same time, priority consideration is given to the application with the earlier start date of principal photography in Pennsylvania.
- d. The Pennsylvania Film Office reserves the right to require such information as it may deem necessary (including but not limited to a complete production schedule) to verify to its satisfaction that the date shown on an application as the start date of principal photography actually represents the date of principal photography and is not, for example, an isolated activity.

- e. The Pennsylvania Film Office will endeavor to approve or disapprove the Creativity in Focus grant generally within 30 days of receipt. Appendix A is a sample approval letter.
- f. If the application is disapproved, the Department shall provide the applicant with a notice of disapproval in a timely manner.
- g. Once approved, the applicant must fill out a Single Application for Assistance, available at <http://www.newpa.com/programFinder.aspx>. The Single Application for Assistance is a DCED standard application designed for community and economic development agencies across the commonwealth, and an essential step in securing support from DCED. Attachment 1 is a sample Creativity in Focus Single Application. Applicants will only need to fill out the highlighted sections.

2. **Contract:**

Once the Pennsylvania Film Office receives the Single Application for Assistance, a contract will be generated and sent to the applicant requesting the following:

- a. an itemized list of production expenses to be incurred;
- b. an itemized list of Pennsylvania production expenses to be incurred;
- c. a commitment by the applicant to incur the qualified film production expenses as itemized;
- d. the start date of principal photography in Pennsylvania;
- e. an agreement by the applicant to supply a production report and to notify the Pennsylvania Film Office by certified mail, or other traceable form, of the start date of principal photography in Pennsylvania;
- f. an agreement by the applicant to submit within 60 days after the completion of the production of a qualified film a final report of expenses to the Pennsylvania Film Office;
- g. an agreement by the applicant to report to the Pennsylvania Film Office on its progress from time to time, at intervals of not less than 30 days, until the qualified production is complete
- h. an agreement by the applicant to supply the Pennsylvania Film Office with such further information as the Pennsylvania Film Office shall reasonably request; Appendix B contains a sample contract. Contract terms are largely dictated by Commonwealth law and custom. By applying for a Creativity in Focus grant, applicants assert their understanding of and acceptance of the terms of the contract.
- i. for a feature film, an agreement by the applicant to include with the end credit in each print and /or electronic version of the feature film the complete logo of the Pennsylvania Film Office. The logo appears as Appendix C.

**D. Limitations**

The total amount of the grant may neither exceed \$2 million nor 20% of the qualified production expenses and will be limited by the availability of the annual appropriation of \$10 million. The total amount of the grant will never be higher than the amount stated on the application.

## **E. Penalty**

The Pennsylvania Film Office shall impose a penalty upon a recipient for violation of the contract but may waive the penalty if the Pennsylvania Film Office determines that the violation was due to circumstances outside the control of the recipient.

The amount of the penalty shall be equal to the full amount of the grant received plus up to 10% of the amount of the grant received. The penalty shall be payable in one lump sum or in installments, with or without interest, as the Pennsylvania Film Office deems appropriate.

# Appendix A – Sample Letter

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PENNSYLVANIA  
DEPARTMENT OF COMMUNITY  
& ECONOMIC DEVELOPMENT

June 26, 2006

To: XXXXXX

Re: Creativity In Focus  
The Pennsylvania Film Production Grant Initiative

Dear XXXXX.:

We are pleased to inform you that your application dated \_\_\_\_\_ (the “Application”) for a Creativity in Focus Grant has been preliminarily approved for \$ \_\_\_\_\_ which represents 20% of your projected production expenses in Pennsylvania. The Grant will be subject to the provisions of Act 42 of 2006 (the “Act”), and regulations, policies and guidelines promulgated by the Department of Community and Economic Development. In addition, the Grant is being approved in reliance on the information and representations contained in the Application and is contingent upon at least 60% of your film’s total budget being spent in the Commonwealth of Pennsylvania and upon the availability of appropriated funds. By applying for the Grant and signing and returning this award letter, you are stipulating that you have read, comprehended and accepted the terms of the sample contract as it appears on <http://FilminPA.com>.

Once you have finished production, you must provide a final budget. If the final budget is consistent with the Application, you will be given the grant check the following fiscal year (July 1, 2007).

Thank you for your participation in the Film Production Grant Initiative program.

