



Puerto Rico Film Project Grant | Application Form

PRFPG - 1

Instructions: Please type or print clearly. If the appropriate response is "not applicable," please use "N/A." If the information is not yet available, please use "TBD." Capitalized items shall have the meaning ascribed to them in the Puerto Rico Film Industry Economic Incentives Act ("Act 27"). Submit two (2) blue legal partition folders. Create an index and divide the folder into the following sections and include in each section the following material in this order:

1. PR Film Project Grant Application Form notarized
2. Company Documents
3. Per Project Documents
4. Exhibits

PART 1: PROJECT	
1. Project Title	
2. Project type <i>(please check one)</i> :	
<input type="checkbox"/> Feature film	<input type="checkbox"/> Television program
<input type="checkbox"/> Short film	<input type="checkbox"/> Series in episodes or mini series, and pilots
<input type="checkbox"/> Documentary	<input type="checkbox"/> National or international commercial (no regional or local)
<input type="checkbox"/> Music video	<input type="checkbox"/> Recorded live performance
<input type="checkbox"/> Videogame	<input type="checkbox"/> Soundtrack or dubbing recording
NOTE: Project type CANNOT be (1) A production that includes pornographic material; (2) A production that primarily consists of a religious or political advertising; (3) A radio program; (4) A production that serves to market a product or service that is not a commercial as stated in the Act; (5) A production with the primary purpose of fundraising; OR (6) A production that primarily is for employee training or in-house corporate advertising or other similar production.	
PART 2: APPLICANT	
1. Company Name	
2. Type of Entity	
<input type="checkbox"/> Corporation	<input type="checkbox"/> Partnership
<input type="checkbox"/> LLC	<input type="checkbox"/> Trust
<input type="checkbox"/> Other: _____	
3. Complying individual	4. Title <i>(in relationship to the applicant company)</i>
5. Place and date of birth	6. Citizenship
7. Telephone	8. Email address
9. Commercial address	10. Residential address
11. Puerto Rico production office address <i>(if applicable)</i>	12. Federal Employment I.D.
13. State in which incorporated or registered	14. Date of registration in Puerto Rico
15. Detail your occupations, commercial, and financial experiences for the ten (10) years immediately prior to the date of this form <i>(employer, address, position, type of business, and date of employment)</i> . If necessary, use additional sheet.	
16. Detail your formal education, university name, school or college, year of graduation, degrees obtained, and experience related to this industry.	

17. At any time, have you been:		
Official, director, or promoter of a company that has been declared insolvent?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Convicted for any misdemeanor, felony, or a fraudulent act?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Declared in bankruptcy or have you made a conveyance for the benefit of creditors?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Barred permanently or temporarily from any practice related to any business by any court or federal, state, or local agency?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<i>If the answer to any part of this Section 10 is "Yes," explain on a separate sheet. If during the period of association with the applicant company an event causes an affirmative answer to any of the Section 10 questions, write and notify the Puerto Rico Film Commission of all facts related to such event.</i>		
18. Have you or the company been at any time object of any order issued by any regulatory, administrative, federal, state, or local agency?		
<input type="checkbox"/> YES		<input type="checkbox"/> NO
19. Principal contact (<i>responsible for this application</i>)		20. Title (<i>in relationship to the applicant company</i>)
21. Telephone	22. Fax	23. Email address
24. Permanent or physical address		25. Postal address
PART 3: PROJECT FINANCING		
1. Has financing been completed for this production?		
<input type="checkbox"/> YES		<input type="checkbox"/> NO
2. Has financing been authorized ("green lit")?		
<input type="checkbox"/> YES		<input type="checkbox"/> NO
3. Describe sources of financing (<i>name of entity or individual, type of financing, amount & percentage of budget</i>).		
4. List any financing sources from the Government of Puerto Rico (<i>tax credits, grants, equity, loans or other, including a description of the applicable Puerto Rico statute or program</i>).		
5. Will you be requesting an advance of the tax credit?		
<input type="checkbox"/> YES		<input type="checkbox"/> NO
6. If "Yes," please specify if by posting a Bond to the Secretary of the Treasury or submitting evidence of disbursement of 40% of the Puerto Rico Production Expenses.		
PART 4: DISTRIBUTION		
For a television series, television program, music video, commercial, videogame, live performances, and soundtrack and dubbing recording, the Film Project is required to be intended for commercial distribution and or exhibition outside of Puerto Rico.		
1. Is the Film Project intended for airing, commercial or exhibition outside of Puerto Rico?		
<input type="checkbox"/> YES		<input type="checkbox"/> NO
3. Is a distributor under contract?		
<input type="checkbox"/> YES		<input type="checkbox"/> NO
4. If "Yes," please provide the name of distributor.		5. Postal address
6. Principal contact and title		7. Telephone
		8. Email address
NOTE: For television series, television program, music video, commercial, video game, live performances, and soundtrack and dubbing recording, please provide a distribution plan (Exhibit 1) and a letter from distributor (Exhibit 2).		
PART 5: ACCOUNTING		
1. Name of firm of Certified Public Accountant (<i>proposed auditor</i>)		2. Address
3. Telephone		4. Fax
		5. Email address

