

Broward County Emerging Filmmakers Grant Audit Submission and Final Review Process

DISTRIBUTION OF THE GRANT PAYMENTS

- The Emerging Filmmakers Grant is for \$10,000 total, distributed in four quarterly payments:
 - Payment 1 (\$2,500): Upon approval of completed application, verification on initial eligibility paperwork, and signed Grant Agreement.
 - Payment 2 (\$2,500): Upon submission of proof of completed production (i.e. production calendar, call sheets, behind-the-scenes set stills)
 - Payment 3 (\$2,500): Upon submission of audit paperwork following production wrap (cast/crew residency forms showing 70% of cast/crew were Broward County residents, 50% hired vendors were Broward County-based businesses, and 80% of production days filmed in Broward) – **See *BINDER* section for more instructions**
 - Payment 4 (\$2,500): Upon submission of completed project showing Broward County logo in credits and marketing materials provided (movie posters, promotional stills, etc.) – **See *MARKETING REQUIREMENTS* section for more instructions**
- For each payment, once all required documentation has been provided, an invoice will be processed by Broward County to execute a check payment. *PLEASE NOTE: the process for receiving payments could be lengthier than expected since it is processed by the County's Accounting Department according to regular County procedure.*
- The Film Commission may revoke or modify any written decision qualifying, certifying, or otherwise granting eligibility for the rebate if it is discovered that the applicant submitted any false statement, representation, or certification in any application, record, report, plan, or other document filled to receive the grant.
- If any part of the grant payment requirements are not met, the applicant cannot move forward to retrieve the next payments.
- In order to receive your final review and grant payment in a timely manner, please ensure you provide an up-to-date contact who can provide missing documentation.
- For Payment 3, provide binder of FINAL and ACCURATE cast, crew, vendors, production schedule, and production expenditures (details provided below under "Binder" section).

***Physical submissions of paperwork required. Additional digital copy is optional.*

PLEASE NOTE: No paperwork that has personal information, including and not limited to Social Security numbers, medical records, etc. will be accepted. All personal information must be redacted.

BINDER

For Payment 3, grant applicant must submit a binder (or binders as needed for larger productions) with paperwork showing that they have met required percentages of Broward County-based cast/crew hires, production days, and vendors. Each section of the binder must be clearly labeled for reference:

1. **Main Section** containing:

- Economic Impact Report (form provided by Film Commission)
- Final budget
- Locations list
- Call sheets
- Final crew, cast, and vendor lists (with contact information)
- Certificates of insurance
- Final production schedule
- Production reports if applicable

2. **Crew Section** containing:

- Top sheet page that lists final crew separated by Broward and non-Broward. List must include name, address, crew position, dates of hire, hourly wage and total wages earned during project.
- All corresponding documents per individual (proof of residency, identification, invoices, timecards, and proof of payment) must be organized in the exact order of the top sheet.
- All crew (Broward and non-Broward) should complete proof of residency forms, signed by the crew member and a production representative, to confirm their address whether it is a local hire or not (form provided by Film Commission).
- In addition to the residency form, each Broward crew hire must provide two forms of identification proving Broward residency. List of accepted forms of identification available at <https://www.flhsmv.gov/driver-licenses-id-cards/what-to-bring/u-s-citizen/>.
- All individuals must have timecard or invoice exhibiting days/weeks worked, per hour wages and total wages earned and proof of payment (check, wire transfer, payroll company paperwork etc.)

3. **Cast Section** containing:

- Top sheet page that lists final cast separated by Broward and non-Broward. List must include name, address, crew position, dates of hire, hourly wage and total wages earned during project.
- All corresponding documents per individual (proof of residency, identification, invoices, timecards, and proof of payment) must be organized in the exact order of the top sheet.
- All cast (Broward and non-Broward) should complete proof of residency forms, signed by the cast member and a production representative, to confirm their address whether it is a local hire or not (form provided by Film Commission).
- In addition to the residency form, each Broward cast hire must provide two forms of identification proving Broward residency. List of accepted forms of identification available at <https://www.flhsmv.gov/driver-licenses-id-cards/what-to-bring/u-s-citizen/>.

- All individuals must have timecard or invoice exhibiting days/weeks worked, per hour wages and total wages earned and proof of payment (check, wire transfer, payroll company paperwork etc.)
 - NOTE: If there are part time crew or cast (less than 55% of production days), they are not counted towards the required resident hire percentage, but their salaries are counted towards the qualified expenditures (including extras).
4. **Vendor Section** containing:
- Top sheet page that lists all vendors, separated by Broward and non-Broward, listing the name, address, vendor type, Qualified CBE or not, total payments per vendor.
 - Vendor invoices should be in exact order of the top sheet.
 - Top sheet page must be organized to coincide with categories listed on the Economic Impact Report, grouped together, and totaled for each category so that the Economic Impact Report and Vendor reconciliation match.
 - Along with each invoice must provide proof of payment via check, cash, credit card or wire transfer (or receipts when invoice is not applicable).

MARKETING REQUIREMENTS

As a condition of receiving the grant the Recipient must provide:

- Placement of the Broward County identifier, provided by the Film Commission, in the end credits. The size and placement of such logo shall be commensurate to other logos used.
- High resolution still production photos in a digital format to the Film Commission before public distribution of the production, with rights cleared for Broward County. These would be for promotional use only by the Film Commission and municipalities where the project was filmed.
- Digital copy of the full-size poster for the production, sent to the Film Commission before public distribution of the production. If none are created, two copies of other marketing materials shall be provided.
- Digital copy of the final released version of the project to the Film Commission.

