# Film & Digital Media Studio Infrastructure Program

**Sample Application** 





# **Program Overview**

The Film & Digital Media Studio Infrastructure Program ("Program") is a competitive grant program that will proactively deploy \$9.5 million to fund infrastructure improvements and sitework ("Project") connected to or in support of the development of a film or digital media studio production facility.

Eligible applicants are municipalities, municipal entities, counties, county entities, and/or State instrumentalities that are undertaking infrastructure improvements or sitework to support the development of a film or digital media studio production facility.



Minimum grant amount — \$50,000

Maximum grant amount -\$4,750,000

Grant funding may fund 100% of an approved Project's costs

# **Sample Application**

### Welcome

Before beginning the application read through the information provided on the welcome page.

Once ready click "Next" to begin the application.



### **IMPORTANT TIP:**

Click "Save" in the beginning to create a reusable link that will save your progress as you complete the application.



#### Film & Digital Media Studio Infrastructure Program

1 2 3 4 5 6 7 8 9 10 11 12 13 14

#### Film & Digital Media Studio Infrastructure Program

The Film & Digital Media Studio Infrastructure Program is a pilot program that will provide grants to municipalities, municipal entities, countles, countly entities, and/or State instrumentalities for infrastructure improvements and sitework in support of the development of a film or digital media studio production facility.

Eligible uses of Program funding are limited to infrastructure improvements and sitework in support of the development of a film or digital media studio production facility, which include but are not limited to:

- Roadwork or transportation improvements
- · Water and/or sewer lines/service
- Gas lines/service
- Telecommunications
- High speed broadband
- · Electrical utility lines/grid/supply
- · Accessibility and safety improvements (i.e. sidewalks, fire hydrants)
- . Site remediation or site work on government owned property

Funding can only be used for the approved project costs, including reasonable administrative costs, based on application, Authority review, and funding grant agreement.

\*All projects will be subject to prevailing wage law and compliance with other labor standards requirements.

#### Language Assistance:

ATENCIÓN: si habla español, los servicios de asistencia lingüística, gratuitos, están disponibles para usted enviando un correo electrónico a [anguagehe]p@njeda.com.

languagehelp@njeda.com تتبيه: إذا كنت تتحدث اللغة العربية، فإن خدمات المساعدة اللغوية مجانية متاحة لله عبر إرسال بريد إلكتروني إلى

注意:如果您說粵語,可以透過傳送電子郵件至 <u>languagehelp@njeda.com</u> 免費獲取語言協助服務。

注意:如果您说普通语,可以通过发送电子邮件至 languagehelp@njeda.com 免费获取语言协助服务。

ધ્યાન આપો: જો તમે **ગુજરાતી** બોલતા ક્રોય તો, તમારા માટે <u>languagehelp@njeda.com</u> પર ઈ-મેઈલ કરવાથી ભાષા સક્રાય સેવાઓ મફતામાં ઉપલબ્ય છે.

ध्यान दें: यदि आप **हिंदी** बोलते हैं, तो <u>languagehelp@njeda.com</u> पर ईमेल द्वारा, आप के लिए नि:शुल्क भाषा सहायता सेवाएं उपलब्ध हैं।

ATTENZIONE: se parla italiano, può usufruire gratuitamente di servizi di assistenza linguistica scrivendo all'indirizzo |anguagehelp@njeda.com

알림: 한국어를 사용하시는 경우, 언어 지원 서비스가 무료로 이메일 languagehelp@njeda.com을 통해 제공됩니다.

UWAGA: Jeśli mówisz po polsku, możesz uzyskać pomoc tłumacza bezpłatnie wysyłając e-mail pod adres languagehelp@nieda.com.

ATENÇÃO: se você falar **português**, oferecemos serviços de apoio de idioma gratuitos. Envie um e-mail para <u>languagehelo@nieda.com</u>.

ATTENTION: Kung nagsasalita ka ng Tagalog, magagamit mo ang libreng mga serbisyong tulong sa wika sa pamamagitan ng paq-email sa languaqehelp@njeda.com.