6. Liability insurance policy number		7. Certification number	
NOTE: Please provide Curriculum Vitae of CPA (Exhibit 3), Film Project Application Protocols and Validation of Production Expenses document signed by the CPA (<i>provided when available</i>) (Exhibit 4), and a copy of procedural contract between the CPA and the production (<i>provided when available</i>) (Exhibit 5).			
8. Name of Chief Internal Accountant		9. Address	
10. Telephone	11. Fax	12. Email address	
13. Name of bond company (<i>if applicable</i>)		14. Principal contact	15. Title
16. Telephone	17. Fax	18. Email address	
19. Address			
20. Name of 1 st Production Accountant		21. address	
22. Telephone	23. Fax	24. Email address	
PART 6: PRODUCTION			
1. Commencement date of Puerto Rico Production Expenses			
2. Please specify the production phases that apply to your Film Project			
<input type="checkbox"/> Development – please provide evidence that 50% or more of principal photography will be shot in Puerto Rico (Exhibit 6)			
<input type="checkbox"/> Pre-Production			
<input type="checkbox"/> Production			
<input type="checkbox"/> Post-Production			
PART 7: BUDGET (<i>please provide the total for each item</i>)			
1. Development	2. Pre-Production	3. Production	
4. Post-Production		5. Total projected expenditure	
PART 8: PUERTO RICO BUDGET			
1. Development	2. Pre-Production	3. Production	
4. Post-Production		5. Total projected Puerto Rico Production Expenses	
PART 9: NON-RESIDENT TALENT BUDGET			
1. Total projected Non-Resident Talent budget			
PART 10: SCHEDULE			
1. Number of Principal Photography days	2. Number of Principal Photography days in Puerto Rico	3. Dates of Principal Photography days in Puerto Rico	
PART 11: LOCATIONS			
1. List of Locations in Puerto Rico			
2. List of countries, states/provinces, cities, and towns outside of Puerto Rico			
PART 12: EMPLOYMENT			
1. Number of crewmembers to be employed	2. Number of Puerto Rico crewmembers to be employed	3. Number of Non-Resident Talent to be employed	4. Number of Resident Talent to be employed
PART 13: KEY STAFF ON PROJECT			
1. Director (<i>name & residency</i>)		2. Screenwriter(s) (<i>name & residency</i>)	
3. Executive Producer(s) (<i>name & residency</i>)		4. Line Producer (<i>name & residency</i>)	

5. Production Manager (name & residency)	6. Director of Photography (name & residency)
7. Production Designer (name & residency)	8. Wardrobe Designer (name & residency)
9. Location Manager (name & residency)	10. Casting Director (name & residency)
11. Editor (name & residency)	12. Sound (name & residency)
13. Music (name & residency)	

PART 14: PUERTO RICO EXPENSES (please provide the total for each item)

1. Lodging expenses	2. Number of hotel room nights	3. Payroll (including fringes, benefits and per diem)
4. Production office rental and expenses	5. Food/Restaurant expenses	6. Equipment rental/purchase
7. Materials rental/purchase	8. Location fees	

PART 15: AGREEMENT

The applicant certifies to the following (please check the boxes):

- The Grantee is required to release on-set production photos to the Puerto Rico Film Commission that could be used to promote Puerto Rico and/or the Film Incentives Program.
- Excluding commercials, music videos, and soundtrack and dubbing recordings, the Grantee is required to include a screen credit in connection to Puerto Rico's Film Incentives Program. The screen credit will be placed at the producer's discretion. The PRFC will provide the artwork in high resolution along with the required specifications. The artwork includes the Puerto Rico Does It Better logo and website (www.prdoesitbetter.com), and a copy that reads as follows, "Filmed in Puerto Rico, thanks to the Government of Puerto Rico and the Film Incentives Program."



- The person signing this sworn statement is duly authorized on behalf of the applicant.
- Except as otherwise described in this application, the applicant has not applied for any other economic incentives in the form of tax credits, grants, equity, loans or similar subsidies from the Government of Puerto Rico.
- The applicant understands and is in agreement with the requirements set forth in this application, Act 27 and any regulations, circulars or other administrative determinations promulgated thereunder, including the Film Project Application Protocols and Validation of Production Expenses document. The applicant further understands and is in agreement that any misrepresentation in this application or failure to abide by the requirements set forth in this application, Act 27 and any regulations, circulars or other administrative determinations promulgated thereunder, including the Film Project Application Protocols and Validation of Production Expenses document, may result in forfeiture or modification of the benefits granted under Act 27.

