

Washington Filmworks

Filmworks Innovation Lab Guidelines & Criteria

PROGRAM OVERVIEW	3
Introduction	3
Purpose	3
What is Available	3
Program Description	4
ELIGIBILITY	4
Project Requirements	4
Selection Criteria	5
In-State Qualified Expenditures	6
Expenditures Not-Eligible for Funding Assistance	7
PROCESS	8
The Application	8
How to Apply	9
Who to Contact	9
Presentations to Jury, Board & Public Announcements	9
Jury Selection	9
QUALIFIED PROJECT REQUIREMENTS	9
Before Production	9
During Production	10
After Production	10
Disqualification	11
Washington Filmworks Survey Details	11
Washington State Tax Exemptions	11
GLOSSARY	12
Definition of Terms	12
ADDENDUMS	13
Addendum A – Collective Bargaining Agreement Positions	13
Addendum B – Motion Picture Video Production Business Exemption certificate	15
Addendum C – Application Requirements & Important Dates	16
Addendum D – Concept Map Examples	17
Addendum E – WF Budget Template	20
Addendum F – Finance Plan Questionnaire	21
Addendum G – Code of conduct	22
Addendum H – Declaration of Residency	24
Addendum I – Completion Package Requirements	25

PROGRAM OVERVIEW

INTRODUCTION

Washington Filmworks (WF) is the private non-profit organization that manages Washington's film and production incentive programs. WF's mission is to create economic development opportunities by building and enhancing the competitiveness, profile and sustainability of Washington's film industry. We accomplish this by creating possibilities for local and national filmmakers, offering comprehensive production support as well as financial incentives.

Since 2007, WF has awarded funding assistance through the Motion Picture Competitiveness Program (MPCP). The MPCP was created by the Washington State Legislature specifically for the purpose of "revitalizing the state's economic, cultural and educational standing in the market of motion picture production and assisting and providing services for attracting the film industry" to do business in Washington. In March 2012, new legislation was passed that renewed the MPCP. This new legislation allows WF to commit up to 10% of its annual funding allocation to provide financial support for filmmakers who are Washington residents, and for film projects that are using new forms of production and emerging technologies. In response, WF has established the "Filmworks Innovation Lab."

PURPOSE

The Filmworks Innovation Lab is designed to invest in our local creative community and to encourage the development of original storytelling that capitalizes on new forms of production and technology. By leveraging our existing film infrastructure and the diversity of our in-state technology resources, Washington is uniquely positioned to incubate a groundbreaking digital entertainment platform that fosters a new creative economy for Washington State.

WHAT IS AVAILABLE

WF may allocate a total of up to \$350,000 annually to the Filmworks Innovation Lab.

Through the Filmworks Innovation Lab, WF offers funding assistance to selected projects as a return on qualified in-state expenditures for the production of motion picture content (including labor and talent who are Washington State residents). The level of funding assistance will be determined per project and will be anywhere between 1% to 30% of qualified in-state spend. The Filmworks Innovation Lab does not follow the traditional MPCP model. The level of funding assistance is not fixed at any percentage of the project's budget spent in Washington State. The level of funding assistance will vary according to each approved project's requirements and the merit of its application. It must be noted that not all projects applying for funding assistance can, or will, be funded. In addition to funding assistance, the Filmworks Innovation Lab is designed to offer professional development, and opportunities for growth for accepted applicants.

PROGRAM DESCRIPTION

The Filmworks Innovation Lab encourages filmmakers to “think outside the box” and create a world of entertainment. Filmmakers are encouraged to imagine a world outside of the theatrical experience and to define why their content is compelling enough to traverse diverse venues and environments, to create a world in which audiences will be immersed. The successful filmmaker will have total command of vision and be able to clearly articulate why the entertainment experience will be enhanced through multiple platforms. It will be equally important to describe in detail how those platforms fit together to create a story structure that includes a beginning, middle and an end.

Filmmakers are encouraged to think about how their content fits in the digital world, for example as a webisode, as a portion of a video game, or for delivery via a mobile device. Filmmakers are also challenged to explain how their work, as a whole, can extend to other media, such as things that the audience can touch and feel, for example a comic book, interactive installation, music, or live performance. While funding assistance will only be awarded for the physical production of motion picture content, the successful filmmaker must think as an entrepreneur to market and brand the content in many different media.

ELIGIBILITY

PROJECT REQUIREMENTS

To be considered for funding assistance for the Filmworks Innovation Lab, an applicant must complete the application process and the project must meet the eligibility requirements outlined below:

1. Motion picture content may be narrative, documentary, animation, experimental, episodic, feature-length, or short form.
2. Applicants must attend a mandatory meeting prior to applying for funding assistance. Check WF website for dates and details. If an applicant is not able to attend a meeting, arrangements can be made to accommodate this requirement.
3. Projects must spend between \$25,000 - \$499,999 on qualified in-state expenditures upon award of funding assistance. *(If the project's qualified Washington in-state spending is expected to be \$500,000 or more, the filmmaker should apply to WF's standard incentive program, and not the Filmworks Innovation Lab.)*
4. Applications must include proof of financing for at least 50% of the budget for the production of the motion picture content. Should the project be approved, adequate proof of financing to complete production must be presented prior to the start of principal photography.
5. At least 75% of the motion picture content production budget must be spent in Washington State.
6. At least 75% of all production days must take place in Washington State.
7. At least 85% of the workforce for the physical production of motion picture content must be Washington residents.

8. Projects must use a majority of Washington residents in Key Creative positions. Applicants will be asked to define Key Creative positions in the application documents. (Please see the glossary for a definition of Key Creative.)
9. Applicants may be individuals or a Washington State company. Individual applicants may not be minors, and must be 18 by the delivery date of their Filmworks Innovation Lab application.
10. Applicants may not be current WF Board Members, staff, or Filmworks Innovation Lab jury members. Applicants that do not disclose any immediate family relationships with those previously listed, or any other actual, or reasonably foreseeable potential conflicts of interest, may be disqualified at any time.
11. Projects must comply with all state and federal laws, including labor laws relating to minimum wage and overtime requirements.
12. Applicant may not be engaged, to any extent, in the production of erotic materials (as defined by RCW 9.68.050).
13. WF may take into consideration the professional history of key principals in decision making roles on the project, including, and without limitation:
 - a. Claims of unpaid financial obligations, including employee benefits.
 - b. Claims of Cast, Crew or Supplier mistreatment.
 - c. Claims of unrepaired damage to locations and/or equipment.
 - d. Claims of fraud, misrepresentation, or violations of law that may affect production.
14. If approved, the applicant must agree to a contract with WF stipulating the intent to complete the project in Washington State as described in the application and formally setting forth the terms and conditions of funding assistance.
15. Principal photography may not commence until the project has been approved by WF and a production agreement has been signed.
16. Projects must complete the project, as described in the application process, within one year (365 days) from the date of the WF Funding Letter of Intent.

SELECTION CRITERIA

The following criteria will be used to evaluate Filmworks Innovation Lab applications:

1. The ability of the applicant to clearly articulate how the project breaks boundaries of traditional storytelling and specifically how the use of multi-platform storytelling venues and environments will enhance the content and the experience of the viewer.
2. The ability of the applicant to define potential partners and revenue streams for the motion picture content.
3. Comprehensiveness of the economic impact description of the motion picture production content of the project. This consists of an ability to contribute to the long-term sustainability of Washington's motion picture industry, to include, but not limited to:
 - a. Potential for job creation.
 - b. Number of in-state film workers to be hired.
 - c. Amount of in-state production spending.
 - d. Potential for revenue generation in local and regional economies, including state and local tax generation.

- e. Other benefits to the citizens of Washington, including, but not limited to: tourism and promotional value, long-term financial benefits, contribution to the development of Washington State crew and talent base, and advancement of Washington production industry infrastructure.
4. Likelihood the project can be fully realized.

Special consideration will be given to projects that address the following WF priorities:

1. Motion picture content proposals that provide evidence of industry standard payments for health and retirement benefits for positions typically covered by collective bargaining agreements. (Refer to *Addendum A: Collective Bargaining Agreement Positions* for examples of positions typically covered under these agreements).
2. Motion picture content that features Washington as the stated location in the storyline.
3. Motion picture content that is produced in geographically diverse Washington communities, including communities beyond the Spokane and Seattle metropolitan areas.
4. Projects that exhibit evidence of already existing partnerships; these should serve to further define and extend the reach of the proposed multi-platform storytelling.

IN-STATE QUALIFIED EXPENDITURES

1. Funding assistance will be awarded for the physical production of motion picture content only.
2. Qualified Expenditures are eligible for funding assistance if incurred in Washington and purchased from a Washington based business. WF defines Washington based business as any sole proprietorship, partnership, limited liability entity or corporation with offices in Washington State more than 1 year prior to the start of film production for which funding assistance is being claimed and is registered to do business with the Washington State Department of Revenue. All qualified expenditures must be incurred after the date of the Filmworks Innovation Lab Funding Letter of Intent.
3. The following qualified in-state expenditures are eligible for funding assistance:
 - a. Set construction and operations.
 - b. Wardrobe, accessories, and make-up.
 - c. Location fees and related services.
 - d. Photography, sound synchronization, film processing and dailies, lighting and related services.
 - e. Rental of facilities and equipment.
 - f. Renting or leasing of vehicles.
 - i. For additional incentives see sales tax exemption for production vehicle rental (Refer to Addendum B: Motion Picture and Video Production Business Tax Exemption Certificate).
 - g. All airfare purchased through a Washington based business or agency.
 - h. Any travel expenses to or from Washington State, lodging, or rental cars, if it is for travel within the state of Washington.
 - i. Insurance coverage and bonding.
 - j. Per Diem received in the state of Washington only.
 - i. Per Diem may not exceed the IRS rate, or the minimum per diem amounts as outlined in applicable collective bargaining agreements.

- k. Food and lodging.
 - i. For additional incentives see Hotel Motel Tax Exemptions (refer to Addendum B: Motion Picture and Video Production Business Tax Exemption Certificate).
 - l. Marketing expenses associated with the production and incurred prior to the filing of the Completion Package. Any travel for marketing purposes incurred after physical production must be preapproved.
 - m. Production legal and accounting service fees and costs.
 - n. Post-production expenditures directly attributable to the Qualified Project.
 - o. Shipping costs when originating from a Washington State address.
 - p. Any loss and damage invoices. Each loss and damage invoice must be submitted with a letter of explanation.
 - q. Other direct costs spent in Washington State directly related to the Qualified Project and in accordance with generally accepted entertainment industry practices.
4. Compensation paid to Washington State residents, to include wages or salaries, fringe benefits or fees (Washington based), and health insurance and retirement benefits for Washington State residents, including on-camera talent and crew. WF defines Washington State resident as an individual who maintains a permanent dwelling within the state, and spends an aggregate of at least six months each year within the state, and signs a Declaration of Residency certifying that they have been a Washington State resident for at least six months prior to the date production begins.

EXPENDITURES NOT-ELIGIBLE FOR FUNDING ASSISTANCE

- 1. Any purchase made outside of Washington State, even if the items are brought into the state for production.
- 2. Purchases made through vendors and/or Washington based businesses that act as an agent or facilitator for out-of-state businesses.
- 3. Any employee compensation for out-of-state residents.
- 4. Gift cards or money orders.
- 5. Payment of penalties or fines including but not limited to, parking tickets, moving violations, bank fines and/or late charges.
- 6. Out of state payroll fees.
- 7. In-kind, or trade contributions on a production.
- 8. Per Diem given to Washington State residents traveling out-of-state.
- 9. Internet purchases made from non-Washington State businesses, even if the delivery location is in Washington State.
- 10. Cellular phone reimbursements or calling card purchases.
- 11. Any capital investment purchases must be previously approved by WF to be considered eligible. These may include, but are not limited to, cars, computers, and excessively priced wardrobe or props.

PROCESS

THE APPLICATION

Applicants with projects to be considered for funding assistance through Filmworks Innovation Lab must submit all necessary documents required by the associated deadlines. WF accepts applications for the Filmworks Innovation Lab twice annually. See *Addendum C: Application Requirements & Important Dates* for current dates and deadlines. These dates are subject to change. Please check our website for the most current information

The application process is described below. WF staff reviews the application for completeness and eligibility, and may request additional information for clarification. Applicant must submit the following application documents detailing information on the project:

1. Filmworks Innovation Lab Application Form.
2. Applicant Letter of Intent (two pages maximum), including:
 - i. The project title or working title.
 - ii. Brief project overview, outlining the status of the project, to include the production schedule/timeline, fundraising efforts to date, and the challenges and benefits of the project.
 - iii. Brief description of the motion picture content of the project and what platforms the content will be seen on during initial distribution.
 - iv. Brief description of additional distribution platforms, potential partners and revenue streams for the motion picture content.
 - v. How WF funding assistance will positively impact the production.
 - vi. Explanation of how funding will be used to invest in Washington's creative economy and how the project will contribute to a long-term sustainable film industry in Washington State.
3. Multi-Platform Storytelling Description (one page maximum) - Brief description of how the project breaks boundaries and why the entertainment experience will be enhanced through multiple platforms. Briefly describe how those platforms fit together to create a story structure that includes a beginning, middle and an end.
4. Shooting script, Storyboard, Treatment or Story Outline of motion picture content.
5. Concept Map (one page maximum) – A visual representation or diagram, illustrating the various delivery platforms of the story, in particular, where motion picture content is available. It may be helpful to indicate relationships between delivery platforms and/or content. See *Addendum D: Concept Map Examples* as a reference.
6. Budget for motion picture content (full line-item budget indicating what is intended as Qualified In-State Expenditures). WF will also provide an excel template for applicants to complete. Please see the example provided in *Addendum E: WF Budget Template*.
7. Finance Plan. Refer to *Addendum F: Finance Plan Questionnaire* for guidance.
8. Proof of Funding of 50% of the budget.
9. Two Letters of Recommendation about applicant.
10. Key Creative Bios, (150 words maximum per bio.)
11. Reel and/or Website of Key Creatives, if available.

HOW TO APPLY

The Filmworks Innovation Lab Application should be emailed directly to:
Lab@WashingtonFilmworks.org.

Application forms can be found online here:

<http://www.washingtonfilmworks.org/index.php/InnovationLab/Guidelines/>

WHO TO CONTACT

Have questions?

Contact Washington Filmworks staff: Lab@WashingtonFilmworks.org or (206) 264-0667

PRESENTATIONS TO JURY, BOARD & PUBLIC ANNOUNCEMENTS

1. The Filmworks Innovation Lab jury reviews the applications and selects finalists.
2. The jury may require applicants to appear in person at a Jury Presentation and Professional Development Session. If an applicant is not available, a representative may appear in their place.
3. The jury will make recommendations about funding assistance to the WF Board.
4. The WF Board reviews the jury's recommendations. The WF Board, at its discretion, may require an applicant to appear in person at a Board Review Session to discuss the application. If an applicant is not available, a representative may appear in their place.
5. The WF Board notifies staff of its decisions and staff notifies all applicants and the public.
6. If a project is not approved for funding assistance in the current funding cycle, the applicant may submit the project for reconsideration in a future funding cycle if significant changes have been made to the project.

