

Savannah Entertainment Incentive Application

Effective Date: 1.01.2019

For qualification questions, contact:

Savannah Regional Film Commission
Beth Nelson, Executive Director
912.655.4153
bnelson@filmsavannah.org

Submit applications to:

Will Curry, Project Accountant
SEDA Production Accounting
c/o Hancock Askew & Co., LLP
100 Riverview Drive
Savannah, GA 31404
912.234.8243
wcurry@hancockaskew.com

Contacts:

Michael McCarthy, Project Manager
912.527.3319
mmccarthy@hancockaskew.com
Tina Bloos, Administrative Support
912.234.8243
tbloos@hancockaskew.com

GENERAL RULES

1. Productions must speak with Beth Nelson, Commissioner of the Savannah Regional Film Commission and spend a minimum two days of scouting before applying.
2. Applications must be complete through Part I and submitted no later than seven (7) business days before principal photography begins. Principal photography must begin within 90 days after submitting Part I of the application. Any changes to the start date must be notified and re-certified by Beth Nelson and Will Curry.
3. **Applications submitted EARLIER THAN 90 DAYS prior to start of principal photography WILL NOT BE ACCEPTED.**
4. An applicant can qualify only once per year unless their second project budget exceeds \$15 million. An applicant is defined as the company actually entitled to receive the rebate with any common ownership, corporate officers or other verifiable affiliation. Work-for-hire companies are not eligible for the rebate.
5. For every year claiming a rebate, the applicant must file a new application.
6. Only one (1) application will be allowed per project. If your project has been rejected, you may not resubmit.
7. The person who is responsible for the ledger **must sign the application.**

Project Description:

Title of Project: _____ **Budget:** _____

Type of Production: Feature Film/TV Pilot Television or Internet-Distributed Episodic Production

If Television or Internet-Distributed Episodic Production:

Network/Internet Distributor: _____ Season Number: _____

Number of Episodes: _____ Length of Episodes: _____

Script Attached? **YES** Budget Attached? **YES**

Description of Project (Story Line): _____

Talent:

Pre-Production Start Date: _____ Wrap Date: _____

Principal Photography Start Date: _____ Wrap Date: _____

Post-Production Start Date: _____ Wrap Date: _____

Estimated total local hires (Cast, Crew, Extras): _____

Estimated number of work days employing local hires: _____

Estimated days shooting within 60-mile radius of Savannah City Hall: _____

Producer Information:

Producer (Name/Phone/Email): _____

Line Producer (Name/Phone/Email): _____

Executive responsible for production ledger (Name/Phone/Email): _____

Unit Production Manager (Name/Phone/Email): _____

Payroll Service:

Name of Payroll Service: _____

Primary Contact (Name/Phone/Email): _____

Attorney Information:

Attorney Name: _____

Firm Name: _____

Address: _____

City/State/ZIP/Country: _____

Email Address: _____

Phone: _____

Fax: _____

Company Type [choose one]:

Unincorporated Individual

Limited Liability Corporation [LLC]

Partnership

Corporation

State Employer ID No.: _____

Federal ID No.: _____

Officers, Partners, Shareholders and Members of Applicant:

I hereby certify that I have provided a full and complete list of all: (a) officers (for all entity forms); (b) partners (for partnerships); (c) shareholders (for corporations); or (d) members and managing member (for limited liability companies). Please include Name / Telephone / Email and percentage of ownership for each officer, partner or shareholder.

YES

Production Applicant Corporate Information:

Company Name: _____

Company's Principal Production Type or Service is: _____

List of all productions that Company has been involved with under its name or under any different name or entity. If another name or entity was used, indicate and specify the name of the entity, and its owners or principal shareholders. *(If you have additional productions, please attach a list).*

Address: _____

City/State/ZIP/Country: _____

Primary Contact: _____ Title: _____

Email Address: _____

Phone: _____ Fax: _____

Date of Incorporation: _____ State of Incorporation: _____

Name Used to Apply for State of Georgia Tax Credit: _____

Affiliated Entities of Applicant:

Does this company have any affiliated/related entities (e.g., subsidiaries, DBAs, etc.)? YES NO

If yes, please list the following information on **all** affiliated/related entities below (attach additional sheets as needed)

Affiliated Entity Name: _____

Affiliated Entity's Principal Production Type or Service is: _____

Provide a precise list of the nature of the relationship between Applicant and Affiliated Entity: _____