Save

# **Primary Point of Contact**

On this page we will collect contact information for the Primary Point of Contact for this application.

Please ensure that the email provided is the correct email for the primary point of contact on this application.

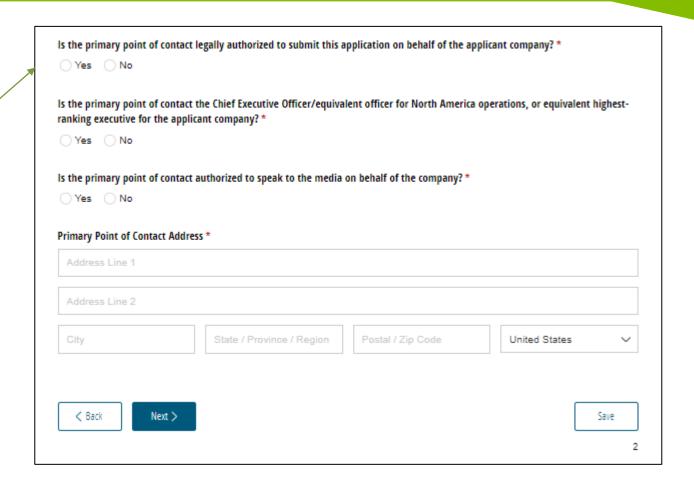
This email will be used for the correspondence regarding fee payment and any other communications to the applicant team.

### **Primary Point of Contact** Throughout the life of a project - from application, to approval, to closing, and to certification/servicing - NJEDA will need to engage with various members of your team. This section collects contact information for individuals we may need to speak with as part of this project. Please provide contact information for the primary point of contact within the applicant company that NJEDA will keep updated NOTE: It is highly recommended that the primary point of contact be the individual that is currently filling out this application. If the primary point of contact is different than the individual that is currently filling out the application, the primary point of contact individual should select 'No' on the POC question below and then fill in the proceeding CEO Contact page to receive future correspondence about this application. Salutation First Name \* Middle Initial Last Name \* Fmail Address Confirm Email Address

# **Primary Point of Contact**

This application includes representations and certifications and must be submitted by an individual who is legally authorized to sign documents on behalf of the applicant.

If the Primary Point of Contact is not the Authorized Representative please select "No".



## **Authorized Representative**

If the primary point of contact is not an authorized representative for the Applicant, you will be asked to fill out the contact information for the authorized representative.

	application includes company representations and certification and must be submitted by an individual who is legally corized to sign documents on behalf of the applicant company.
Salu	tation
First	Name *
Mid	dle Initial
Last	Name *
Suff	ix
Title	*
Ema	il Address *
Con	firm Email Address *
2011	

# **Chief Executive Officer/Owner/Equivalent**

If the primary point of contact is not Chief Executive Officer/Owner/Equivalent for the Applicant, you will be asked to fill out the contact information for the Chief Executive Officer/Owner/Equivalent.

	contact does not hold this role, please provide the contact information for the owner, CEO, or equivalent tive for the applicant company.
Salutation	
First Name *	
Middle Initial	
Last Name *	
Suffix	
Title *	
Email Address *	
Confirm Email Address	*

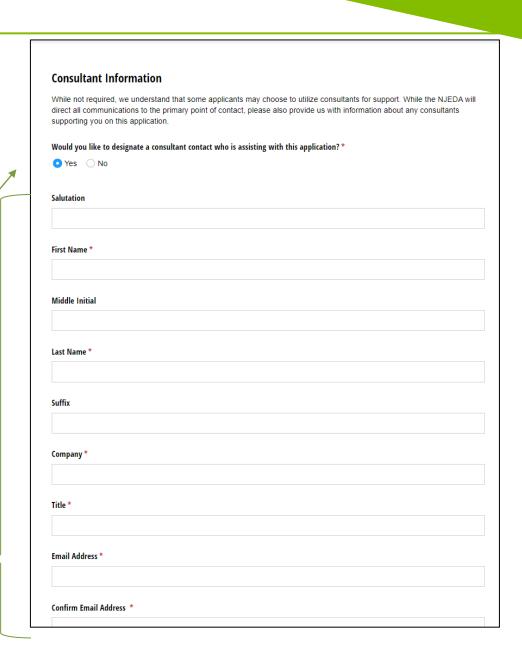
### **Consultant Information**

While not required, we understand that some applicants may choose to utilize consultants for support.