JURY SELECTION

WF selects, at its sole discretion, a jury to evaluate applications and to make recommendations to WF Board, WF's goal is to select jurors with experience that includes all facets of pre-production, production and post-production. The jury uses the evaluation guidelines approved by the WF Board during the evaluation and deliberation process. No WF Board member participates in the jury's deliberation. The identity of the jurors is not released until after deliberations are complete and funding assistance has been finalized.

QUALIFIED PROJECT REQUIREMENTS

BEFORE PRODUCTION

After an application has been approved for funding assistance it is considered a Qualified Project. The following outlines the requirements for Qualified Projects:

1. To secure funding assistance, approved applicants must execute the agreement between WF and the Qualified Project. The agreement must be signed within two weeks of receiving the Filmworks Innovation Lab Funding Letter of Intent.
2. Guidelines regarding qualified project expenditures, as well as the Industry Code of Conduct (*Addendum G: Code of Conduct*), must be distributed to the project's department heads.
3. Prior to the start of any phase of production towards which Filmworks Innovation Lab funding assistance will be allocated, producers must meet with WF to review policies, procedures and the Completion Package process.

DURING PRODUCTION

1. Qualified Projects must complete the project, as described in the application process, within one year (365 days) from the date of the WF funding letter of intent.
2. For Qualified Projects approved for funding assistance, an employee's service on the project qualifies as an "in-state expenditure" only if the employee submits a Declaration of Residency form (*Addendum H: Declaration of Residency Form*) with at least one of the following documents attached:
 - a. Valid Washington State driver's license with an issue date more than six months prior to the signature date on the related Filmworks Innovation Lab application documents.
 - b. A current Washington State voter registration card with an issue date more than six months prior to the signature date on the on the related Filmworks Innovation Lab application documents.
 - c. Copies of six months of utility bills with a Washington State address, issued in the six months prior to the signature date on the related Filmworks Innovation Lab application documents.
3. If WF has reasonable doubt, as determined by WF at its sole discretion, as to the sufficiency of an employee's documentation, WF may require the project to provide more than one of the documents listed above to qualify the employment as an "in-state expenditure".
4. Cast, crew, or extras making less than \$500 on a production are not required to provide proof of residency, but must complete *Addendum H: Declaration of Residency Form*.
5. The Qualified Project must keep detailed accounting records as outlined in *Addendum I: Completion Package Requirements*.

AFTER PRODUCTION

1. Within 60 days of completing the Qualified Project as outlined in the application, the applicant must submit a Completion Package to WF. Please refer to *Addendum I: Completion Package Requirements*.
2. Where screen credits are given, the production must contain a "Filmed in Washington State with assistance from the Filmworks Innovation Lab" credit (or similar language to be negotiated) and the WF logo provided by WF.

3. Qualified Projects must submit available marketing and archival materials to WF upon submission of the Completion Package. WF may use such materials for archival purposes, WF promotions, governmental relations, other marketing purposes, and economic impact evaluations. WF reserves the right to suspend funding assistance payments to Filmworks Innovation Lab recipients who have not provided these materials to WF. WF considers marketing and archival materials to be:
 - a. A viewable hard copy of the final Qualified Project.
 - b. Promotional materials (such as an Electronic Press Kit, photos, trailers, clips and poster art).

DISQUALIFICATION

Support for a Qualified Project may be withdrawn at any time if WF determines at its sole discretion that:

1. The Qualified Project, as described in the application process, cannot be completed within one year (365 days) of receiving the Filmworks Innovation Lab Letter of Intent from WF for any reason (except for a reasonable allowance in the event of a *force majeure* event).
2. The Qualified Project is materially off-schedule relative to the schedule described in the application process or shooting schedule.
3. The principals of the Qualified Project or their representatives engage in fraud or misrepresentation, fail to comply with all applicable laws, or otherwise act in a manner that materially damages the mission of WF to enhance the development and competitiveness of the motion picture industry in Washington.
4. The Qualified Project is, or becomes, substantially different from how the Qualified Project was presented in the application process, including, by way of example only, if the Qualified Project's budget exceeds or otherwise substantially varies from the budget submitted with the application, and/or if creative elements of the Qualified Project substantially vary from creative elements as presented in the application.

