



CBCtelevision

## **CBC/FILM NOVA SCOTIA Bridge Award Guidelines and Application**

***DEADLINE: FEBRUARY 6, 2009***

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September 2008 Revision

## CBC/FILM NOVA SCOTIA Bridge Award Guidelines

### *Who is eligible to apply for the Award?*

- The applicant must be the producer of the project.
- The producer and director of the project must be two separate people. A combined producer/writer is eligible. A combined producer/writer/director is not eligible.
- The producer, director, and writer must be Nova Scotia residents, Canadian citizens, and be over the age of eighteen (18). For the purposes of these Guidelines, a “Nova Scotia resident” is someone who has maintained a principal residence in Nova Scotia for at least twelve (12) consecutive months immediately prior to the date of application.
- To be eligible, producers must have sufficiently advanced in their career to be ready to produce a 6 to 16 minute stand-alone program for broadcast but have not yet done so. The producer must have some experience in a producer-related capacity beyond school. The experience level of the producer will be determined by the jury based on the producer’s résumé and sample of their work to date.
- Producers who have produced a 6 to 16 minute or longer stand-alone for broadcast are not eligible.
- Students are not eligible (with the exception of graduate students).
- Previous Bridge Award winners are not eligible.

### *What projects are eligible?*

- Genre: drama, documentary, animation, comedy and performance containing content suitable for broadcast, will be considered.
- Length: one television 6 to 16 minute program
- Stage of development: projects must be in development. Principal photography may not have commenced before award selections are made. **Projects in completion stage are not eligible.**
- Location: 75% of the total expenditures of the project must be spent in Nova Scotia. **Co-productions are not eligible.**

### *Who owns the project?*

- The producer must own the project and provide chain of title documentation. (Errors and omissions insurance may be required.)

***What other requirements are there?***

- Applicants must own all copyright in the project.
- Successful applicants must have an incorporated company under which to produce the project prior to entering into the Equity Investment Contract with Film Nova Scotia. This company must be, at minimum, 51% owned by the producer applicant.
- Producer must have an experienced mentor committed to executive producing the project and must enter into an executive producer services agreement with the mentor.
- The mentor must have reviewed and approved the application and support materials prior to the application deadline.

***What do the CBC/FILM NOVA SCOTIA Bridge Award winners receive?***

- \$10,000 CBC regional broadcast licence
- \$20,000 in Film Nova Scotia Equity Funding
- \$10,000 in CBC services (subject to availability)
- profile as an emerging producer
- the opportunity to establish a network of industry professionals
- the opportunity to develop an idea for the marketplace

***Is the award a grant?***

- No.

***What is included in the services portion of the award?***

- Services are subject to availability and may include on-line and production services.

***What commitment is required from the producer?***

- The producer must license the Atlantic Canada regional rights to CBC in return for a \$10,000 licence fee. The licence will be contracted with the CBC directly. Rights will include the North American broadcast premiere of the finished project and the broadcast rights in the Atlantic Canada region for 3 years. Internet rights for 3 years are also included. CBC will have the appropriate creative consultation and input through the course of development and production including final script approval.
- The producer must enter into an Equity Contract with Film Nova Scotia. The Equity Contract will detail the terms and conditions of the investment and specify the disbursements schedule for funds, recoupment schedules, profit participation and reporting requirements.
- The producer must credit the CBC/FILM NOVA SCOTIA Bridge Award as outlined in the Equity Contract. The CBC, Film Nova Scotia and the Bridge Award will be recognized in the tail credits of the completed program.
- The producer must agree to allow the use of their names and the names of the projects to be used for publicity purposes and must provide still photographs of the production for this purpose.

- The producer must agree to provide feedback on the Bridge Award upon completion of their project.

***How important is the mentor?***

- The participation of a knowledgeable and experienced mentor is vital to the success of new producers. The experience and commitment level of the producer's mentor will be a factor in the selection process.

***What is the role of the mentor?***

- The mentor as executive producer must provide the following:
  - A mentorship role to the producer throughout the entire production process including guidance on the following:
    - the financing, banking, and tax credit systems
    - the various types of paperwork, including legal and accounting
    - the hiring of reliable crew.
  - An oversight role to ensure that the production is on schedule and on budget.
  - Post production advice.
  - Assistance with how best to bring the production to a wider audience/market.
  - Final approval of any significant deviation in the creative materials, production schedule, locations, and the budget, in order to ensure that the production is produced in accordance with the approved budget.