While the NJEDA will direct all communications to the primary point of contact, please also provide us with information about any consultants supporting you on this application.

If you would like to designate a consultant contact please select "Yes".

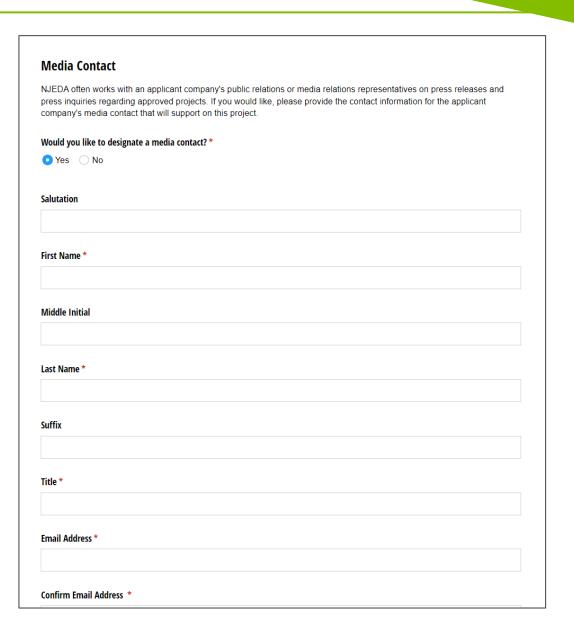
These fields will only show if you would like to designate a consultant



### **Media Contact**

If the primary point of contact is not the media contact for the business, you will be asked if you would like to designate a media contact.

IF YES, you will be asked to fill out the contact information for the media contact.



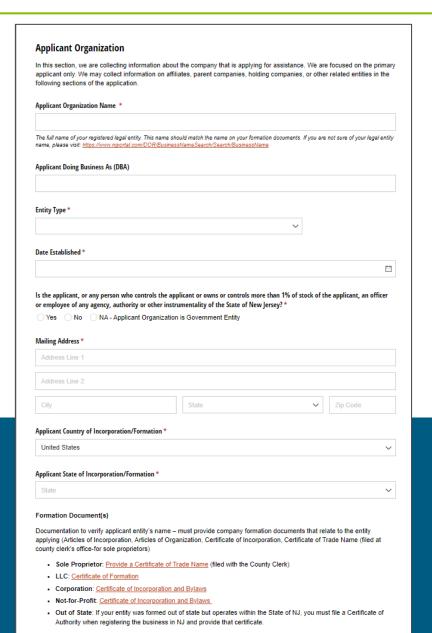
### **Applicant Organization**

In this section, we are collecting information about the Applicant that is applying for this program.

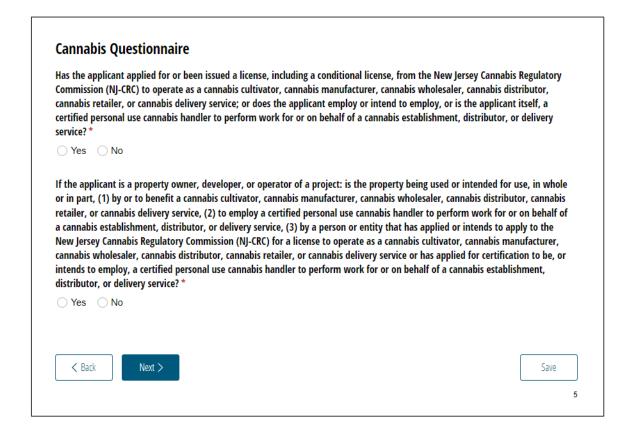
This page will request applicant organization information including but not limited to...