Address: _____

City/State/ZIP/Country: _____

Primary Contact: _____ **Title:** _____

Email Address: _____

Phone: _____ **Fax:** _____

Date of Incorporation: _____ **State of Incorporation:** _____

Savannah Entertainment Production Incentive Guidelines

Project Incentives as of January 1st, 2019

Threshold Requirements Feature Films and TV Pilots	Rebate
<ul style="list-style-type: none"> • Minimum budget of \$2 million • Minimum qualified spend of \$500,000.00 in Chatham County • Main Production Office must be located in Chatham County • 50% of shooting days must be within 60 miles of the City Hall of Savannah • An applicant can qualify only once per year unless the budget exceeds \$15 million. An applicant will be considered the same for rebate purposes if the entity actually entitled to receive the rebate shares any common ownership, corporate officers or other verifiable affiliation with a previous applicant • Must meet with Savannah Regional Film Commission and spend a minimum two days of scouting before applying • Must add SRFC's Executive Director and Office Manager to distro list during preproduction and production. Including: Call Sheets, Crew List, Vendors' List, Script, Schedules, DOOD's, Safety Memos, Location Notification Letters and all memos and correspondence pertaining to the Chatham County community • Must provide all necessary documentation for audit of application (including THE LEDGER AND EXHIBITS) within 120 days of the completion of principal photography. If post-production takes place in Chatham County, this deadline shall be extended until 120 days from the completion of Chatham County post-production • Display the Savannah Regional Film Commission logo in end credits. Placement must come immediately after the Georgia logo • BONUS INCENTIVE: If 50% of crew listed on the final official and distributed Crew List, are located within 60 miles of the City Hall of Savannah, and their primary residence is in the state of Georgia, a \$25,000 bonus will be awarded to productions that qualify for the Savannah Entertainment Production Incentive 	10% rebate on qualified spend
	Cap per Project
	\$100,000.00
Threshold Requirements Television or Internet-Distributed Episodic Productions	Rebate
<ul style="list-style-type: none"> • Minimum five episodes • Minimum budget of \$5 million per series • Minimum qualified spend of \$500,000.00 in Chatham County per series • Main Production Office must be located in Chatham County • 50% of shooting days must be within 60 miles of the City Hall of Savannah • Must meet with Savannah Regional Film Commission and spend a minimum two days of scouting before applying • Must add SRFC's Executive Director and Office Manager to distro list during preproduction and production. Including: Call Sheets, Crew List, Vendors' List, Script, Schedules, DOOD's, Safety Memos, Location Notification Letters and all memos and correspondence pertaining to the Chatham County community • Must provide all necessary documentation for audit and completion of application (including THE LEDGER AND EXHIBITS) within 120 days of the end of principal photography • Display the Savannah Regional Film Commission logo in end credits. Placement must come immediately after the Georgia logo • BONUS INCENTIVE: If 50% of crew listed on the final official and distributed Crew List, are located within 60 miles of the City Hall of Savannah, and their primary residence is in the state of Georgia, a \$25,000 bonus will be awarded to productions that qualify for the Savannah Entertainment Production Incentive 	10% rebate on qualified spend
	Cap per Project
	\$250,000.00 per calendar year

Savannah Entertainment Workforce Incentive Guidelines

Workforce Incentives as of January 1st, 2019

Incentive	Threshold Requirements	Reimbursement	Cap per Year
Experienced Crew Relocation	<ul style="list-style-type: none"> • Experienced film/television technicians with no fewer than five (5) years of verifiable experience • Relocate to Chatham County with a minimum one-year lease or purchase of property and must have resided in Chatham County a minimum of 30 days • Must apply and provide verifiable receipts or other documentary proof and possess a valid Georgia driver's license and utility bill with your name and Chatham County Address. 	Up to \$2,000.00 per household for moving services company charges, truck rental, gasoline and utility deposits. Mileage is not included	50 households (\$100,000.00 per year)

SEDA Incentive Caps and Estimated Costs

In the year 2019 up to \$1.3 million will be made available for the incentive fund beginning January 1, 2019 for 12 months.

In the year 2020 up to \$1.3 million will be made available for the incentive fund beginning January 1, 2020 for 12 months.

In the year 2021 up to \$1.3 million will be made available for the incentive fund beginning January 1, 2021 for 12 months.

The fund will be reviewed on an annual basis by SEDA board of directors and will be a part of SEDA's annual budget process.

