



St. Louis County, MN

# FILM PRODUCTION INCENTIVE PROGRAM

# Checklist

St. Louis County, Minnesota

Form

# 9002

Rev. 2-1-2021

The following checklist is a general guide on the process and required documentation throughout the production.

## PROGRAM ADMINISTRATOR and CONTACT



Shari Marshik  
Executive Director  
(218) 461-1628  
Admin@uppermidwestfilmtv.org

**Submit Applications To:**  
Upper Midwest Film Office (UMFO)  
www.uppermidwestfilmtv.org  
Admin@uppermidwestfilmtv.org

## 1. SUBMIT APPLICATION (By Production Company)

Requirements	Description
<input type="checkbox"/> <b>A Application</b>	<b>Complete application.</b> Incomplete applications will not be reviewed.
<input type="checkbox"/> <b>B W-9 Form (IRS)</b>	<b>Attach to application</b> a current signed and dated W-9 Form. <a href="http://www.irs.gov/forms-pubs/about-form-w-9">www.irs.gov/forms-pubs/about-form-w-9</a>
<input type="checkbox"/> <b>C State of Incorporation and Certificate of Good Standing</b>	<b>Attach to application</b> the State of Incorporation and Certificate of Good Standing from the state of incorporation and must all be in the same production company name.
<input type="checkbox"/> <b>D Script</b>	<b>Attach to application</b> a detailed script, storyboard, or synopsis of proposed production.
<input type="checkbox"/> <b>E Policy</b>	<b>Attach to application</b> the written code of conduct and/or non-discrimination/non-harassment policy.
<input type="checkbox"/> <b>F Disclosures</b>	<b>Attach to application</b> any disclosures required to be made regarding Creditors-Bankruptcy, Claims-Litigation, and Charges-Convictions.
<input type="checkbox"/> <b>G Budget</b>	<b>Attach to application</b> the production proposed budget including county spend.
<b>Application Reminders</b>	
<input type="checkbox"/> <b>Completed Applications</b>	Complete applications with required attachments. Incomplete applications will not be reviewed.

## 2. REVIEW (Application Review by Program Administrator)

**Application Review:** The Program Administrator will review and score each completed application. Once review is completed, the Program Administrator will notify the applicant if project will be certified or rejected.

## 3. CERTIFICATION (Provided by Program Administrator)

**Certification Letter:** The Program Administrator will provide a "Certification" letter by email or mail. Certification reserves rebate funds based on a project's estimated St. Louis County production expenditures. Reserved funds are not available to any other production unless the certified project withdraws or is disqualified from certification for any reason. Expenses incurred and/or payments made before project certification (the date on the project certification letter) will not be eligible for reimbursement. Reimbursement is limited to one grant per project per production company.

## 4. BEFORE PRODUCTION (By Production Company)

Requirements	Description
<input type="checkbox"/> <b>A Proof of Funding</b>	<b>Provide proof</b> of funding that shows 100% of SLC projected spend is secured and this proof is required 30 days prior to principal start date.
<input type="checkbox"/> <b>B Workers Compensation</b>	<b>Provide proof</b> of compliance with Minnesota Workers Compensation. All approved applicants that meet the definition of an "employer" under the Minnesota Workers' Compensation law (Minnesota Statutes Chapter 176) must provide proof of their compliance with workers' compensation insurance coverage requirements in order to receive reimbursement.
<input type="checkbox"/> <b>C Insurance</b>	<b>Provide proof</b> of insurance. In order to receive reimbursement, all approved applicants will be required to provide a certificate evidencing insurance coverage as set forth in the Program Guidelines, effective during the time in which eligible expenses were incurred.
<input type="checkbox"/> <b>D Apprenticeship (Intern)</b>	<b>Select apprentice or intern.</b> All projects are required to select and hire one (1) apprentice or intern for every ten (10) employees from an approved internship/apprenticeship list maintained by the Program Administrator.