Sincerely,

Jane Saul  
Director, Pennsylvania Film Office

X \_\_\_\_\_  
(Date)

**Pennsylvania Film Office**  
Commonwealth Keystone Building  
400 North Street, 4<sup>th</sup> Floor  
Harrisburg, PA 17120-0225  
Tel: 717-783-3456 | Fax: 717-787-6825  
[jsaul@state.pa.us](mailto:jsaul@state.pa.us) | [www.filminpa.com](http://www.filminpa.com)

## **Appendix B – Sample Contract**

# Appendix C – PA Film Office Logo

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Pennsylvania Department  
of Community and  
Economic Development

# Single Application for Assistance

**On-line at: [www.newPA.com](http://www.newPA.com)**

Commonwealth of Pennsylvania  
Edward G. Rendell, Governor  
[www.state.pa.us](http://www.state.pa.us)

Department of Community and Economic Development  
Dennis Yablonsky, Secretary  
[www.newPA.com](http://www.newPA.com)

January 2006





## INTRODUCTION

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The Department of Community and Economic Development is pleased to introduce the Single Application for Assistance. The idea is simple. Through one form, applicants can apply for financial assistance from the Department's various funding sources. This approach to economic and community development features effective service and personal attention to the needs of our customers. It also reduces duplicative paperwork, facilitates the coordination of Department resources and allows our customers and department personnel to devote resources to what is important – creating jobs and building strong communities.

**DCED encourages you to visit our web site and submit your Single Application for Assistance via on-line submission at:**

**[www.newPA.com](http://www.newPA.com)**

**Select the “Funding and Program Finder” bar on the home page.**

## Instructions for Page 1, Single Application for Assistance

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### I. PROFILES

Complete **only the applicable information** for the Applicant/Sponsor, Company/Occupant, and Beneficial/Owner sections for your project.

**Applicant/Sponsor** – Eligible entity completing and submitting the application. Applicant can be a business or corporation, non-profit organization, municipality, industrial authority, local development district, local government or licensed education agency. Depending on the type of project and potential funding source, an applicant/sponsor may be submitting the application on behalf of a company or occupant. Indicate the corporate structure of the applicant by selecting one of the following: For-profit corporation, Non-profit corporation, Government, Partnership or Sole Proprietorship. Please indicate your SAP Vendor Number (if known) for name standardization. If you applied for and received DCED funding in the past, you will have had a SAP Vendor Number assigned to you when you registered with SAP. Please use your company name as registered with SAP.

**Business Specifics** – Complete this section if there is a business involved in this project. On a separate sheet of paper, enter every additional FEIN used by the company and its affiliates to do business at the project site(s) specified on this application.

**Company/Occupant** – If the eligible company/occupant occupying the project site is different from the above listed applicant, complete the appropriate information for the company/occupant.

**Beneficial Owner/Developer** – In some projects there may be three entities involved: 1) applicant/sponsor, eligible entity that is submitting a single application to DCED, 2) company/occupant, entity seeking financial assistance to create or retain existing jobs, 3) beneficial owner/developer, entity that owns the assets to be financed.

#### Definitions of information requested –

Name – name of entity

CEO – Corporate Executive Officer for the entity

FEIN – Federal Employer Identification Number ( 9 digits)

NAICS Code – North American Industry Classification System Code

E-mail – electronic mail address

Contact name – person who prepared the application.

PA Revenue Tax Box Number – corporate (for-profit) tax number to conduct business in Pennsylvania

UC# – Unemployment Compensation Number

Current # of Full-time Employees

- in Pennsylvania

- Worldwide

Minority owned – Minority owned company – providing ethnicity is optional.

Woman owned – Woman owned company

Total Sales \$ – Total gross sales last year

Total Export Sales \$ – Total gross export sales last year (outside US)

R&D Investment (% of budget) – % of eligible company's revenue targeted for research & development last year

Employee Training Investment (% of budget) – % of eligible company's revenue targeted for employee training last year

SAP Vendor Number – Number assigned to you by the SAP Master Vendor Unit for any funding to be processed to you.