The fund is available based on a combination of a first come, first serve basis and a review/approval of the production project by senior SEDA staff and legal counsel. SEDA and the Savannah Regional Film Commission at all times maintain the right and ability to accept or refuse any application at their sole discretion. The incentive is available upon completion of the production and an independent audit.

- Maximum Aggregate Incentive Distribution (January 1, 2019 through December 31, 2021): **\$4,000,000.00****
**Includes \$100,000.00 allocated for auditing requirements

Other Guidelines

1. Any monies not used in a calendar year cannot be rolled over into the next year.
2. The expense of hiring a qualified third-party firm to manage verifications and accounting of this incentive program is included in the totals allocated each year and not in addition to it.
3. The total amount of incentive funds available per year is absolute and will not be increased.
4. Guidelines are subject to change. Please see filmsavannah.org for updates.

Qualified above the line expenses

- Airfare
- Hotel
- Per Diem
- Assistants to directors and producers
- Day Players
- Casting fees on Day Players

Qualified below the line expenses

- Labor
- Background players
- Rentals
- Purchases
- Airfare
- Hotels
- Per Diem
- Casting fees
- Picture cars
- Parking
- Gas and oil
- Catering (labor/food)
- Craft service
- Gratuities
- Animals
- Security Police
- Healthcare Professionals
- Security, police
- Site rentals
- Production Services Companies

Definition of terms:

Pilot / Series: A production can qualify for the rebate as a pilot or as a series but not for both in the same calendar year.

Minimum five episodes: If done between two consecutive calendar years the production only counts for the calendar year in which it began. Only one season counts per calendar year.

Local labor: It is defined as one having their main residence, in Georgia, within 60-miles of the City Hall of Savannah. Minimum residency is 30 days and resident must possess either a valid Georgia driver's license or utility bill with name and address.

Local Expenses: It is defined as any rental or purchase made in Chatham County, Georgia for use in the production.

READ CAREFULLY AND CHECK BELOW:

I understand SEDA and the Savannah Regional Film Office maintain the right and ability to accept or refuse any application in their sole discretion and that no rebate is guaranteed until a complete audit after production and notification thereof.

YES

I represent and warrant that I have full permission and authority to sign as an authorized representative of Applicant and to bind Applicant to the terms of this application, and it is the Applicant's responsibility to inform SEDA in the event that there are changes to any information on the application. Amendments must be sent via email to the Accounting Firm within 14 days of the change(s).

YES

I understand it is the Applicant's responsibility to notify those who are responsible for funding the project of all terms and any changes or developments related to the initiative.

YES

I understand that to qualify for the rebate, 50% of the shooting days must be done within 60 miles of the Savannah City Hall excluding South Carolina.

YES

I understand and agree that the end credit roll of any production that utilizes the Savannah Economic Development Authority's rebate must recognize the Savannah Regional Film Commission and requires use of the Savannah Regional Film Commission logo. Placement must come immediately after the Georgia logo. The Savannah Economic Development Authority reserves the right to refuse use of its logo(s) in the credits of any production filmed or produced in Chatham County. Producer acknowledges and confirms that Producer is in receipt of the Savannah Regional Film Commission logo. Size of the logo is at the Producer's discretion.

YES

I understand that a General Ledger of all Chatham County expenditures must be submitted within 120 days from the completion of principal photography, or this application will be rejected. If post-production takes place in Chatham County, I understand this deadline shall be extended until 120 days from the completion of Chatham County post-production.

YES

I understand I must provide proof of all labor and location expenditures used within 60 miles of Savannah City Hall when the General Ledger of Chatham County Expenditures is submitted. All other qualified expenditures must be made in Chatham County. The documentation submitted must be complete and accurate.

YES

I AGREE TO PROVIDE ANY AND ALL ADDITIONAL DOCUMENTATION REQUESTED AFTER THE GENERAL LEDGER OF EXPENDITURES IS SUBMITTED. I understand the burden of proof for qualified expenditures is on the production to provide complete and accurate information to prove that submitted expenditures are qualified expenditures for the production incentive rebate. If the submitted documentation is not complete and accurate, the production company will be contacted by Will Curry. The production company will be given 14 days to re-submit the requested information. After 14 days those expenditures in question will be disallowed. It is understood that "ALL" expenditures for vendors and /or employees with incomplete information will be disallowed. YES

I UNDERSTAND THAT ALL EXPENDITURES AND BILLS/INVOICES MUST BE PAID IN FULL AT THE TIME THE GENERAL LEDGER OF EXPENDITURES IS SUBMITTED, OR THE PRODUCTION WILL BE DENIED THE SAVANNAH ENTERTAINMENT PRODUCTION INCENTIVE REBATE.

