

Applicant Name:

Studio Partner - Project
Film Tax Credit Application - Documentation Checklist

Items required to be submitted to NJEDA to be considered a complete application. All documents must be included if applicable.

<u>Item</u>	<u>Included</u>	<u>Comments</u>
1. NJEDA Online Application		
2. NJEDA Application Fee,		
3. Tax Clearance Certificate – NJEDA requesting agency https://www.njlib.nj.gov/NJ_PREMIER_EBIZ/jsp/home.jsp		
4. Detailed Budget: Using this budget template, please provide a complete itemized budget for the film production. Please note the budget template includes Schedule A – Total Film Production Expenses (All), Schedule B – Total Film Production Expenses from Vendors Authorized to do Business in New Jersey, Schedule C – Qualified Film Production Expenses (ALL), and Schedule D – Expenses for use within the 30-mile radius of Columbus Circle, NYC. <u>Must match totals on application.</u>		
4a. (If applicable) Deferred Compensation Schedule: please submit a supplemental document detailing the estimated deferred compensation to be paid to above the line employees or loan outs for no more than two years after project completion.		
5. Detailed Project Synopsis – Please submit a project synopsis form which can be found at www.njeda.gov/film		
6. Timeline & Proposed Shooting Schedule (One-Liner) – Please submit as an attachment to the application a detailed timeline of the project that includes: timing of the production/filming, filming locations, and anticipated or actual dates of commencement and completion of principal photography and total film production expenses. <u>Must match dates on application.</u>		

<p>7. Resumes or biographies for the following principal talent currently signed to participate in the project:</p> <ul style="list-style-type: none"> • Producer(s) • Director(s) • Principal and major supporting actor(s) and actress(es) • Screenwriter(s) • Cinematographer(s)/Director(s) of Photography • Production Manager 		
<p>8. Notice regarding Affirmative Action/Prevailing Wage: Applicable to all projects at application submission. Make sure to add your project name in the top right. Your type of assistance is “Film Tax Credit,” and the estimated award amount can be found in the budget area of the application.</p>		
<p>9. (If applicable) Diversity Plan: for the hiring of minority persons and women found at https://www.njeda.gov/new-jersey-film-digital-media-diversity-plan/</p>		
<p>10. NJ Location List: Detailed list of NJ shooting locations and if applicable description as it would appear on the One-Liner</p>		
<p>11. Operating Agreement / Bylaws: documents confirming owners/ members / shareholders and authorized representative</p>		
<p>12. Legal Questionnaire: If not on application</p>		
<p>13. Application Certification: If not on application</p>		
<p>14. Excess Above the Line Summary: A summary of all estimated compensation paid to above the line employees or loan outs. This summary should correlate directly to the amount listed on the budget template.</p>		
<p>15. (If applicable) Agreement with Studio Partner: If the project is being made by an outside production company on behalf of the studio partner, please submit a copy of the agreement between the Studio Partner and the applicant.</p>		

Checklist made as of 10/3/2024

DISCLAIMER: Applicants would be subject to final adoption of new program rules and any additional documents as needed.

Notes: