Film & Digital Media Studio Infrastructure Program
Application Checklist

Prepare all documents separately for each section and upload as a PDF file within the application.
Label **ALL** attachments in following manner:
"Applicant Name - Section Title" (e.g.: Project Description, Budget)
Ex: "Borough of City Township – Project Description"

Required NJEDA Common Application Information	Included (Y/N)
1.) Fully complete all **online application information questions and uploads.**	
2.) Forms & Certifications Complete online and sign forms, legal questionnaire, and certifications. Note that if an Authorized Representative needs to sign forms, then please upload documents as requested and prompted in online application.	
3.) Application Fee $1,000 Follow online instructions for payment by check or credit card.	

Required Application Proposal Components	Included (Y/N)
1.) Plat/site map [upload document] – Upload a plat/site map highlighting the studio infrastructure project location and area.	

2.) Project Description [upload document] – Upload a narrative describing your proposed project including, but not limited to, the following
     A. Description and details of the planned infrastructure work to be undertaken
     B. Description of the studio production facility to be supported including size (total sf) and full-time
     C. Project merits describing community and regional economic impact and benefits of the proposed	

3.) Support Letter from studio/production facility [upload document] – which includes the following:
     A. Confirms the studio's intention to build/expand a production facility (indicate studio location address and square foot-size) on the site, which will result in an estimated number of FTE jobs when operational.
     B. Confirms that the proposed infrastructure improvements in Applicant's proposal are being undertaken in support of the studio production facility.	

4.) **Project Development Timeline Milestones [upload document]** – upload a narrative or Gantt chart summarizing the major project development milestones with start and completion dates including (but not limited to): • Completion of initial architectural/engineering plans • Construction contractor procurement (Please indicate if more than one) • Execution of construction contract(s) (Please indicate if more than one) • Applications for and obtaining of zoning board (if applicable), planning board (if applicable) • review(s) and approval(s), and any other federal, state, county, or municipal approvals (e.g., DEP • permits, utility connections permits, soil conservation) • Construction start date • Construction completion and issuance of Certificate of completion	
5.) **Project Budget [upload document]** (including sources & uses of funds) with line-item details indicating the grant funds amount request. **Also, if the total infrastructure project cost exceeds the requested grant amount, then upload evidence of additional project financing. Add if have or need (due to gap) any other funding, upload evidence of such funding.**	
6.) **Applicant and Team Members prior development experience [upload document]** Upload a description in list and/or narrative form of project(s) similar in use, size, and scope to the proposed development that the Applicant has worked on within the last five (5) years. The list/narrative should include the following information for each previous project**:** • Project name • Project address location • Type of infrastructure project • Total development cost • Date completed **If other Team Members are listed by the Applicant which are already engaged with the project, also provide their development experience.**	
7.) **Small, Women, Minority, Veteran Business Enterprises ("SWMVBE") participation [upload document]** – Upload a narrative regarding plans for SWMVBE participation. If applicant has already entered into agreements/contracts with any participating SWMVBE companies, upload those agreements/contracts evidencing participation of NJ certified small, women, minority, veteran business enterprises.	