

Applicant Name:

**Film & Digital Tax Credit  
Documentation Checklist**

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

<b><u>Item</u></b>	<b><u>Included</u></b>	<b><u>Comments</u></b>
1. NJEDA Online Application <a href="https://njeda.powerappsportals.us/en-US/ftcp-list/">https://njeda.powerappsportals.us/en-US/ftcp-list/</a>		
2. NJEDA Application Fee, payable online.		
3. Tax Clearance Certificate – NJEDA requesting agency <a href="https://www16.state.nj.us/NJ_PREMIER_EBIZ/jsp/home.jsp">https://www16.state.nj.us/NJ_PREMIER_EBIZ/jsp/home.jsp</a>		
4. <b>Detailed Budget:</b> 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.		
5. <b>Detailed Project Synopsis</b> – Please submit a project synopsis form which can be found at <a href="http://www.njeda.gov/film">www.njeda.gov/film</a>		
6. <b>Timeline &amp; Proposed Shooting Schedule (One-Liner)</b> – 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>		
7. <b>Resumes or biographies</b> for the following principal talent currently signed to participate in the project:		

<ul style="list-style-type: none"> <li>• Producer(s)</li> <li>• Director(s)</li> <li>• Principal and major supporting actor(s) and actress(es)</li> <li>• Screenwriter(s)</li> <li>• Cinematographer(s)/Director(s) of Photography</li> <li>• Production Manager</li> </ul>		
8. If project includes Construction related activity, notice regarding <b>Affirmative Action/Prevailing Wage</b> .		
9. <b>Diversity Plan</b> for the hiring of minority persons and women, if applicable.		
10. <b>NJ Location List</b> – Detailed list of NJ shooting locations and if applicable description as it would appear on the One-Liner		
11. <b>Operating Agreement / Bylaws</b> - documents confirming owners/ members / shareholders and authorized representative		
12. <b>Legal Questionnaire</b> – If not on application		
13. <b>Application Certification</b> – If not on application		

*Checklist made as of 3/13/2025*

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