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## PA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT

### Single Application for Assistance

#### I. PROFILES

<b>Applicant/Sponsor</b>			
Name:		CEO:	
CEO Title:		Address:	
City:		State:	
Zip:		FEIN:	
NAICS Code:		<input type="checkbox"/> For-Profit Corporation <input type="checkbox"/> Non-Profit Corporation	
Contact Name:		<input type="checkbox"/> Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship	
Title:		Phone:	
Fax:		SAP Vendor #:	Required to receive funds from the Commonwealth. To obtain, call Central Vendor Management Unit (CVMU) toll free 1-866-775-2868 or <a href="http://www.vendorregistration.state.pa.us">www.vendorregistration.state.pa.us</a>
E-mail:		PA Revenue Tax Box #:	
		Internet Access:	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Business Specifics</b>			
Current # of Full-time Employees:	Pennsylvania _____	Worldwide _____	
Minority Owned:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, ethnicity (optional): _____	Woman Owned:	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> C Corporation <input type="checkbox"/> Limited Liability Corp <input type="checkbox"/> Limited Liability Partnership			
Total Sales \$		R&D Investment (% of budget)	
Total Export Sales \$		Employee Trng. Investment (% of budget)	

<b>Company/Occupant</b>			
Name:		CEO:	
CEO Title:		Address:	
City:		State:	
Zip:		FEIN:	
NAICS Code:		UC#	
Contact Name:		Title:	
Phone:		Fax:	
E-mail:		Internet Access:	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Beneficial Owner/Developer</b>			
Name:		Address:	
City:		State:	
Zip:		FEIN:	

## **Instructions for Page 2, Single Application for Assistance**

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### **II. PROJECT SITE LOCATION (S)**

Provide the actual address of the project site(s). In addition, include the county, municipality, Pennsylvania House and Senate District numbers, and the U. S. Congressional District number for each project site.

If the project involves the creation of new jobs or the retention of existing jobs within Pennsylvania, provide the following:

- Current number of full-time jobs at project site
- Number of full-time jobs to be created at project site.

Indicate if the project site is located in one or more of the following designated areas:

- DCED or Federal Enterprise Zone
- Brownfield Area
- Act 47 Distressed Community
- Keystone Opportunity Zone
- Prime Agricultural area
- Uses a PA Port for commerce

If this project involves more than one site, please provide the requested information for each site on an additional sheet of paper.

### **III. PROJECT INFORMATION**

If you contacted a DCED representative to discuss funding for this project, indicate the name of the person(s) you have been working with. Providing this information will ensure smoother processing of your application.

Please indicate if you are applying for a specific funding source. If not, DCED will match your request with the source(s) it feels will best meet the needs of your project.

Provide a short project description/name.

If this project is related to a previously submitted project, please provide the project's name or contract number, if available.

### **IV. TYPE OF ENTERPRISE**

Indicate the type of enterprise that will benefit from the requested financial assistance from DCED. If you are submitting on behalf of another entity, select the type of enterprise that best describes that entity (not your entity).

## II. PROJECT SITE LOCATION(S)

<b>Site One: Indicate primary filming location</b>			
Address:		City:	
State:		Zip:	
County:		Municipality:	
PA House #:		PA Senate #:	
US Congressional #:			
Current # of Full-Time Employees at this Site:			
# of Full-Time Jobs to be Created at this Site:			
<input type="checkbox"/> Enterprise Zone <input type="checkbox"/> Brownfield <input type="checkbox"/> Act 47 Distressed Community <input type="checkbox"/> Keystone Opportunity Zone <input type="checkbox"/> Prime Agricultural Area <input type="checkbox"/> Uses PA Port			

## III. PROJECT INFORMATION

Have you contacted anyone at DCED/GAT about your project?  yes  no. If yes, indicate who.