WASHINGTON FILMWORKS SURVEY DETAILS

To ensure accountability to the Washington State Legislature and to assist in annual evaluations of the effectiveness of all WF projects, Washington State requires that each Qualified Project complete and return a survey. A copy of the survey will be provided by WF.

WASHINGTON STATE TAX EXEMPTIONS

A production's eligibility to claim state or local sales and use a tax exemption is not affected by WF support. (Refer to *Addendum B: Motion Picture and Video Production Business Tax Exemption Certificate*).

GLOSSARY

DEFINITION OF TERMS

1. *Funding Assistance* – cash expenditures from an approved motion picture competitiveness program.
2. *Creative Economy* - the socio-economic potential of activities that do business through creativity, knowledge, and information to generate jobs, wealth and cultural engagement. The creative economy consists of the cultural and creative industries at the crossroads of arts, culture, business and technology. Trade relies on creative assets in the form of intellectual property, which is the framework through which creativity translates into economic value.
3. *Funding Letter of Intent* – Document issued by WF outlining the terms and conditions of funding assistance.
4. *Motion Picture* - a recorded audio-visual production intended for distribution to the public for exhibition in public and/or private settings by means of any and all delivery systems and/or platforms now or hereafter known, including without limitation, screenings in motion picture theaters, broadcasts and cablecast transmissions for viewing on televisions, computer screens, and other audio-visual receivers, viewings on screens by means of digital video disc (DVD) players, video on demand (VOD) services, and digital video recording (DVR) services, direct internet transmission, and viewing on digital computer-based systems which respond to the users' interaction.
5. *Applicant* – Individual associated with the production that is responsible for overseeing the business and financial decisions and will serve as the signatory on WF contractual agreements.
6. *Production Company* – a business that is primarily (defined as 50% or more) engaged in the business of producing motion pictures.
7. *Key Creatives* – for the purpose of the Filmworks Innovation Lab, applicants are asked to define and designate "Key Creatives" for the motion picture content production phase of their project. These are individuals considered by the applicant to be the primary creative forces behind the conception and production of the motion picture content.
8. *Qualified Project* - is a production that has been certified by WF as fully meeting the requirements for funding assistance and is in receipt of a Funding Letter of Intent.
9. *Qualified Expenditures* - actual expenses incurred in Washington State for pre-production, production and post production including, but not limited to: Qualified Expenditures, wages, rental equipment, food, property, permits, lodging, health insurance and retirement benefits.
10. *Washington State Business or Washington State Based Company* – Any sole proprietorship, partnership, limited liability entity or corporation with offices in Washington State more than 1 year prior to the start of film production for which funding assistance is being claimed and is registered to do business with the Washington State Department of Revenue.
11. *Washington State Resident* – An individual who maintains a permanent dwelling within the state and spends an aggregate of at least six months each year within the state and signs a Declaration of Residency certifying that they have been a Washington State resident for at least six months prior to the date production begins.
12. *Washington Filmworks (WF)* – The 501(c)(6) non-profit organization formed pursuant to 2SSB 6658. The legislation to create WF was passed during the 2006 Washington State legislative session and was then renewed by 2ESSB 5539 (through 2017) during the 2012 Legislative Session.