***The key dates and timelines are:***

- Mid-February: Application Deadline
- Mid-March to early April: Short-listed producers will be contacted by telephone and invited to pitch to the jury, and are requested to submit samples of their previous work and the work of key creative team members (maximum ten minutes each) together on one VHS or DVD tape (6 copies). Short-listed producers will be required to participate in a one-day pitching seminar offered by Film Nova Scotia prior to the pitch to the jury.
- Early April: Award decisions will be announced. Successful producers will be notified by telephone. Unsuccessful applicants will be notified by mail.
- April onward: Signing of the Licence Agreement and the Equity Contract. Award winners will receive a letter of commitment from Film Nova Scotia valid for 90 days. The signing of the Equity Contract is subject to the completion of any other financing arrangements and outstanding commitments.
- April to project completion: The producer will develop and produce the project with the participation of the CBC. Film Nova Scotia funding will be disbursed over the course of production as outlined in the Equity Contract.
- December: Project must go to camera no later than December 31 of the year awarded or the Award offer will expire.

### ***How are projects selected?***

- Stage 1: Applications will be reviewed by Film Nova Scotia staff for completeness and eligibility. Incomplete and ineligible applications are rejected. Content treatments of eligible projects will be forwarded to the jury for review. The jury will provide Film Nova Scotia with a short-list of applications of up to 6 projects.
- Stage 2: Producers of short-listed projects will submit samples of previous work by team members (maximum ten minutes each) together on one VHS or DVD tape.
- Stage 3: Producers of short-listed projects will pitch to a program jury.
- Stage 4: Based on the quality of the application, support materials, and pitches, the jury will select up to two producers to receive the CBC/FILM NOVA SCOTIA Bridge Award. The decisions of the jury are final.

### ***Award decisions will be based on the following criteria:***

- quality of the treatment. The key to a successful project is an outstanding story idea. Above all the jury will be looking for a strong story line told in a compelling manner with memorable characters.
- producer's demonstrated competence in producing film or video projects
- level of commitment of the mentor
- thoroughness and realism of the finance plan
- thoroughness and realism of the marketing plan
- thoroughness and realism of the production schedule and strategy
- detailed budget
- projected funding scenario

### ***Is there an appeal process?***

- No, however, applicants may submit a written request for a summary of their specific project adjudication.

### ***How should the budget be presented and what should it include?***

- the budget must be submitted using the Canadian industry standard format (Telefilm budget)
- any extraordinary deals or shortcuts planned should be footnoted
- the equity funding, licence fee and services must be included in the finance structure
- projects must be budgeted for all costs through to completion and delivery on Beta SP
- budgets will be scrutinized for feasibility in relation to the proposed subject, creative approach and production schedule
- to ensure that the program is able to receive wide exposure through marketing, unit publicity costs must be budgeted including a stills photographer and materials

***What evidence of financing must be included?***

- All confirmed and projected financing must be included in the projected finance structure. The project financing must equal the budget total.

***May the equity investment of \$20,000, licence of \$10,000, and services of \$10,000 constitute the entire budget?***

- No.

***Is there a budget minimum or maximum?***

- The minimum budget is \$60,000.

***May I use deferrals?***

- Yes, up to one-third (1/3) of the budget can be deferrals.

***Must I apply for the tax credit?***

- Yes.

***May I shoot the project outside Nova Scotia?***

- At a minimum, 75% of the budget must be spent in Nova Scotia using a minimum of 75% Nova Scotia labour.

***What should the marketing plan consist of?***

- The marketing plan should include a description of how you will publicize and market your film to its audience and to subsequent buyers.

***Is there a time limit to use the Award?***

- Yes, the project must commence principal photography before December 31 of the year awarded. In the event that an Award winner is unable to complete the program requirements, the Award will be revoked and may be offered to the producer next in the rankings at the discretion of the program administrators.

***Project reapplication***

- Producers may resubmit projects for the next year's mid-February CBC/FILM NOVA SCOTIA Bridge Award deadline.

***May I email or fax my application?***

- No. Complete applications must be mailed, sent by courier, or hand delivered to Film Nova Scotia office.

***Incomplete applications***

- Incomplete applications will not be considered and the onus is on you – not Film Nova Scotia – to ensure that your application is complete.