\_\_\_\_\_

Are you interested in a specific funding source? If so, indicate: \_\_\_\_\_

Project Name/Description (max. 60 characters) \_\_\_\_\_

Is this project related to another previously submitted project?  yes  no

If yes, indicate previous project name: \_\_\_\_\_

\_\_\_\_\_

## IV. TYPE OF ENTERPRISE (Check appropriate box or boxes)

<input type="checkbox"/> Advanced Technology	<input type="checkbox"/> Economic Dev. Provider	<input type="checkbox"/> Mining
<input type="checkbox"/> Agri-Processor	<input type="checkbox"/> Educational Facility	<input checked="" type="checkbox"/> Other (specify)
<input type="checkbox"/> Agri-Producer	<input type="checkbox"/> Emergency Responder	<input type="checkbox"/> Professional Services
<input type="checkbox"/> Authority	<input type="checkbox"/> Exempt Facility	<input type="checkbox"/> Recycling
<input type="checkbox"/> Biotechnology / Life Sciences	<input type="checkbox"/> Export Manufacturing	<input type="checkbox"/> Reg. & Nat. Headquarters
<input type="checkbox"/> Business Financial Services	<input type="checkbox"/> Export Service	<input type="checkbox"/> Research & Development
<input type="checkbox"/> Call Center	<input type="checkbox"/> Food Processing	<input type="checkbox"/> Retail
<input type="checkbox"/> Child Care Center	<input type="checkbox"/> Government	<input type="checkbox"/> Social Services Provider
<input type="checkbox"/> Commercial	<input type="checkbox"/> Healthcare	<input type="checkbox"/> Tourism Promotion
<input type="checkbox"/> Community Dev. Provider	<input type="checkbox"/> Hospitality	<input type="checkbox"/> Warehouse & Terminal
<input type="checkbox"/> Computer & Clerical Operators	<input type="checkbox"/> Industrial	
<input type="checkbox"/> Defense Related	<input type="checkbox"/> Manufacturing	
Please fill in when "Other" is specified. <b>FILL IN FILM PRODUCTION</b>		
_____		

## Instructions for Pages 3, 4, 5, Single Application for Assistance

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### V. FINANCIAL ASSISTANCE

Choose category of DCED financial assistance that this project is requesting.

**NOTE:** These categories are the same as those used in the Project Budget, section VII.

### VI. USE OF FUNDS

Check the appropriate boxes to describe how the DCED financial assistance will be used in this project.

### VII. PROJECT BUDGET

**GENERAL INSTRUCTIONS:** Indicate all sources of funds and project costs, including those not financed with DCED funds. At the top of the columns number (1) through (4), indicate the source of funds that will be used to pay for those items identified in the budget table. Under the source of funds, indicate the Type of Financial Assistance in the box, whether the funds are:

- Federal – public dollars (grants or loans) from the federal government;
- State – public dollars (grants or loans) from the Commonwealth of PA;
- Local – public dollars (grants or loans) from local government;
- Private – non-public dollars; or
- In-kind – other than cash assistance for the project.

Subtotal all of the line items within a category for each of the columns. **Do not use cents when calculating budget amounts.** Then add all of the Category subtotals for each of the columns to arrive at the Total for each source. Use column 5 as a Total for all sources of funding per line item. If your project has more than 4 sources of funding, feel free to duplicate the blank pages and renumber the columns.

If an amount is placed in any of the OTHER categories, you must specify what the money will be used for in the additional space or in the Project Narrative.

**NOTE:** If the application is approved, the project budget becomes a binding part of the legal contract between the applicant and the Department, so the projected figures must be accurate. Depending on the actual DCED funding source, additional detailed information also may be needed. Please reference the specific program guidelines for those requirements on the DCED web site at [www.newPA.com](http://www.newPA.com).

**V. INDICATE BUDGET CATEGORY OF FINANCIAL ASSISTANCE REQUESTED (Check all appropriate boxes)**

<input type="checkbox"/> Acquisition	<input type="checkbox"/> Infrastructure / Site Prep	<input type="checkbox"/> Operating Costs/Working Capital
<input type="checkbox"/> General Construction	<input type="checkbox"/> Machinery and Equipment	<input type="checkbox"/> Related Costs
		<input type="checkbox"/> Other Costs

**VI. HOW WILL THE ASSISTANCE BE USED? (Check all appropriate boxes)**

<input type="checkbox"/> Community Development/Revitalization	<input type="checkbox"/> Environmental	<input type="checkbox"/> Recreation
<input type="checkbox"/> Community Services	<input type="checkbox"/> Export - Domestic Trade (out of PA)	<input type="checkbox"/> Tax Credits
<input type="checkbox"/> Crime Prevention	<input type="checkbox"/> Export - International Trade (out of USA)	<input type="checkbox"/> Technology Development
<input checked="" type="checkbox"/> Economic Development/Revitalization	<input type="checkbox"/> Housing	<input type="checkbox"/> Tourism Promotion
<input type="checkbox"/> Education	<input type="checkbox"/> Planning	

**VII. PROJECT BUDGET**

Include all sources of funds and project costs. (Include monies not financed with DCED funds.)