YES

I understand and agree that the goal of the Savannah Production Incentive is to provide an additional benefit to productions and to promote local economic growth by ensuring that local service providers are hired and paid. Thus, I understand and agree that I have the obligation and intent to pay all local service providers in full.

YES

I understand the producer, production manager and production accountant **MUST MEET** with Will Curry, Project Accountant (Hancock, Askew Accounting Company) **within 7 business days of beginning Principal Photography** to go over required accounting procedures. **YES**

I have read and understand the General Rules. **YES**

I have read and understand the Savannah Production Incentive Guidelines attached. **YES**

I understand and agree that I must comply with all Savannah Production Incentive Guidelines. I further attest that all information provided in this application is true and correct to the best of my knowledge and belief, and I understand that the provision of false information is grounds for immediate rejection of my application.

YES

ADDITIONAL TERMS AND CONDITIONS

1. Governing Law. Applicant agrees that the exclusive jurisdiction and venue for any legal action relating to this application in any way will be the State or Superior Court of Chatham County, Georgia and that the terms of this application shall be construed and enforced in accordance with the laws of the State of Georgia. Applicant further agrees that if SEDA is forced to file a lawsuit against Applicant due to the provision of false information or any other reason and prevails in court, Applicant will be responsible for all of SEDA's attorney's fees and associated costs and expenses.

2. Opportunity to Consult Counsel. In submitting this application, Applicant acknowledges and warrants that Applicant has had the opportunity to consult with, and seek the advice of, independent counsel with respect to the terms and conditions of this application and Applicant's execution hereof. Applicant further acknowledges and represents that Applicant has executed this application freely and without duress after having an opportunity to read this application in its entirety, including the attached exhibits.

3. Representations, Warranties and Covenants. Applicant hereby acknowledges and warrants that SEDA and the Savannah Regional Film Commission have made no guarantees or promises of payment unless Applicant fully adheres to the terms of this application and Savannah Production Incentive Guidelines, including but not limited to the provision of full and adequate proof of the minimum expenditure in Chatham County.

4. Successors and Assigns. Applicant shall have no right to assign any of their rights or obligations under this application without the written consent and permission of SEDA and the Savannah Regional Film Commission. Neither this application nor any documents executed in connection herewith shall inure to the benefit of any third person or entity.

5. Sole Agreement. The agreement between Applicant, SEDA and the Savannah Regional Film Commission consists only of the express written terms and conditions set forth in this application, including any other written agreement entered into in connection herewith. Except as set forth hereinabove, all understandings and agreements heretofore made between the parties are merged into this application and the documents contemporaneously executed in connection herewith, which alone fully and completely express the parties' understanding. There are no promises or agreements, oral or otherwise, inducing submittal of this application, except only as expressly set forth in writing herein or in the documents contemporaneously executed in connection herewith. The parties are relying only on the express terms, conditions and agreements set forth herein and, in the documents, contemporaneously executed in connection herewith. The parties further agree that any promise or agreement not expressly set forth in writing and signed by the parties cannot be relied upon and will not be valid or enforceable.

Certification by Applicant

Applicant is responsible for accuracy of all data and documentation included in this application. Initial applications are submitted to the Accounting Firm. Once submitted, applications will become the property of SEDA. It is the applicant's responsibility to inform SEDA in the event that there are changes to any information on the application. Amendments must be sent via email to the Accounting Firm.

Upon written request, applicants shall issue any necessary authorization to the appropriate federal, state or local authority for the release of information concerning a production being considered under these administrative rules, including but not limited to financial reports and records relating to the applicant or to the production for which this rebate is requested.

By signing below, the applicant certifies that all the information contained herein, and exhibits attached hereto are true to the best of their knowledge and are submitted for the purpose of obtaining the rebate through the Savannah Economic Development Authority.

Signing and submitting this application is an acceptance of all the outlined terms and conditions.

