



national film and video foundation
SOUTH AFRICA

an agency of the
Department of Arts and Culture

NATIONAL FILM AND VIDEO FOUNDATION

FUNDING POLICY

MARCH 2014

2nd Floor, 87 Central Street, Houghton, 2198, South Africa
Private Bag X04, Northlands, 2116, South Africa
Tel: +27 11 483 0880 Fax: +27 11 483 0881 Email: info@nfvf.co.za Website: www.nfvf.co.za

Councillors
Ms Mmabatho Ramagoshi (Chairperson); Mr George Leolo (Deputy Chair); Ms Sandra Gordon; Mr Mohau Mphomela; Adv Rod Solomons
Mr Sello Molefe; Mr Paul Raleigh; Adv Roshan Rai Dehal;
Ms Trish Downing; Mr Avhasei Mukoma; Ms Gcina Mhlophe-Becker
Chief Executive Officer: Ms Zamantungwa Mkosi

DEFINITIONS

The following words and expression shall have the following meaning:

Copyright	Exclusive and assignable legal right held by the author in respect of his/her creations registered as his/her intellectual property under the relevant South African legislation.
Equity Partnership	An ownership arrangement that gives partners the right to claim a share of profits that is equal to their respective contributions to the production.
Grant	Non-recoupable funds.
Gross profits	All proceeds due in respect of the Project (exclusive of VAT or similar taxes or duties) derived from the Distribution Agreements or any other source of exploitation received by any Party (or its assignees, successors or licensees) directly or indirectly from the Territory.
Investment	The investing of money or capital by the NFVF in a film, in order to gain profitable returns, as interest, income, or appreciation in value.
Net profits	Profits payable to participants after recouping the cost of production, interest, overheads, advertising, distribution fees and fees paid to first gross participants.
Recoupment	Repayment generated from the income of the sales and exploitation of the film used to pay off investors in the production budget of the film.
Script	An elaborated version of a story idea for a film or video production that includes dialogue, scenic and other detailed considerations.
South African Citizen	Any person who has acquired citizenship by birth, descent and naturalisation according to the South African Citizenship Act 88 of 1995 and this definition includes permanent residence hereinafter referred to as a "South African"; and has been residing in SA for at least three months at the time of the application.
Treatment	An elaborated prose version of a story idea indicating narrative structure, plots, setting and character outlines for a film or video production.
Slates	The granting of operational capital to small production companies over a predetermined period of three years with the aim of cultivating sustainable and viable production companies.
South African Owned Company	A South African company registered in terms of the Companies Act No 71 of 2008.

1. FUNDING OVERVIEW

1.1 Tiered Approach to Funding

The tiered approach to funding is to ensure that all levels of filmmakers; from emerging to experienced benefit equitably from NFVF funding and programmes. Information about the minimum number of projects that can be supported per financial year will be available on the website. The 3 tiers are categorised as follows:

Tier 1

Experienced filmmakers who have a proven track record for developing and producing feature films.

Tier 2

Filmmakers with limited experience in the film industry, but who have developed and produced television fiction, documentaries and commercials seeking to venture into feature film development and production.

Tier 3

New entrants into the industry, particularly recent film school graduates from historically disadvantaged backgrounds. This intervention is geared towards first time filmmakers to have a "calling card" into the film industry.

1.2 Application of this Policy

This Funding policy applies to all applications for funding administered by the NFVF received as from 1 April 2014 to March 2016.

1.3 Caps on Funding

To ensure that funding is distributed as widely as possible, funding has been capped according to the various types of funds. The Council of the NFVF may lift a cap at its sole discretion according to the merits and needs of a project. Such exception will be dealt with on a case by case basis.

Development Fund

- Feature length films- R200 000; (R40 000 reserved for script editor)
- Documentaries- R120 000
- Short Films - R100 00;
- TV formats - R200 000

- Animation- R250 000 (R40 000 reserved for script editor and R50 000 for story boarding).

Production Fund

- Features- R1 300 000
- Feature length Documentaries – R350 000
- Short/TV Documentaries- R200 000;
- Short Films- R200 000;
- Animation- R1 200 000

Production Archive Fund

- Archive – R250 000

Marketing, Distribution and Festivals Grant

- Markets and festival attendance grant- R25 000 cap per applicant; twice per applicant per annum.
- Marketing and Distribution grant- R120 000 per applicant per annum
- Organization and administration of local festivals- R1 200 000 per applicant per annum.

Education and Training Grant

- National bursaries- 100% of the tuition fees only in the first year of the applicant's study and 80% of the tuition fees for subsequent years of study.
- International bursaries- a maximum of R250 000 for tuition and living expenses.

1.4 Funding Exclusions

The NFVF does not fund the following:

- Activities whose outcomes are solely directed towards interests of a single employer supported by the Skills Development levy;
- Capital expenditure including equipment;
- Music and corporate videos;
- Non-governmental organizations and other institutions or companies not primarily involved in the film and television industry;
- Development and Production of television series;
- Individuals or companies who are not South African citizens; and
- A degree or diploma in performing arts whether at local or international tertiary institutions.

1.5 General Terms and Conditions of Funding

Limits on projects

Applicants are only allowed one application in development and one in production per organisation, individual or company at a time annually. Funding for filmmakers to attend festivals and markets is restricted to 2 approvals per annum.

Conditional release of funds

In the case of projects with multiple financiers, the production funds will not be released until all funds for the project have been raised and proof provided to the NFVF. The proof to be provided to the NFVF should be in a form of a letter from the bonder confirming that the strike price for the project has been met and that the bonder accepts the risk.

Interest free funding

The Development and Production funding to applicants is interest free.

Recoupment

- The NFVF equity participation is equal to the NFVF's percentage of the budget according to the recoupment waterfall.
- Investment into feature film development and production is recoupable as part of the recoupment waterfall.
- Development funds are recoupable on the first day of principal photography or first dollar in from distribution.
- Production funding is recoupable from exhibition revenues as outlined on the production contract.

Payment Structure

The NFVF payment structure is based on the principle of payment in advance for work that is yet to be done according to deliverable linked to milestones of the project. A list of payment milestones and percentage of contract payable where applicable is provided. :

Development Payment Milestones

- Signature of contract
- Approval of Major turning points document
- Approval of step outline document
- Approval of first draft
- Approval of final draft

Production payment milestones

- signature of contract
- approval of 1st cut
- approval of final cut; and

- Presentation of final masters, cost report and marketing materials.

Festivals and Marketing and Distribution Milestones

- Signature of contract - 75 % of contract balance
- Interim Report - 15 % of contract balance
- Audit Report / Financial Report – 10 % of contract balance

Filmmaker Support Milestones

- signing of contract - no payment
- Submission of supplier's invoice to NFVF - 100% of contract amount; or
- Submission of Reimbursement invoice and receipts to NFVF - 100% of contract amount
- Submission of festival/market report – contractual obligation that must be fulfilled.

Training Providers Milestones

- signing of contract and/ or site visit
- Submission of Interim report
- Submission of student films and or final report

National Bursaries Milestones

- Contract signature - 50% of the approved amount is paid to institution
- Submission of student progress report – 50% of the contract amount is paid to institution.

International Bursaries Milestones

- Signature of contract - 50% of the approved amount is payable into 2 instalments to the institution and a portion to the student for living costs.
- Submission of progress report by student - 50% of the balance of the contract is paid to the institution at the beginning of the second semester and a portion to the student for living costs

1.6 Funding Evaluation Process

Quarterly calls for proposals

The NFVF will make a call for proposal each quarter based on the dates that have published. Submitted applications that are correctly completed are captured and sent to relevant panels for evaluation. Any late, incomplete or incorrect submissions will not be considered for that cycle.

Application forms are available for download on the NFVF website or applicants can request electronic copies to be e-mailed to them. Forms are also available at NFVF offices or provincial film commissions.

Non Negotiable Compliance Requirements

The NFVF must comply with the provisions of the Public Finance Management Act (PFMA) and its regulations. To that end, applicants are reminded to ensure that all the required documents together with the relevant completed application form are submitted.

Compulsory Requirements

- Relevant completed application form
- Copy of South African Identity Document
- audited accounts or reports for prior funds received from the NFVF where applicable
- Fulfilment of terms of previous contractual terms of funding, compliance with provisions of the Legal Deposit Act, the South African Revenue Service and other applicable legislation
- In the case of development, the writer must be a South African
- In the case of projects that have foreign investors, South African creative input must be greater or equal to that of the overseas partner/s. Official treaty co-productions are subject to the relevant treaty framework.
- Original Tax clearance certificates.

Evaluation of Applications

Once all applications have been received, the various evaluation panel members will be sent applications for evaluation. A panel meeting chaired by a member of the Council will go through all the applications, deliberate and make recommendations to Council which is the authority to make final funding decisions. The project will be evaluated according to the following criteria:

- Concept: an application is evaluated on the strength, originality and uniqueness of the story idea;
- Premise an application is evaluated to ensure the story has a compelling controlling idea, and a human value that it successfully explores and finally to assess that the theme is carried throughout the story to its climax;
- Genre: the application displays a complete understanding of the chosen genre for the work and in the case of mixed genres understands how to break conventions and combine them. Non-genre concepts will be assessed on their uniqueness and originality;
- Structure: that the writer displays an understanding of film structure including climaxes and reversals;
- Characterisation: that the principal characters are three dimensional and have character arcs even when some of them don't change;
- Marketability and commercial viability: the application demonstrates that some research has been undertaken into how the film will be delivered to its potential audience;
- Impact on the local film industry: that the applicant has considered how the funding of this production would assist in the development of the local industry;
- Presentation: the script, the director's treatment and other supporting documents are presented professionally;

- Audience reach and impact: the applicant will be assessed on the thoroughness of their understanding of the intended market beyond generalities such as adults or teens;
- Advancement of people from historically disadvantaged backgrounds: that the team demonstrates clearly thought out plans for the provision of opportunities to such individuals in the development or production of a project;
- Applicant profile: the team has sufficient educational qualifications and/or experience to deliver the proposed project on time and on budget and is not in breach of any existing contractual obligations with the NFVF;
- Global positioning strategy: For films aimed at the international market the applicant will be assessed for the quality of the cast, sales agent and sales estimates supplied; and
- Production budget and finance plan: the budget is appropriate and in line with SA market conditions and attractive to prospective investors. That the finance plan is unambiguous and the ratio between recoupable budget and non recoupable is appropriate for the genre.

Approvals

The NFVF publishes the approvals on the website within 48hours after the decision making meeting of Council. Letters are also sent to all applicants with feedback on the outcome of application. The meaning of possible outcomes is explained below

- Approved: the application has been successful.
- Unsuccessful: application has failed to meet the minimum evaluation criteria.

Successful applicants are required to sign a contract within 30 days of date of approval by Council.

Unsuccessful Applicants

Unsuccessful applicants may appeal against a decision taken by the panel in accordance with the Appeals Procedure by completing form H to the Chief Executive Officer via post or e-mail:

Post : 87 Central Street, Houghton, 2198 or Private Bag X04, Northlands, 2116

e-mail: appeals@nfvf.co.za

2. CATEGORIES OF FUNDS

2.1 SLATES FUNDING

The objective of slate funding is to contribute towards long term sustainability and viability of production companies by providing funding to selected companies to develop and produce a slate of projects over a period of 3 years.

Categories of slates

- Black owned and managed companies
- Female owned and managed companies
- Commercial film slate
- Documentary film slate

Eligibility

In order for a production company to be considered for slate funding, the producer / production company must meet the following requirements:

- Producer/s must be South African
- Production Company to be at least 51% owned and managed by a Previously disadvantaged individual
- Production Company should have completed at least one narrative feature film, feature length documentary or television drama series which has been released theatrically or broadcast nationally
- Producer should demonstrate understanding of packaging and marketing of feature films
- Production Company to have clear training and development strategy in place
- Producer or Production Company to have established relationship with local distributor and/or international sales agent
- Previous recipients of slate funding from the NFVF are ineligible.

Criteria that will be taken into consideration when assessing applications include:

Criteria for Applicant

- Capacity of company to develop and produce at accepted global standards;
- Quality of development, financing and distribution strategy;
- Consistency of budgets; and
- Unique selling point in respect of sustainability and contribution to transformation in the industry.

Criteria for Projects

- Quality of story;
- Knowledge of target audience;
- Potential of : creative team, production and local and global distribution
- Box Office potential; and
- Solid finance and recoupment plan.

Funding Application Process and Requirements

All applications should be able to provide the following documentation in hard copy triplicate for consideration:

- Production Company executive summary

- Potential projects (if any) with signed letters of Intent / Option agreements
- Development and Training strategy
- Business plan indicating
 - i. Production Company's capability to raise additional funding
 - ii. Budget model
 - iii. Recoupment model
 - iv. Estimated sales (if available)
 - v. Finance Plan
- Marketing and Distribution strategy; and
- Showreel.

2.2. EDUCATION AND TRAINING FUNDING

In order to stimulate and advance skills development, meet the current needs of industry and to ensure the industry's future growth and competitiveness. Funding is provided for:

2.2.1 National bursaries

2.2.2 International bursaries

2.2.3 Grants to organisation to deliver training and development activities that will benefit the South African film industry for both new entrants and for continuing professional development.

Funding Conditions

The NFVF will not fund 100% of the required budget. Applicants must raise the balance of required funds from other sources.

The NFVF encourages the development of partnerships and may assist in leveraging such partnerships to support identified programmes to ensure impact and success of the programme and the return on investment.

2.2.1 National Bursaries

Individuals may apply for bursaries to support their full-time film and video or television-related studies at an accredited institution within South Africa which offer a formal qualification such as diplomas or degrees. The bursary cover tuition and accommodation costs where applicable.

Bursary conditions

- The bursary is awarded as a non-repayable grant and paid directly to the respective training institutions for the applicable academic year.
- Applicants must have completed and passed matric.
- For continued support, beneficiaries must apply in every academic year cycle and pass all modules for the academic year.

- The bursary covers hundred percent (100%) for the first year of study and eighty percent (80%) from second year of study.

2.2.2 International Bursaries

In order to build film industry expertise and address industry skills gaps, the NFVF awards international bursaries for overseas studies. The bursary includes full tuition fees and living expenses and accommodation.

International bursaries are awarded to qualifying applicants for post graduate film related programmes that are not offered in any South African university:

Required Documents:

- A completed application form
- A covering letter including personal motivation for study and its relevance to the applicant's intended career path and benefit to South African film industry;
- Proof of registration at a recognized institution or proof of acceptance to study at a recognized institution;
- A letter of recommendation from an industry professional
- Proof of financial need; in the form of legal guardian and applicants pay slips or bank statements or IRP5 form. If the legal guardian and applicant are unemployed, producing an affidavit to that effect suffices
- Certified copy of Senior Certificate
- Certified copy of undergraduate qualifications
- Certified copy of South African ID
- Certified copy of most recent academic results.

2.2.3 Funding for Training Providers

The NFVF provides financial support for film training programmes run by training service providers. Programme may be for:

- Accredited training for new entrants to enable them to launch successful careers by delivering programmes with on and off the job training.
- skills programmes for professionals already in the industry, in order to enhance their career development by delivering targeted training and development initiatives.
- Workshops run by professional bodies.

Criteria

- Applicant must be an accredited training provider
- Applicant must have a partnership with an accredited training service provider or accredited Skills Development Facilitator with SAQA or relevant body
- Training programme must address industry skills gaps.

- Quality of the project including:
 - appropriate level of skills and experience;
 - training objectives identified can be achieved through the proposed activities;
 - training and assessment is set against relevant Unit Standards where they exist; and
 - ability to manage and deliver the project based on previous projects;
- Demonstration of financial sustainability;
- A realistic budget.

Required Documentation:

- Completed application form
- a covering letter
- proof of registration with the Department of Education or relevant authority (see South African Qualifications Authority guidelines)
- proof of success-rate of past training initiatives
- a financial plan including the list of additional project sponsors and their planned contributions to the project
- course curriculum, training outcomes, learner selection criteria; list of trainees anticipated competencies; details of practical training while on the course; details of post programme support; assessment and evaluation criteria; CVs of tutors and proof of appointment to teach
- Original tax clearance certificate.

2.3 DEVELOPMENT FUNDING

Definition of Development

The NFVF considers development as any work undertaken to put an idea or concept into writing with an intention of creating a script including research undertaken in a documentary, a short and a feature film whether fiction or real life leading to a script.

Required Documents:

Evaluation of development funding applications

- Completed application form;
- A covering letter of motivation;
- Treatment Chain of Title and Proof of copyright in an instance where the work is not the original idea of the applicant;
- Writer's Curriculum Vitae;
- Producer's Curriculum Vitae;
- Development budget which contains the following line items
 - ✓ Script editors;
 - ✓ Research;
 - ✓ Copies;

- ✓ Producer fee (where appropriate) - this should not exceed 10% of the total budget;
 - ✓ Overheads which should not exceed 5.5% of total budget excluding the Producer fee.
- Development Schedule;
 - Writers narrative treatment;
 - Target audience/distribution plan;
 - Track record of Production Company where applicable;
 - Company registration document to prove company ownership where applicable ;
 - Proof of South African identity.

Eligibility for Development Funding

- Independent production companies or writers.
- Applicants must hold exclusive rights or options for at least twelve (12) months.
- A writer must be attached to the project;

Development Grant for a Television Format

This fund has been initiated to encourage owning and selling television formats globally for long term financial benefit to ensure sustainability. The NFVF provides financial support for concept development to encourage filmmakers to develop television projects that can either be:

- Formatted and sold globally;
- Licensed for remake rights
- licensed for syndication

Required Documents:

- Completed Application form
- Letter of motivation
- Letter of interest from local broadcaster
- Concept Outline which contains:
 - Unique feature of concept;
 - Universal dramatic theme;
 - International adaptation potential;
 - Longevity of concept; and
 - Legal protection or copyright.

2.4 PRODUCTION FUNDING

One of the NFVF's strategic objectives is to increase the number of South African films and previously disadvantaged individuals producing them.

Requirements

- South African Production companies with relevant experience, credible track record in producing content of broadcast quality
- Formats: documentaries, narrative features and shorts
- A script that is ready to go into production for fiction and a documentary script for documentaries
- Distribution intent or financial commitment from other partners, particularly theatrical or video distributors and broadcasters
- Relevance to a South African audience
- In the case of co-productions, the production must comply with the treaty requirements.

Evaluation Criteria:

Applications are evaluated based on the following:

- **The overall content:** panel members provide an objective view on the synopsis, treatment or outline and the screenplay as is possible. The opinion includes constructive suggestions on how to address problems with the material if any. Focus is given to the premise, characters, plot and overall structure. For documentaries, the focus on the outline assesses premise, structure and character;
- **The budget:** panel members evaluate whether the proposed budget is feasible to complete the projects. Foreseeable problems with fees and equipment costs etc are identified;
- **The financial plan:** the purpose of evaluating the financial plan is to establish whether there is a presence of other partners on board for financing development or production. Strengths and/or weakness in the alliances are identified; and
- **The marketing and distribution plan:** the panel members consider whether the applicant has included this as part of the overall plan and if so; is it feasible and possible to execute such a plan.

Document Checklist

Requirements	Features	Documentary	Shorts	TV Concept
Completed application form;	X	X	X	X
Covering letter of motivation;	X	X	X	X
Certified copy of South African identity document	X	X	X	X
Proof of company ownership	X	X	X	X
Original Tax clearance certificate	X	X	X	X

CVs	X	Key creative team	X	All directly involved in production
Declaration of any vested interest or association with other film companies or projects that have submitted applications for funding to the NFVF				
Letters of distribution intent from local and/or international distributors and broadcasters;	X	X	X	X
Letters of support and/or commitment from any other stakeholders;	X	X	X	X
Directors treatment			X	
Details of training and empowerment components in the 3 phases of the production: preproduction, production and post-production;	X	X	x	X
Archive budget, List of archive records to be used & quote from archive source	NA	X	NA	A
Proof of copyright clearance & release if applicable		X		
Financial plan	X	X	X	X
Distribution plan			Short film festival plan	
Marketing plan				
Publicity plan				
Full Script	X	X	X	
Synopsis (1-2 pages);	X	X	X	X
Production schedule	X	X	X	
Detailed budget	X	X		

2.4.1 Archive Fund for Documentary Production

The NFVF has sets aside R1 million grant per annum to provide financial support in the form of a recoupable investment for the purchase of archive material for:

- Feature length documentaries;
- 1 hour long documentaries.

A grant of R250 000 per project will be awarded to successful applicants on a first come first serve basis and in tranches according to the cash flow requirements of the particular project.

The investment is recouped at the time of delivery of the finished product through traditional commercial distribution and exhibition channels. In the case of a co-production, recoupment will only apply to the South African distribution component.

Eligibility

- South African-owned production companies that have produced at least 3 documentaries which have been broadcast on television or released theatrically in either one hour or feature length formats; or
- New and emerging film-makers or writers who have a production company attached to the project.

Projects that are ready to go into production must be developed to an acceptable stage.

Evaluation Criteria

- Production criteria in terms of story must be met as set out in pages 6-7 of the policy.
- Production companies that have a minimum of 2 years experience in production; or producers who have worked in previous film productions.
- At least 2 films released theatrically or 2 drama series released on TV.

Required Documents:

- Completed application form
- A covering letter of motivation
- A proposal in accordance with the NFVF official format
- Proof of South African identity or permanent residency
- Proof of company ownership
- Original tax clearance certificate
- CVs for key creative team
- Letters of distribution intent from local and/or international distributors (if available)

- Letters of support from any other financiers
- Proof of copyright clearance
- A list of the archival records you wish to use
- Archive budget accompanied by Quotations from the archive source.

2.5 FUNDING FOR AUDIENCE DEVELOPMENT AND GLOBAL POSITIONING OF SOUTH AFRICAN FILM & TV PRODUCTS

The NFVF provides financial support in the form of a grant to the following categories:

- Marketing and Distribution
- Film Festivals
- Markets and festivals attendance

Financial supported is provided for:

- a film launch
- Entry costs and freight costs for the submission of films to international festivals and markets
- Travel to international markets and festivals
- Theatrical exhibition costs (print and advertising)
- Video promotion costs (launches, video sleeves, catalogues, posters)
- International film and video marketing costs.

2.5. 1 Marketing & Distribution Grant

The objective of the grant is to provide financial support to filmmakers and distributors to promote their product at film markets and festivals effectively.

Innovative marketing and distribution strategies, particularly in-line with NFVF objectives with respect to animation, digital and other new technologies/media will be supported.

Productions with budgets of R2.5 million and above will receive support for Print & Advertising of posters and such small items excluding advertising print for larger posters.

Eligibility

- South African independent filmmakers and Independent local distributors who have a complete film or TV product.

Evaluation of marketing and distribution funding applications

During evaluation, the panel will look at the following elements in the application and supporting documentation:

- Business plan which shows expected returns on the marketing outlay

- Proven marketing and distribution track record of the applicant
- A marketing and distribution plan with a clear targeted audience, realistic audience and a projection
- Proof of copyright ownership
- Clear linkages to other distribution formats and pathways (theatre/video/pay/public TV)
- Marketing and test screening implementation plan with a audience feedback mechanism
- Innovative marketing approaches sensitive to the target market
- Realistic budget
- Means of verifying distribution and promotional activities.

Required documents:

- Completed application form
- Company profile
- Certified copies of SA ID
- Detailed profile of applicant
- Certificate of incorporation or company registration documents
- Original tax clearance certificate
- 1 page letter of motivation
- 4 DVD copies of the film or make arrangements for a private screening for members of the evaluation panel
- Project synopsis
- Detailed marketing plan
- Marketing budget and structure
- Proof of clear and complete chain of title
- A signed distribution agreement
- A letter of theatrical exhibitor with a projected initial release date if applicable
- A list of booked or anticipated cities screens and dates

2.5.2 Film Festival Grant

The NFVF recognises that the development of an audience for South African content is a key success factor for a sustainable film industry. Audience development as a strategic objective requires a conscious effort by the various stakeholders from government, distributors, exhibitors and content creators. Film festivals occupy an important role in the film value chain as a distribution platform.

The NFVF will provide financial support to film festivals which create a unique offering for the industry.

Required Documents

- Completed application form
- Certificate of incorporation or company registration documents
- Company Profile including detailed profile of festival director and team
- Festival aims and objectives
- Benefits to the local film industry and to filmmakers attending the festival;
- motivation letter - applicant must indicate how festival contributes to NFVF aims and objectives;
- Audience Development Plan/Strategy
- Festival plan with estimated – including schedule and list of booked or anticipated cities screens and dates
- A detailed finance plan with names and amounts of companies approached for funding
- Detailed report on the previous year’s festival if applicable
- Latest audited company financial statement
- Original tax clearance certificate

2.5.3 Grant for Filmmakers

The purpose of this grant is to provide financial support for South African filmmakers/Practitioners to attend local and international film festivals, forums to promote their film and television products, share their expertise internationally and promote the South African film industry.

Eligibility:

Funding is offered to:

- A filmmaker that has been invited to a film festival/market.
- A filmmaker that has a film screening at the festival.
- A filmmaker who will be pitching his/her project at the festival.
- Filmmaker who will be seeking finance for a project or slate of projects.
- Filmmaker that will be attending a training workshop at the festival/market.
- Filmmaker whose film has been nominated at an award ceremony.

Required Documents:

Requirements	Festivals	Markets
Completed application form;	X	X
Letter of motivation, showing the benefit for the filmmakers attending the market or festival	X	X
Motivation on how the attendance at the festival will fit into the NFVF aims and objectives	X	X
Certified copy of SA ID	X	X

Proof of company ownership	X	X
Original Tax clearance certificate		
Summarised CVs	X	X
Letter of invitation from the festival	X	X
Profile of the film at the Festival/Market	X	x
1 paragraph synopsis of the project	x	x
Profile of the Festival or market	X	X
Applicant's track record	X	X
Schedule of planned meetings with contact details	X	X

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