Sources	(1) DCED	(2)	(3)	(4)	Total
Type of Financial Assistance	indicate application request from DCED – need only be one amount				
<b>ACQUISITION</b>					
Land					
Buildings					
Subtotal					
<b>GENERAL CONSTRUCTION</b>					
New Construction					
Renovations					
Subtotal					
<b>INFRASTRUCTURE/ SITE PREPARATION</b>					
Roads & Streets					
Parking					
Water/Sewer					

## **Project Budget Instructions (con't.) - Single Application for Assistance**

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### **Examples of eligible activities for budget line items:**

**Acquisition:** Purchase of land or buildings.

**General Construction:** Indicate new construction or renovation construction costs including plumbing, HVAC, electrical, etc.

**Infrastructure/Site Preparation:** Roads & streets, parking areas, water lines, sewer lines and connections, storm sewers, utilities, demolition, excavating/grading, environmental cleanup.

**Machinery & Equipment:** Purchase of new or used equipment, upgrade of existing equipment, modification of buildings to accommodate purchased equipment, vehicles.

### **Operating Costs / Working Capital:**

- All funds that will be used for working capital purposes by the Company/ Occupant
- Salaries and fringe benefits
- Training and technical assistance costs
- Consumable supplies such as printing, office supplies, disposable equipment/supplies
- Travel, per diem, mileage, airfares, auto rentals
- Promotion/Public Relations/Advertising, (include costs associated with promotion and public relations activities such as brochures, maps, TV or radio time, print ads)
- Office equipment (include telephones, computers, software, copiers, fax machines)
- Space costs such as mortgage costs, rent, maintenance costs, utilities, trash
- Program audit costs
- Indirect costs

### **Related Costs:**

- Professional services/consultants, include contracted program services
- Engineering
- Inspections
- Fees
- Insurance
- Environmental assessment costs
- Legal costs
- Closing costs
- Contingencies (identify the specific use of these funds.)

### **Other Costs:**

- Items not previously specified by a line item in the Project Budget, such as bank fees, membership dues, subscriptions, etc. These costs must be identified in the project narrative or Budget Justification to be eligible expenditures.

**PROJECT BUDGET (continued)**

<b>Sources</b>	<b>(1) DCED</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b><u>Total</u></b>
<i>Utilities</i>					
<i>Demolition</i>					
<i>Excavation/Grading</i>					
<i>Environmental Cleanup</i>					
<b>Subtotal</b>					
<b>MACHINERY &amp; EQUIPMENT</b>					
<i>New Equipment Purchase</i>					
<i>Used Equipment Purchase</i>					
<i>Upgrade Existing</i>					
<i>Installation/Building Modification</i>					
<i>Vehicles</i>					
<b>Subtotal</b>					
<b>OPERATING COSTS/ WORKING CAPITAL</b>					
<i>Working Capital</i>					
<i>Salaries &amp; Fringe Benefits</i>					
<i>Training &amp; Technical Assistance</i>					
<i>Consumable Supplies</i>					
<i>Travel</i>					
<i>Promotion/Public Relations/Advertising</i>					
<i>Office Equipment</i>					
<i>Space Costs</i>					
<i>Audit</i>					
<i>Indirect Costs</i>					
<b>Subtotal</b>					

## Instructions for Page 5, Single Application for Assistance

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### VIII. BASIS OF COSTS

Provide the basis for calculating the costs that are identified in the Project Budget.

### IX. PROJECT NARRATIVE

On a separate sheet(s) of paper, provide a typewritten narrative that provides a detailed, comprehensive description of the project. The narrative must specifically address each of the cost items identified in the Project Budget section. **NOTE:** Some funding sources have specific guidelines regarding the narrative necessary to qualify for that particular DCED resource.

In general, the narrative must include:

- A. **Specific Problems to be Addressed or Improvements to be Financed.** Identify the problem(s) that need to be resolved. For projects involving a for-profit business, please provide a brief business background, such as: founding or incorporation date, historic background, product and marketing areas.
- B. **Project Description.** What do you plan to accomplish with this project? How do you plan to accomplish it? Include expected outcomes that are measurable, obtainable, clear and understandable, and valid. Examples of measurable outcomes include jobs created or retained, people trained, land or building acquired, housing units renovated or built, etc.
- C. **Projected Schedule and Key Milestones and Dates.** A detailed project schedule of activities, including key milestones and dates, must accompany this application.
- D. **Documentation to Support Budget Costs.** If required by the funding source, include the supporting documents that are checked under the Basis of Costs section of this application.