DETERMINING BROWARD COUNTY RESIDENCY:

Again please note: No paperwork that has personal information, including and not limited to Social Security numbers, medical records, etc. will be accepted. All personal information must be redacted.

- Company MUST provide a completed Declaration of Broward County Residency Form for each individual it is claiming wages for (form provided by Film Commission).
- If a staffing, loan-out, Extras Company, or a third party company providing labor/crew is being used, a Residency Form must still be submitted for each individual supplied by such company.
- It is strongly suggested productions obtain the Residency Form and copy of driver's license during the employment period. Productions often have difficulty obtaining such after the fact.

- A completed Residency Form must include all of the following:
 - Name, address, telephone number, signature of County resident.
 - A copy of the individual's current Florida driver's license. Note: Some Florida driver's licenses are renewed on the back of the card. In this case, copy both sides of the identification.
 - 2nd proof of residential address (acceptable forms of proof can be found at <http://www.flhsmv.gov/ddl/address.html>)
 - In lieu of providing a copy of the individual's driver's license, you may provide a print out of the Florida Department of Highway Safety & Motor Vehicle's Driver License Check indicating the driver's license was valid during the employment period. Visit <https://services.flhsmv.gov/DLCheck/> to use the service.
 - Law enforcement officers who are unwilling to provide a copy of their state identification must provide their department, precinct, and badge numbers on the Residency Form.
 - Signature of the Company's Producer, or Authorized Production Executive, must be on each Residency Form.
 - MINORS – A parent's Florida driver's license may be provided, with notation of such.

SUBMITTING VENDOR EXPENDITURES

1. WHAT QUALIFIES:

- Qualified expenditures can include, but are not limited to, payments to Broward County companies as:
 - i. Expenditures for sound stages, backlots, production editing, digital effects, sound recordings, sets, and set construction
 - ii. Expenditures for rental equipment, including, but not limited to, cameras and grip or electrical equipment
 - iii. Expenditures for meals and accommodations, etc.
 - iv. Car and Truck rentals
 - v. Wardrobe and Make-up and hair supplies bought in Broward County for purposes for production only
 - vi. Florida state sales tax (note: Florida offers productions a sales-tax exemption)
 - vii. NOTE: If there are part time crew or cast (less than 55% of production days), they are not counted towards the required resident hire percentage, but their salaries are counted towards the qualified expenditures (including extras).
 - viii. For full detailed Eligible Expenditures list, contact Film Commission.
- Expenditures that are NOT qualified include, but are not limited to, the following:
 - i. Purchases made on the Internet unless purchased from a Broward County based company
 - ii. Shipping costs unless shipped by Broward County based company
 - iii. Telephone or cell-phone charges when the service address is not in Broward County
 - iv. Wrap party expenditures
 - v. Entertainment expenses

- vi. Liquor
 - vii. Cigarettes
 - viii. Charitable contributions, tips, location gratuities
 - ix. Costs associated with the development, marketing, publicity or distribution of the production, including still photography
 - x. Costs associated with the third-party CPA's report on the rebate submission.
 - xi. All travel and living expenses are NOT eligible (except for travel fares booked through Broward County based travel agent)
 - xii. Only actual **net** expenditures paid shall be qualified expenditures, not outstanding accounts.
2. Present data in a P.C. compatible electronic medium (i.e. Excel spreadsheet on CD, flash or thumb drive) along with hard copies of the verifying documentation, organized in Vendor section, accompanied with the following back-up documentation:
 - A clear and complete copy of the receipt and/or invoice.
 - A reference number/letter for each line-item, placed on each physical copy of the supporting documentation, for easy identification.
 - Required top sheet must be organized so that each invoice/receipt/payment proof matches the order of the top sheet.
 - Please organize the top sheet, order of receipts/invoices/payment proof in the categories that are listed on the economic impact report.
 3. All receipts/invoices MUST be legible. Receipts that are not readable will not be accepted by the Film Commission. No expenditures for alcohol or tobacco products can be included in your submission of receipts.
 4. All submitted invoices for goods or services purchased or leased must be from a vendor or supplier who is a Broward County company and must include the company's address and telephone number. Must be current with Local Business Tax. If from an individual, a Declaration of Residency Form (Residency Form) must accompany the invoice. The receipt must have a printed name and address of the vendor on the receipt. If cash was utilized as payment, then contact information of the vendor must accompany the receipt to verify the sale.

PETTY CASH

1. Petty cash receipts should follow similar procedure to Vendor expenditures, if submitted separately.
2. Receipts must all be complete, legible, individually numbered or lettered for easy reference to a master spreadsheet.
3. Example of petty cash spreadsheet:

Date	P.C.#	Ref. #	Amount	Name	Vendor	Purpose
12/1/201	1001	1	40.00	E. Harvey	ABC Catering	Craft Service
12/1/201	1001	2	25.00	E. Harvey	XYZ Fuel	Fuel
12/1/201	1001	1	75.00	S. Jacobs	Back Stage Rentals	Grip Tape

12/1/201	1001	1	22.00	S. Jacobs	Walmart	Wardrobe
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