- Entity Type
- Date Established
- Federal Tax Identification Number (FEIN)
- NJ Tax Identification Number
- NAICS Code
- NJ Tax Clearance Certificate (required prior to approval)





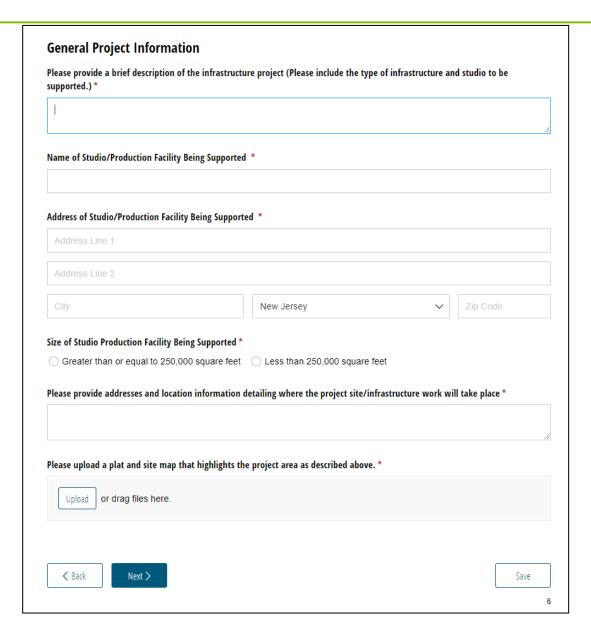
### **Cannabis Questionnaire**



New Jersey State law prohibits certain cannabis licensees and certified personal use cannabis handlers' employers from receiving or continuing to receive most financial incentive awards.



## **General Project Information**



## **Project Proposal and Timeline**

Eligible uses of program funding are limited to infrastructure improvements and sitework in support of the development of a film or digital media studio production facility, which include but are not limited to:

- Roadwork or transportation improvements
- Water and/or sewer lines/service
- Gas lines/service
- Telecommunications
- High speed broadband
- Electrical utility lines/grid/supply
- Accessibility and safety improvements (i.e. sidewalks, fire hydrants)
- Site remediation or site work on government owned property

### This section will ask for a

- 1. Project Narrative
- 2. Studio/Production Facility Letter of Support
- 3. Project Development Timeline

### **Project Proposal and Timeline**

#### PLEASE NOTE FOR THIS SECTION:

Eligible uses of program funding are limited to infrastructure improvements and sitework in support of the development of a film or digital media studio production facility, which include but are not limited to:

- Roadwork or transportation improvements
- Water and/or sewer lines/service
- Gas lines/service
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- Accessibility and safety improvements (i.e. sidewalks, fire hydrants)
- · Site remediation or site work on government owned property

#### Project Narrative\*

Please upload a narrative describing your proposed project including, but not limited to, the following information:

- . Description and details of the planned infrastructure work to be undertaken
- Description of the studio production facility to be supported including size (total sf) and full-time jobs to be created at the studio upon completion
- Project merits describing community and regional economic impact and benefits of the proposed project as catalyst for and connection to local development

Upload or drag files here.

# **Project Proposal and Timeline (continued)**

2. Studio/Production Facility Letter of Support

3. Project Development Timeline

#### Studio/Production Facility Letter of Support\*

Please upload a letter of support from the project studio/production facility which includes the following:

- Confirms the studio's intention to build/expand a production facility (indicate studio location address and square footsize) on the site, which will result in an estimated number of FTE jobs when operational.
- Confirms that the proposed infrastructure improvements in Applicant's proposal are being undertaken in support of the studio production facility:

Upload or drag files here.

#### Project Development Timeline\*

Please 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

Upload or drag files here.