If applicable, include:

- E. **Certifications or Assurances.** If requesting a specific funding source, please include any specific certification and/or assurances that are required by that funding source.
- F. **Planning/Zoning Letter.** If the project involves infrastructure activities, provide a letter from the applicant or local planning agency certifying that the proposed project is in compliance with the comprehensive and land use plans and zoning and subdivision codes. If the project is not in compliance, explain the nature of the inconsistency and provide an estimated timetable for securing compliance or for securing any desired change.

**PROJECT BUDGET (continued)**

Sources	(1) DCED	(2)	(3)	(4)	Total
<b>RELATED COSTS</b>					
<i>Professional Services/Consultants</i>					
<i>Engineering</i>					
<i>Inspections</i>					
<i>Fees</i>					
<i>Insurance</i>					
<i>Environmental Assessment</i>					
<i>Legal Costs</i>					
<i>Closing Costs</i>					
<i>Contingencies</i>					
Subtotal					
<b>OTHER</b>					
Other					
Subtotal					
<b>TOTAL</b>					

**VIII. BASIS OF COSTS (Check appropriate item)**

- |   |   |
|---|---|
| <input type="checkbox"/> Appraisals           | <input type="checkbox"/> Engineer Estimates   |
| <input type="checkbox"/> Bids/Quotations      | <input type="checkbox"/> Sales Agreements     |
| <input type="checkbox"/> Contractor Estimates | <input type="checkbox"/> Budget Justification |

**IX. PROJECT NARRATIVE**

Attach a comprehensive description of this project. The narrative must specifically address each cost item identified in the project budget. In general, the narrative must include: **THIS CAN BE BRIEF.**

- A. Specific Problems to be Addressed or Improvement to be Financed
- B. Project Description
- C. Project Schedule, Key Milestones and Dates
- D. Documentation to Support Budget Costs

If applicable, include:

- E. Certifications or Assurances
- F. Planning/Zoning Letter

## **Instructions for Page 6, Single Application for Assistance**

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### **X. CERTIFICATION**

This section certifies that the information provided in the application is true and correct to the best of the signer's knowledge. False information may subject the signer and company/entity to criminal prosecution.

Please date the application. An individual who is authorized to sign on behalf of the applicant/sponsor must sign the application prior to submission to DCED. Print or type his or her name and title below the signature. Enter the address of the entity represented. If you are requesting a specific funding that requires the authorized signature be attested, do so in the space provided.

#### **MAIL COMPLETED APPLICATION TO:**

Pennsylvania Department of Community and Economic Development  
Commonwealth Keystone Building  
400 North Street, 4<sup>th</sup> Floor  
Harrisburg PA 17120-0225

**If you have questions on the Single Application,  
contact DCED Customer Service Center at:  
1-866-GO-NEWPA (1-866-466-3972)  
or 1-800-379-7448  
e-mail: [ra-dcedcs@state.pa.us](mailto:ra-dcedcs@state.pa.us)**

**X. CERTIFICATION**

I hereby certify that all information contained in this document and attachments are true and correct to the best of my knowledge. If I knowingly make a false statement or overvalue a security to obtain a grant and/or loan from DCED, I (company, entity and signer) may be subject to criminal prosecution.

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

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Representing: \_\_\_\_\_

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

If this application is being submitted on behalf of another entity, a certification is also required for that entity.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Corporate Submissions Only:**

Attested by: \_\_\_\_\_ (Signature of Corporate Secretary)

"I understand that in order to facilitate the submission of additional applications for this project on the Internet, information from this application (limited to the profile, project summary and site employment/ projected jobs data) will be available to DCED Authorized Service Providers on the DCED Single Application web site, unless I have checked here \_\_\_\_ "

The Department of Community and Economic Development reserves the right to accept or reject any or all applications submitted on the Single Application for Assistance contingent upon available funding sources and respective applicant eligibility.