ADDENDUMS

ADDENDUM A – COLLECTIVE BARGAINING AGREEMENT POSITIONS

Positions for Health Retirement Benefits if applicable*

Art Department

Production Designer
Art Director
Art Department Coordinator
Set Designer/Draftsperson

Construction, Paint, & Scenic

Coordinator
Draftsperson
Foreman
Gang Boss
Shop Crafts Person
Prop/Model Makers (aka Carpenters)
Construction Divers
Utility Technicians (Limited)
Buyer
Tool Person
Key Scenic Artist (Painter)
Scenic Foreperson (aka Charge Artist)
Set Painters
Scenic Artist
Sign Painters/Writers
On Set Painters
Sculptors/Plasterers

Camera

DP/Cinematographer
Camera Operator
1st Assistant Camera
2nd Assistant Camera
Digital Image Technician
Loader
Still Photographer

Wardrobe

Wardrobe Supervisor
Costume Designer

Electricians

Gaffer
Best Boy
Generator Operator
Electrician
Lamp Operator
Dimmer Operator/Laptop Operator
Rigging Gaffer
Rigging Best Boy
Rigging Electrician

First Aid

Medic, EMT, Etc.

Greens

Greens Foreman
First Greens
On Set Greens

Grip

Key Grip
Best Boy
Dolly Grip
Crane Operator
Grip
Rigging Key
Rigging Best Boy
Rigging Grips

Makeup and Hair

Key Makeup Artist
Makeup Artist
On Set Makeup Artist
Key Hair Stylist
Hair Stylist

Wig Makers

Set Dressing

Set Decorator
Lead Person
Draper/Upholsterer
Dresser (On Set, Off Set, Swing Gang Buyer

Sound

Sound Mixer
Boom Operator
Cable Person
Utility

Video Assist

VTR/Playback
Non-Record Video/Video Assist
Cable Utility

Special Effects

Effects Coordinator
Foreman
Welder
Diver
Effect Technician
Licensed Powder Person

Production Office

Production Supervisor
Assistant Production Supervisor
Production Office Coordinator
Assistant Production Office Coordinator
Production Accountant
Assistant Production Accountant
Payroll Accountant

Teacher

Studio Teacher

Key Wardrobe/Lead Set Wardrobe
Assistant Key
Costumer/Buyer/Stylist
Set Costumer
Key Tailor/Fitter
Tailor
Shopper
Seamstress/Stitcher/Sewer

Craft Service

Key Craft Service
Assistant Craft Service

Editorial

Editor
Assistant Editor
Apprentice Editor
Sound Editor

Talent (does not include Extras)

Actor
Stunt Coordinator

Painters (also see Construction)

Charge
Scenic
Set Painter
Signs
Standby Painter
Plasterer
Sculptor

Props

Prop Master
Assistant Prop Master
Buyer
Prop Weapons
On Set Picture Cars/Boats
Marine Coordinator
Boat Handlers
Prop Person

Projection

Dailies Projectionist

Script (aka Continuity)

Script Supervisor

DGA Positions

Director
Line Producer
Unit Production Manager
1st AD
2nd AD
2nd 2nd AD, etc.

Teamster Positions

Transportation Coordinators
Transportation Captains
All Drivers (including passenger vans)
Locations Manager (occasionally IATSE)
Locations Scout

*Positions listed here are those WF considers typically covered by collective bargaining agreements. Should the Filmworks Innovation Lab project sign a collective bargaining agreement WF requires evidence of health & retirement benefits paid. WF recognizes that positions may have alternate titles but function in the same capacity. For those crew persons, the same standards of benefits evidence apply.

CBAP Revised - 2.9.10

**ADDENDUM B – MOTION PICTURE VIDEO PRODUCTION BUSINESS EXEMPTION
CERTIFICATE**



**MOTION PICTURE AND VIDEO PRODUCTION BUSINESS
EXEMPTION CERTIFICATE**

1. Name of Vendor _____

2. Name of Renter/Buyer _____

3. Address of Renter/Buyer _____
Street City, State Zip Code

4. Production Equipment Rented _____

Use additional sheets as needed

5. Production Services Purchased _____

Use additional sheets as needed

This certificate exempts both state and local sales tax from production rental equipment and purchase of production services. The tax exemption on vehicles used in production applies to state and local taxes and extends to exempting the additional sales tax on rental cars.