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**Before Production Reminders**

<input type="checkbox"/>	<b>Project Kickoff Meeting</b>	Schedule a project kick-off meeting to discuss details of production expectations, rebate amounts, reimbursements, and guidelines. Key people responsible for preparing the Rebate Expenditure Report (RER) should participate in this kick-off meeting.
<input type="checkbox"/>	<b>Review Eligible Expenditures</b>	Review list of eligible expenditures for reimbursement. If there are any questions about expense reimbursement, contact the Program Administrator.
<input type="checkbox"/>	<b>Review Rebate Expenditure Report (RER)</b>	Review the "Rebate Expenditure Report (RER) to become familiar with required information and process to request reimbursement.
<input type="checkbox"/>	<b>Prevailing Wage</b>	Review Prevailing wage requirement in guidelines.
<input type="checkbox"/>	<b>COVID Preparedness Plan</b>	The state of Minnesota requires that all businesses have a COVID-19 preparedness plan in place.

## 5. DURING PRODUCTION (By Production Company)

Requirements	Description
<input type="checkbox"/> <b>A Daily Call Sheets</b>	<b>Provide</b> daily call sheets, production logs or equivalent.
<input type="checkbox"/> <b>B Contact</b>	<b>Provide</b> name and contact information of the unit publicist or person responsible for interfacing with media (if available).
<input type="checkbox"/> <b>C Set Visits</b>	<b>Allow</b> ability to arrange set visits for County officials.
<input type="checkbox"/> <b>D Video Footage</b>	<b>Allow</b> ability to arrange for behind the scenes video footage to be taken and used for marketing.
During Production Reminders	
<input type="checkbox"/> <b>Receipts</b>	Keep all paid receipts of expenditures in St. Louis County to validate total County Spend and to calculate rebate amount for reimbursement. The Program Administrator will need to review these receipts to validate reimbursable expenditure. Track and record as production starts.

## 6. AFTER PRODUCTION (Before Reimbursement Are Required To) (By Production Company)

Requirements	Description
<input type="checkbox"/> <b>A Pay Expenses</b>	<b>Pay</b> all expenses incurred in St Louis County in full before submitting final RER paperwork.
<input type="checkbox"/> <b>B Expenses Documents</b>	<b>Provide</b> proof that all expenses incurred in St. Louis County are paid in full. Copies must be legible.
<input type="checkbox"/> <b>C Submit Rebate Expenditure Report (RER)</b>	<b>Submit</b> the Rebate Expenditure Report (RER) in the electronic format (Excel), with attachments. RER must be submitted with legible attachments that match RER report in order to receive reimbursement.
<input type="checkbox"/> <b>D Crew List</b>	<b>Provide</b> a final crew list including contact information (phone and/or email).
<input type="checkbox"/> <b>E Locations</b>	<b>Provide</b> location(s) breakdown list.
<input type="checkbox"/> <b>F Production Stills</b>	<b>Provide</b> 3-5 production stills in electronic format with rights cleared for promotional use by the County and/or the Program Administrator.
<input type="checkbox"/> <b>G Poster Art</b>	<b>Provide</b> poster art.
<input type="checkbox"/> <b>H Video</b>	<b>Provide</b> a minimum 60 seconds of video from production.
<input type="checkbox"/> <b>I Interview</b>	<b>Provide</b> at least one producer/talent for local media promotion/interviews (if requested).
<input type="checkbox"/> <b>J Files</b>	<b>Provide</b> all files in electronic format.
<input type="checkbox"/> <b>K Prevailing Wage</b>	Relative to construction, in order to be eligible for reimbursement, all wages on such construction projects must have been paid in accordance with the prevailing wage rates for commercial construction in St. Louis County (County Number 69) then in effect. Prevailing wage rates are available at the Minnesota Department of Labor and Industry website ( <a href="http://www.doli.state.mn.us">www.doli.state.mn.us</a> ) or by calling (800) 342-5354. Documentation of wages may be required from approved applicants, and payroll records must be maintained.
After Production Reminders	
<input type="checkbox"/> <b>Documentation</b>	Documentation not submitted in the requested format will be returned and reimbursement may be delayed.
<input type="checkbox"/> <b>On-Screen Credits</b>	All projects with onscreen credits must include the St. Louis County and its Program Administrator logos, and permit St. Louis County and the Program Administrator to identify the production in their marketing and promotional materials.