PENNSYLVANIA FILM OFFICE  
 CREATIVITY IN FOCUS  
 Commonwealth Keystone Building  
 400 North Street, 4th Floor  
 Harrisburg, PA 17120-0225

**CREATIVITY IN FOCUS**  
 July 1, 2006 - June 30, 2007  
**APPLICATION**

Commonwealth of Pennsylvania



<b>ENTITY INFORMATION (PLEASE PRINT OR TYPE)</b>		Account ID (Box Number/SSN)	Entity ID (EIN)
Project Title		Date of Application	
Entity Name		<b>Department Use Only</b> POSTMARK DATE:	
Street Address			
City or Town, State, and ZIP Code		SEE INSTRUCTIONS ON THE REVERSE SIDE BEFORE COMPLETING.	
<b>Part I Description of Project</b>		Type of Project (please provide script):	
Start Date of Principal photography in PA		<input type="checkbox"/> Feature Film <input type="checkbox"/> TV Movie <input type="checkbox"/> Episodic TV Show <input type="checkbox"/> Other (describe)	

Provide a brief but detailed description of the film for which the grant is being requested:

**Part II Production Expense** (Applicants may fill out Part II OR submit a full budget indicating total expenditure and PA expenditure.)

Description	Total	In Pennsylvania
Wages and Salaries (see instructions) . . . . .		
Equipment (see instructions) . . . . .		
Construction . . . . .		
Operations . . . . .		
Editing . . . . .		
Photography . . . . .		
Sound Synchronization . . . . .		
Lighting . . . . .		
Wardrobe and Accessories . . . . .		
Rental of Facilities and Equipment . . . . .		
Catering/Craft Services . . . . .		
Other (Attach Schedule) . . . . .		
Total . . . . .	A)	B)
Percentage of Expenses Attributed to PA (B/A) . . . . .		C)

If item C is less than 60 percent do not continue.

**Part III Calculation of Credit**

Amount from Part II, Item B . . . . .

X .20

Tentative Grant\* . . . . .

\* The actual amount of the grant awarded to a filmmaker will be based on the total amount of Grants available available at the time of the production's start date of principal photography in PA based on the yearly limit of credits that are available.

**SIGNATURE AND VERIFICATION**

Under penalties of perjury, I declare that I have examined this return, including any accompanying schedules and statements, and to the best of my knowledge and belief it is true, correct and complete. THIS FORM MUST BE SIGNED BY A CORPORATE OFFICER.

SIGNATURE OF OFFICER OF COMPANY		TITLE	DATE
PRINT OFFICER'S NAME		TELEPHONE NUMBER ( )	E-MAIL ADDRESS
NAME OF PREPARER		PREPARER'S ADDRESS	
TELEPHONE NUMBER ( )	DATE	CITY	STATE      ZIP CODE

## Creativity in Focus Instructions

Qualified filmmakers can get a grant for up to 20 percent of the film production expenses incurred in the Commonwealth. The grant is available for feature films, television films, television pilots or each episode of a television series. In order to qualify for the grant, 60 percent of the total production expenses must be incurred in Pennsylvania. No more than \$10 million per year in total grants can be awarded.

Production expenses that are eligible for a grant include wages and salaries under \$1 million, construction, operations, editing, photography, sound synchronization, lighting, wardrobe and accessories, and the rental cost of facilities and equipment. Marketing and advertising costs, development costs, story rights and music rights cannot be applied toward the grant.

### APPLICATION FOR THE GRANT

**Part I** - Productions must provide a description of the film, the approximate length of the film, dates expenses were incurred in Pennsylvania, the location(s) in Pennsylvania where the expenses were incurred, and the promotion and distribution activity for the film.

**Part II** - Applicants must list the expenses associated with this production incurred in Pennsylvania, and the expenses associated with this production incurred anywhere between July 1, 2006 to June 30, 2007. If the total expenses incurred in Pennsylvania, Item B, divided by total expenses, Item A, equals 60 percent or greater, the applicant is entitled to a grant if available.

**Part III** - To calculate the Tentative Grant, multiply the expenses incurred in Pennsylvania, Item B, by 20 percent (.20). No more than \$2 million will be awarded to any one production.

Send, fax or e-mail: completed applications to:

PA FILM OFFICE  
CREATIVITY IN FOCUS GRANT INITIATIVE  
Commonwealth Keystone Building  
400 North Street, 4th Floor  
Harrisburg, PA 17120-0225  
Fax: 717-787-0687  
E-mail: [info@filminPA.com](mailto:info@filminPA.com)