< Back

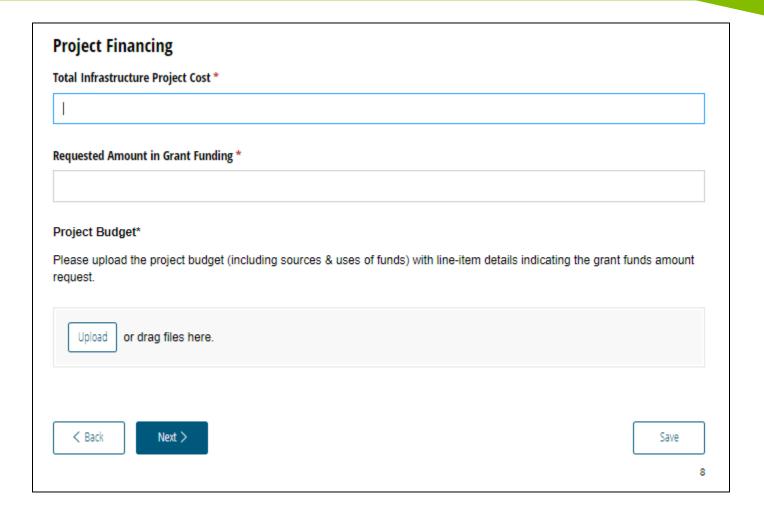
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## **Project Financing**

The Film & Digital Media Studio Infrastructure Program will award grants ranging from \$50,000 to \$4.75 million.

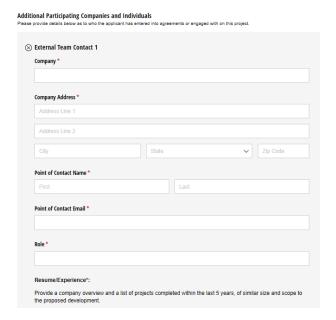
If the total infrastructure project cost exceeds the requested grant amount, you will be asked to provide additional details on how the remainder of the project costs will be funded.



### **Experience and Capacity**

Please 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.

If the applicant has entered into any agreements with or engaged with other professionals who will be working on this project than the applicant will be asked the below follow-up questions



### **Experience & Capacity**

Applicant Prior Development Experience\*

Please 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



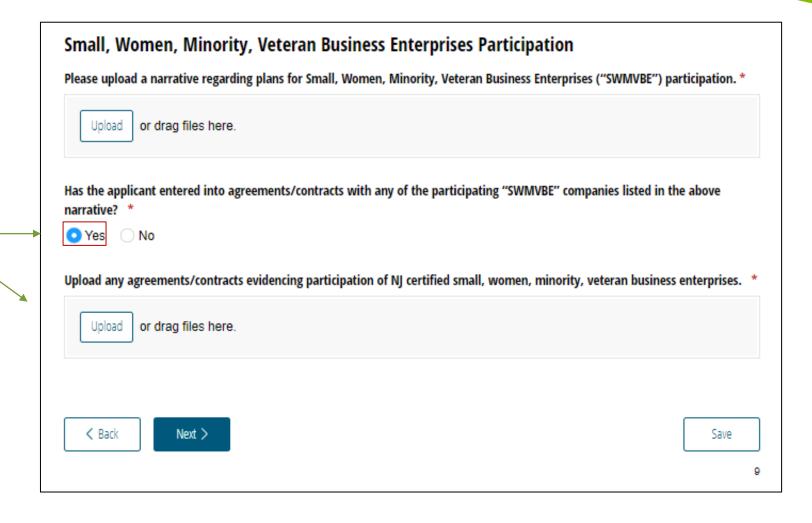
Has the applicant entered into any agreements with or engaged other professionals who will be working on this project?



) No

### Small, Women, Minority, Veteran Business Enterprises Participation

If you have entered into agreement/contracts with any of the participating "SWMVBE" companies from the above narrative, you will be asked to upload a copy of the agreement/contracts below.



### **Prevailing Wage and Affirmative Action**

### **Prevailing Wage and Affirmative Action Requirements**

Please be aware that construction activities under the Film & Digital Media Studio Infrastructure Program are subject to New Jersey affirmative action and prevailing wage requirements.

