



FILM PRODUCTION INCENTIVE PROGRAM

# Checklist

Duluth, Minnesota

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

## PROGRAM ADMINISTRATOR and CONTACT



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(218) 461-1628  
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**Submit Applications To:**  
Upper Midwest Film Office (UMFO)  
[www.uppermidwestfilmtv.org](http://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 city 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 Duluth 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 Duluth 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.



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**D Apprenticeship (Intern)**

**Select apprentice or intern.** 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.

### Before Production Reminders

**Project Kickoff Meeting**

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.

**Review Eligible Expenditures**

Review list of eligible expenditures for reimbursement. If there are any questions about expense reimbursement, contact the Program Administrator.

**Review Rebate Expenditure Report (RER)**

Review the "Rebate Expenditure Report (RER) to become familiar with required information and process to request reimbursement.

**COVID Preparedness Plan**

The state of Minnesota requires that all businesses have a COVID-19 preparedness plan in place.

## 5. DURING PRODUCTION (By Production Company)

### Requirements

**A Daily Call Sheets**

**Provide** daily call sheets, production logs or equivalent.

**B Contact**

**Provide** name and contact information of the unit publicist or person responsible for interfacing with media (if available).

**C Set Visits**

**Allow** ability to arrange set visits for City officials.

**D Video Footage**

**Allow** ability to arrange for behind-the-scenes video footage to be taken and used for marketing.

### During Production Reminders

**Receipts**

Keep all paid receipts of expenditures in Duluth to validate total City 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

**A Pay Expenses**

**Pay** all expenses incurred in Duluth in full before submitting final RER paperwork.

**B Expenses Documents**

**Provide** proof that all expenses incurred in Duluth are paid in full. Copies must be legible.

**C Submit Rebate Expenditure Report (RER)**

**Submit** 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.

**D Crew List**

**Provide** a final crew list including contact information (phone and/or email).

**E Locations**

**Provide** location(s) breakdown list.

**F Production Stills**

**Provide** 3-5 production stills in electronic format with rights cleared for promotional use by the City and/or the Program Administrator.

**G Poster Art**

**Provide** poster art.

**H Video**

**Provide** a minimum 60 seconds of video from production.

**I Interview**

**Provide** at least one producer/talent for local media promotion/interviews (if requested).

**J Files**

**Provide** all files in electronic format.

### After Production Reminders

**Documentation**

Documentation not submitted in the requested format will be returned and reimbursement may be delayed.

**On-Screen Credits**

All projects with onscreen credits must include the City of Duluth, MN and its Program Administrator logos, and permit the City and the Program Administrator to identify the production in their marketing and promotional materials.