AUTHORIZED REPRESENTATIVE OF APPLICANT

Printed Name: _____

Reviewed and Accepted on behalf of SEDA and the Savannah Regional Film Commission

Title: _____

Date: _____

Date: _____

Signature: _____

Signature: _____

Email: _____

Phone: _____

Checklist and Timeline of Information Due

I understand that for my application to be processed, the following items **MUST BE PROVIDED** at the time indicated. YES

PART I. PRE-QUALIFICATIONS

Submitted within 90 days before principal photography and no later than seven (7) days before the start of principal photography.

- Signed W-9
- Script
- Budget (**defined as**):
 - a. The Amount that is approved by the relevant completion bond company.
 - b. The budget that is approved and funded by the financiers.
- Proof of Funding (**defined as**):
 - c. Bank Statements showing adequate funding dedicated to the project with no cash restrictions.
 - d. Commitment Letters from banks and/or private funding stating the amount of the funding; and/or
 - e. Signed Contractual agreement from an authorized representative of a recognized studio or network which states the amount of the guaranteed funding.
 - f. A Completion Bond from a recognized completion bond company that works in the entertainment industry.
 - g. Any combination of funding amounting to a minimum of 30% of the total project's budget must be available at the time principal photography begins. These funding sources must be validated by Hancock, Askew prior to commencement of principal photography. Without this validation, the application will not be accepted.

PART II. Pre-Production. Due one week before start of principal photography.

Send materials to Will Curry (wcurry@hancockaskew.com) and Beth Nelson (bnelson@filmsavannah.org)

- Crew and Contact List
- Vendor List
- Shooting Schedule

PART III. Production.

Send materials directly to Beth Nelson at the Savannah Regional Film Commission (bnelson@filmsavannah.org)

- Daily Call Sheets
- List of Locations

PART IV. Post-Production.

Send materials to Will Curry (wcurry@hancockskew.com)

- Expenditures Ledger
- Local hire start sheets
- Final Crew and Contact List
- Final Vendor List
- Final Shooting Schedule
- Final List of Locations
- SEDA/Chatham County Mandatory Reporting Questions:
 - Total number of persons employed by production: _____
 - Total number of Chatham County residents employed by production: _____
 - Total number of persons employed by production paid at least \$10.00 per hour: _____
 - Total number of Chatham County residents paid at least \$10.00 per hour: _____
- SEDA/Chatham County Voluntary Reporting Questions (for internal purposes only):
 - Total number of union workers employed: _____
 - Total number of non-union workers employed: _____
 - Total number of union workers employed that reside in Chatham County: _____
 - Total number of non-union workers employed that reside in Chatham County: _____

PART V. Post Post-Production

Send materials directly to Beth Nelson at the Savannah Regional Film Commission (bnelson@filmsavannah.org)

- Five Production Stills
- Electronic Press Kit
- Three Posters of the Type Designed for Promotion of the Finished Project (can be submitted electronically)
- High-Definition Copy of the Finished Production

**EXHIBIT A
CHATHAM COUNTY AND
60 MILES FROM SAVANNAH CITY HALL (Within the State of Georgia)
DECLARATION OF RESIDENCY**

**PLEASE DO NOT SUBMIT THIS FORM WITH YOUR SAVANNAH ENTERTAINMENT INCENTIVE APPLICATION
Please fill out one declaration of residency per each local hire**

Motion picture production companies claiming a tax credit based on wages or salaries paid to Chatham County, Georgia residents for work performed on a state-certified production in Georgia must have each employee complete this declaration of residency. The film production company must retain this form in its records and provide it if requested.

Name	Social Security Number
Permanent Residence – physical address	
City, State and Zip Code	Telephone Number
ID# & Title of Film Project	
Position on the Production:	

1. Is your primary residence located within 60 miles of Savannah City Hall in the state of Georgia? Answer YES or NO.

2. Have you lived at this residence more than 30 days? Answer YES or NO. _____
3. What evidence have you provided the film production company to show residence**? You must provide at least one of the following. (This proof of residence must be attached with this form)
 - A valid Georgia driver’s license. Enter the driver’s license number:
 - A current Georgia voter registration. Enter the registering county:
 - A copy of last year’s Federal and/or Georgia personal income tax return.
 - A copy of Utility Bill

**A resident is defined as one having their main residence, in Georgia, within 60-miles of the City Hall of Savannah. Minimum residency is 30 days and resident must possess either a valid Georgia driver’s license or utility bill with name and address.

I declare under penalty of perjury (which if this document is falsified, may result in criminal and/or civil penalties) that I am a true resident of Chatham County.

Signature

Date