During the eligibility period, each worker employed to perform construction work at the redevelopment project shall be paid not less than the prevailing wage rate for the worker's craft or trade, as determined by the Commissioner of the Department of Labor and Workforce Development pursuant to P.L. 1963, c. 150 (N.J.S.A. 34:11-56.25 et seq.) and P.L.2005, c. 379 (N.J.S.A. 34:11-56.58 et seq.).

Effective April 1, 2020, contractors and subcontractors for construction contracts that require payment of prevailing wage must provide proof of registration under the Public Works Contractor Registration Act (N.J.S.A. 34:11-56.48 et seq.) The Act does not require proof of registration for such contracts that were awarded prior to April 1, 2020. Information regarding this Act can be found on the <a href="NJ Department of Labor's Website">NJ Department of Labor's Website</a>.

If you have any questions about these requirements, please contact the Film & Digital Media Studio Infrastructure team at <a href="mailto:realestateinfo@njeda.gov">realestateinfo@njeda.gov</a>

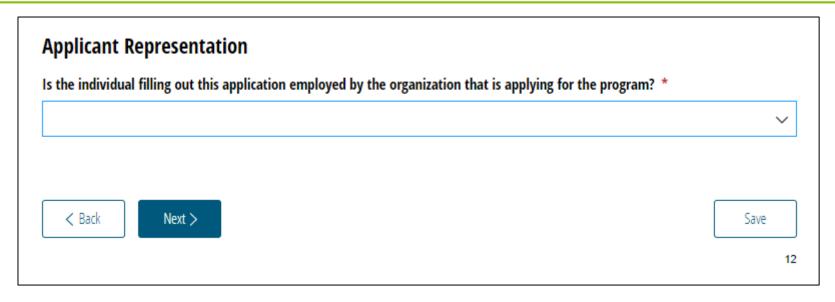
I acknowledge any construction on this project, undertaken either by the applicant or as a result of this application, is subject to prevailing wage and affirmative action requirements.





Save

## **Applicant Representation**



If the individual filling out the application is employed by the organization that is applying for the program AND legally authorized to sign documents on behalf of the applicant, additional pages will appear immediately after this page: Certification of Non-Involvement in Prohibited Activities in Russia or Belarus, and Certification of Application.

If the individual filling out the application is not employed by the organization that is applying for the program or is not legally authorized to sign documents on behalf of the applicant company, the individual will be required to download three PDF forms and upload versions that have been signed and completed by the authorized representative.



ELIGIBLE APPLICANTS UNDER THIS PROGRAM ARE MUNICIPALITIES, MUNICIPAL ENTITIES, COUNTIES, COUNTY ENTITIES, AND/OR STATE INSTRUMENTALITIES AS SUCH THEY ARE NOT REQUIRED TO FILL OUT THE LEGAL QUESTIONNAIRE

### **Upload Certifications\***

If the individual filling out the application is not employed by the organization that is applying for the program or is not legally authorized to sign documents on behalf of the applicant company, the individual will be required to download three PDF forms and upload versions that have been signed and completed by the authorized representative.

Click the orange links to download the 3 forms and then upload versions signed and completed by the authorized representative.

#### **Upload Certifications**

The New Jersey Economic Development Authority requires that the following information be completed and signed by one of

- for a corporation, by a principal executive officer at least the level of vice president;
- for a partnership, by a general partner;
- for a sole proprietorship, by the proprietor;
- for a governmental entity, by the contact person (business administrator, manager, mayor, etc.);
- for other than above, by the person with legal responsibility for the application.

Because you have identified that you are not one of the individuals listed above, it is required that you download each of the three forms listed below and have someone who meets this definition for the applicant company fill out and sign each of the forms. Once the forms have been completed and signed, please attach them at the end of this application, along with any other necessary application attachments.

Your application for assistance will not be reviewed until the NJEDA has each of the signed forms from someone who is legally authorized to make these representations on behalf of the applicant company.