SWORN STATEMENT

I, _____, declare under oath that all the responses and declarations herein submitted, including the exhibits, if any, are complete and true according to the best of my knowledge.

Given under my signature in _____, _____, _____ on _____ of _____ of _____.

(City) (State) (Country) (Day) (Month) (Year)

Authorized Applicant Signature

AFFIDAVIT NUM. _____

Sworn and undersigned before me by _____ of legal age, _____, resident of _____, _____, _____, who is personally known to me in _____, _____, _____, today _____ of _____ of _____.

(City) (State) (Country) (City) (State) (Country) (Day) (Month) (Year)

Notary Public

COMPANY DOCUMENTS

Please provide the following company documents:

Puerto Rico Entities:

1. Certificate and Articles of Organization.
2. Certificate of no-debt from the Department of Treasury for income taxes and sales and use taxes.
3. Certificate of the Compliance of Filing Income Taxes for the past 5 years (if applicant has existed for less than 5 years or if during this period it did not have the obligation to file income taxes, it must supplement the difference with certifications from its partners, members or shareholders).
4. Debt Certificate from the Municipal Revenue Collection Center (CRIM)
5. Copy of Municipal License or Certification or Notice of Commencement of Operations
6. Merchant's Registration Certificate

Foreign Entities:

1. Certificate and Articles of Organization.
2. Certification of registration to do business in Puerto Rico.

If the entity is engaged in trade or business in Puerto Rico:

1. Certificate of no-debt from the Department of Treasury for income taxes and sales and use taxes.
2. Certificate of the Compliance of Filing Income Taxes for the past 5 years (if applicant has existed for less than 5 years or if during this period it did not have the obligation to file income taxes, it must supplement the difference with certifications from its partners, members or shareholders).
3. Debt Certificate from the Municipal Revenue Collection Center (CRIM)

PER PROJECT DOCUMENTS

Please provide the following documents that apply to your Film Project:

Feature Films, Short Films, Series in Episodes, Mini Series,

Television Programs & Pilots:

1. Synopsis
2. Script
3. Short bio main talent
4. Total itemized budget
5. Total itemized budget Puerto Rico Production Expenses
6. Total itemized budget Non-Resident Talent
7. 'Days out of days' or similar document reflecting Non-Resident Talent workflow
8. Production schedule
9. Plan and post-production schedule *(if applicable)*

Documentaries:

1. Synopsis
2. Director's treatment or script
3. Short bios main talent
4. Total itemized budget
5. Total itemized budget Puerto Rico Production Expenses
6. Total itemized budget Non-Resident Talent
7. 'Days out of days' or similar document reflecting Non-Resident Talent workflow
8. Production schedule
9. Plan and post-production schedule *(if applicable)*

Music Videos:

1. Endorsement letter from artist
2. Synopsis
3. Director's treatment or script
4. Lyrics
5. Short bio artist
6. Total itemized budget
7. Total itemized budget Puerto Rico Production Expenses
8. Total itemized budget Non-Resident Talent
9. 'Days out of days' or similar document reflecting Non-Resident Talent workflow
10. Production schedule
11. Plan and post-production schedule *(if applicable)*

Commercials:

1. Endorsement letter from client
2. Copy(s)
3. Storyboard(s)
4. Director's treatment
5. Total itemized budget
6. Total itemized budget Puerto Rico Production Expenses
7. Total itemized budget Non-Resident Talent
8. 'Days out of days' or similar document reflecting Non-Resident Talent workflow
9. Production schedule
10. Plan and post-production schedule *(if applicable)*

Videogames:

1. Videogame concept
2. Company bio
3. Visual layout
4. Total itemized budget
5. Total itemized budget Puerto Rico Production Expenses
6. Total itemized budget Non-Resident Talent
7. 'Days out of days' or similar document reflecting Non-Resident Talent workflow
8. Production schedule

Live Performances:

1. Endorsement letter from artist
2. Event rundown including details of the technical film recording setup
3. Short bio artist
4. Total itemized budget
5. Total itemized budget Puerto Rico Production Expenses
6. Total itemized budget Non-Resident Talent
7. 'Days out of days' documents or similar reflecting Non-Resident Talent workflow
8. Production schedule
9. Plan and post-production schedule *(if applicable)*

Soundtrack Recording:

1. Lyrics or compositions
2. Recording session rundowns
3. Short bio composer
4. Total itemized budget
5. Total itemized budget Puerto Rico Production Expenses
6. Plan and post-production schedule *(if applicable)*

Dubbing:

1. Endoresment letter from client
2. Copy(s) or script
3. Recording session breakdown
4. Total itemized budget
5. Total itemized budget Puerto Rico Production Expenses
6. Production schedule
7. Plan and post-production schedule *(if applicable)*

EXHIBITS