Send, deliver or courier a complete application to:

**CBC/FILM NOVA SCOTIA Bridge Award  
Film Nova Scotia  
Collins Bank Building  
Historic Properties, 3<sup>rd</sup> Floor  
1869 Upper Water Street  
Halifax, Nova Scotia B3J 1S9**

**Mailing Address:  
P.O. Box 34104  
Scotia Square, RPO  
Halifax, Nova Scotia B3J 3S1**

Telephone: 902-424-7177  
Fax: 902-424-0617



**CBC/FILM NOVA SCOTIA Bridge Award  
Application**

**A. GENERAL INFORMATION**

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

Applicant NS Production Company (legal name): \_\_\_\_\_

Producer: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Nova Scotia Company Registration Number: \_\_\_\_\_

Date of Incorporation/Registration: \_\_\_\_\_

Details of major shareholders in the Production Company: \_\_\_\_\_  
\_\_\_\_\_

Are you a Nova Scotia resident? Yes  No

Are you a Canadian citizen or landed immigrant? Yes  No

Have you produced a 6 to 16 minute or longer program for television? Yes  No

Do you have experience in a producer-related capacity beyond school? Yes  No

**B. PROJECT INFORMATION:**

1. Please provide a two-sentence synopsis of the project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Name of Screenwriter: \_\_\_\_\_

3. If the script is based on another work:

(Title of work) \_\_\_\_\_

(Name of Author) \_\_\_\_\_

(Province of Residency) \_\_\_\_\_

4. Do you own all of the rights to the project? Yes  No

5. <u>Confirmed Production staff:</u>	<u>Name</u>	<u>Canadian Citizen/ Landed Immigrant</u>	<u>NS Resident</u>
Producer	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Executive Producer	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Mentor	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Director	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Production Manager	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Director of Photography	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Prod. Design./Art Dir.	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Sound Design/Post Audio	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Editor	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Music Composer	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Writer	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Researcher	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Principal Performers	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

6. Project Genre:

- Drama                       Documentary                       Performance   
 Comedy                       Animation

7. Original Version:

- English                       French                       35mm   
 16mm                       Video                       Other   
 # of Segments \_\_\_\_\_                      Length in Minutes \_\_\_\_\_

8. Production Schedule:

Pre-Production: \_\_\_\_\_

Proposed dates and specific locations for shooting:

Within Nova Scotia (specify): \_\_\_\_\_

Outside Nova Scotia: \_\_\_\_\_

Post-Production: \_\_\_\_\_

9. Studios, Laboratories and Post-Production Facilities:

\_\_\_\_\_  
 \_\_\_\_\_

10. Project Financing (rounded to nearest dollar)                      Projected                      Committed

Film Nova Scotia	\$ _____	\$ _____
CBC Licence	\$ _____	\$ _____
CBC Services	\$ _____	\$ _____
Other Investment/Financing (specify)	\$ _____	\$ _____
Producer (deferred)	\$ _____	\$ _____
(cash)	\$ _____	\$ _____
Tax Credit *		
a) NS Film Tax Credit	\$ _____	\$ _____
b) Federal Tax Credit	\$ _____	\$ _____
Totals	\$ _____	\$ _____

**TOTAL BUDGET FOR PRODUCTION** \$ \_\_\_\_\_

**Nova Scotia Expenditure** \$ \_\_\_\_\_

**Nova Scotia Labour** \$ \_\_\_\_\_

\* considered as equity investment by Producer

**C. *SUPPORT MATERIALS***

Include the following support material and a table of contents. Please attach in the following order, single-sided, using binder clips or paper clips only. Do not bind, staple or three-hole punch your application. Please note that applications and support material will not be returned. Do not submit VHS/DVD tapes at this time. You must send a total of four (4) copies of the entire application as follows:

1. Producer's résumé.
2. Description of the producer's career plan.
3. Project summary (maximum 1 page).
4. Scripts are not necessary but may be included if available.
5. Project treatment.
6. Chain of title documentation including rights agreements.
7. Estimated production budget in industry format.
8. Financing plan with details of proposed funding sources.
9. Proposed production schedule.
10. A marketing plan.
11. Résumés of key creative and production personnel.
12. A description of the production strategy, i.e. how the production will be made with the resources available.
13. A letter from a mentor outlining their commitment to the project and indicating that they have reviewed and approved the application and support materials.
14. Mentor's résumé.

The undersigned certifies that s/he has read the guidelines of this program and that the information contained herein is accurate and complete.

\_\_\_\_\_  
Producer's Signature

\_\_\_\_\_  
Date