Certification of Non-Involvement in Prohibited Activities in Russia or Belarus Pursuant to P.L. 2022, C. 3

**Application Certifications** 

Certification of Non-Involvement in Prohibited Activities in Russia or Belarus Pursuant to P.L. 2022, C. 3 \*

Upload or drag files here.

Application Certfications \*

or drag files here.

\*This page will only be visible if the individual filling out the application is NOT employed by the organization that is applying for the program OR is NOT an authorized representative.



# Certification of Non-Involvement in Prohibited Activities in Russia or Belarus\*

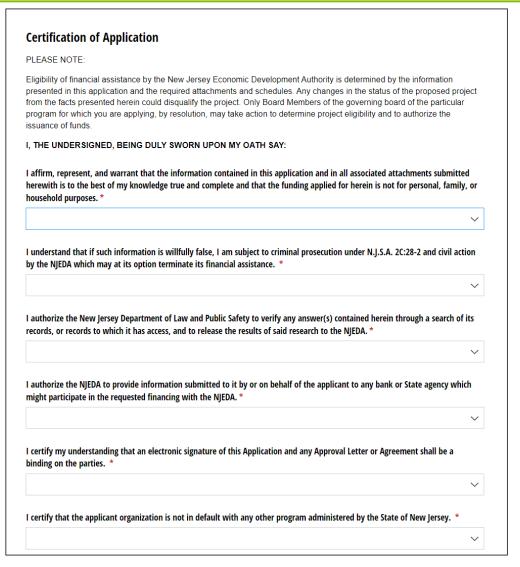
In this section we will be collecting the Certification of Non-Involvement in Prohibited Activities in Russia or Belarus.

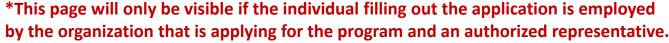
### Certification of Non-Involvement in Prohibitied Activities in Russia or Belarus Program Name: New Jersey Innovation Fellow Application Applicant Name: Test Business Name Applicant Doing Business As: Test Business Name Pursuant to N.J.S.A. 52:32-60.1, et seq. (P.L. 2022, c.3) any person or entity (hereinafter 'Applicant') that seeks to be approved for or continue to receive an economic development subsidy from the New Jersey Economic Development Authority must complete the certification below indicating whether or not the Applicant is engaged in prohibited activities in Russia or Belarus. If the New Jersey Economic Development Authority finds that an Applicant has made a certification in violation of the law, it shall take any action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party. Certification I, the undersigned, have read and reviewed the Department of the Treasury's List: (https://www.ni.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf) of entities engaged in prohibited activities in Russia or Belarus, and having done so certify (must check one appropriate box and complete the Authorized Signature section below): A. That the Applicant is not identified on the Department of the Treasury's list of entities engaged in prohibited activities in Russia or Belarus and is not engaged in prohibited activities in Russia or Belarus. OR B. That I am unable to certify as to "A" above because the Applicant is identified on the Department of the Treasury's list of entities engaged in prohibited activities in Russia and/or Belarus. OR C. That I am unable to certify as to "A" above because the Applicant, though not identified on the Department of the Treasury's list of entities engaged in prohibited activities in Russia or Belarus, is engaged in prohibited activities in Russia or Belarus. A detailed, accurate and precise description of the Applicant's activity in Russia and/or Belarus is set forth below. If applicable, provide Additional Certification of Federal License I, the undersigned, certify that Applicant is currently engaged in activity in Russia and/or Belarus, but is doing so consistent with federal law and/or regulation and/or license. Provide a detailed description of how the Applicant's activity in Russia and/or Belarus is consistent with federal law, or is within the requirements of the federal license.

**Authorized Signature** 

<sup>\*</sup>This page will only be visible if the individual filling out the application is employed by the organization that is applying for the program and an authorized representative.

# Certification of Application\*







### Fee Acknowledgement

# **Fee Acknowledgment** ✓ I acknowledge that there is a \$1,000 non-refundable application fee payable to NJEDA prior to this application being deemed complete. Please select a payment method: \* Please hit save to generate the correct Application ID.

### HIT SAVE TO GENERATE THE APPLICATION ID #

#### Pay by Check Instructions

Please be advised that NJEDA must confirm receipt of check before any review of the application may begin.

Checks sent by the United States Postal Service must be postmarked by the application deadline and the check must be received by NJEDA within 14 calendar days of this deadline. Hand-delivered checks must be received by the application deadline.

Application ID#:

Amount Due: \$1,000

Make check payable to:

New Jersey Economic Development Authority

Mailing Address:

New Jersey Economic Development Authority 36 West State St PO Box 990

Trenton, NJ 08625-0990

### Pay by Credit Card Instructions

Application ID#:

Amount Due: \$1,000

Please read this information carefully.

An email will be sent to POC Email This email will provide instructions and a link to make the credit card fee payment. The payment must be completed before the NJEDA will begin reviewing the application.

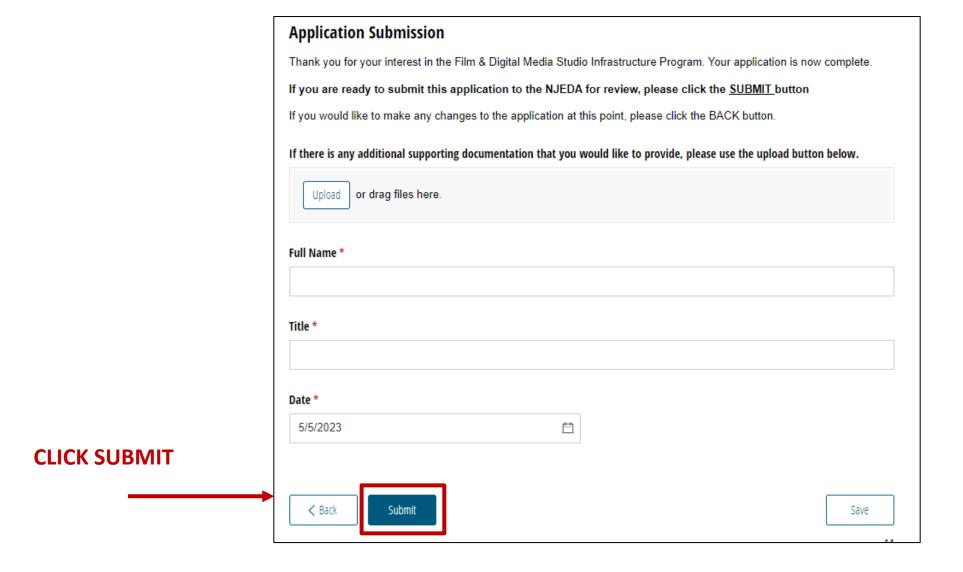
The email will come from NJEDAFeePaymentRequest@njeda.gov. Please check your spam/junk folders if you do not see the email in your inbox.



# **Electronic Signature**

Electronic Signature				
☑ I agree to be bound by electronic signatures				
Full Name *				
Title *				
Signature *		Date *		
		3/12/2023		
×				
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<u>d</u>	type type			

## **Application Submission**



### **Confirmation**

Film & Digital N	Media Studio Infrastructure Program
Thank you Primary Point of Contact	for completing the application for the Film & Digital Media Infrastructure Program Application
Your confirmation code is	S:
Any communications on	the status of your application will be sent to: Primary Point of Contact Email
or questions regarding	your application, please reach out to program administrators at realestateinfo@njeda.gov
To learn about other NJE	EDA programs, visit <u>njeda.gov</u>
Thank You, NJEDA	
Film & Digital Media	Studio Infrastructure Program - 6

If have chosen to pay your non-refundable application fee by credit card. An email with instructions and a link to make the fee payment will be sent to the Primary Point of Contact. The payment must be completed before NJEDA will begin reviewing the application.

The email will come from <a href="MJEDAFeePaymentRequest@njeda.gov">MJEDAFeePaymentRequest@njeda.gov</a>, please check your spam/junk folder if you do not see the email in your inbox.