The renter/buyer certifies that it is a motion picture or video production business and that it is not engaged, to any extent, in the production of erotic material, as defined in RCW 9.68.050.

Print Name _____
Name of Person Authorized by the Renter/Buyer to Sign the Certificate

Signature _____ Date _____
Signature of Authorized Agent of the Renter/Buyer Date Signed

For tax assistance, visit dor.wa.gov or call 1-800-647-7706. To inquire about the availability of this document in an alternate format for the visually impaired, please call (360) 705-6715. Teletype (TTY) users may call 1-800-451-7985.

REV 27 0023 (9/23/08)

ADDENDUM C – APPLICATION REQUIREMENTS & IMPORTANT DATES

Date	Activity
8/21/14 12:01 AM	WF begins accepting applications.
8/28/14 11:59 PM	WF stops accepting applications.
09/19/14	Finalists participate in Jury Presentation.
Week of 9/22/14	WF announces recipients of funding assistance to participating applicants and public.

These dates are subject to change as per WF. Please check our website for the most current information.

Technical Requirements:

- **File Format** - All required application documents must be submitted electronically as a PDF.
- **Video Files** - WF will only view online reels. Provide URLs in the Key Creative Bios document. If reels are private, provide WF with access information in this document. WF will only share this information with WF staff, jury and Board members affiliated with the Filmworks Innovation Lab.

File Naming Process for Application Documents

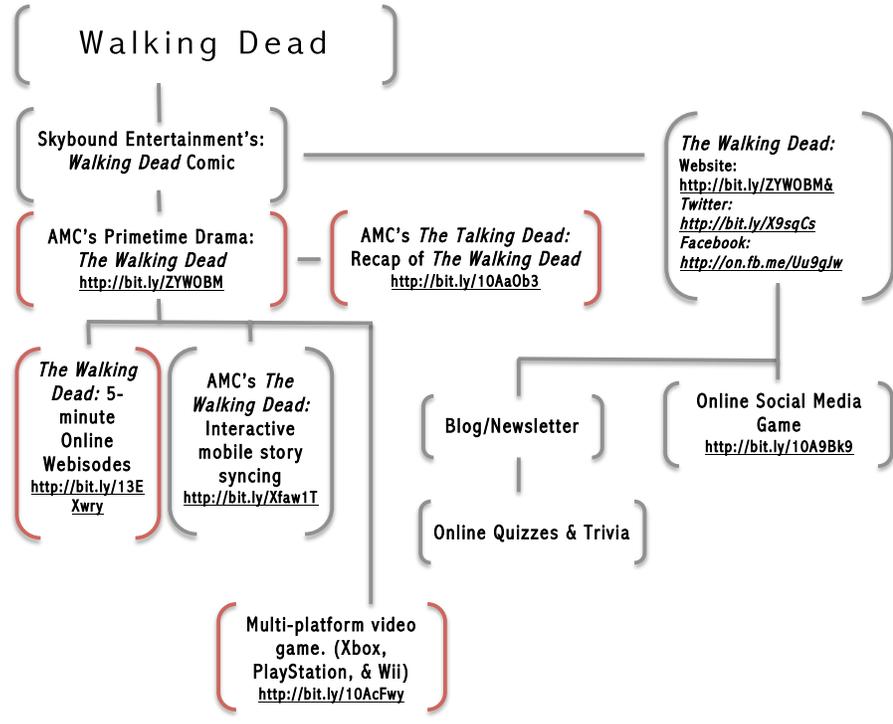
- **File Naming** - Name application documents utilizing the system below. Use the applicant's last name, first initial, underscore, and the abbreviated document name, as outlined below.
- **Example** - If the applicant's name were Spike Lee, all files should be named as follows:

Required Application Documents	File Name
Application Form	LeeS_info.pdf
Applicant Letter of Intent (two pages maximum)	LeeS_LOI.pdf
Multi-Platform Storytelling Description (one page maximum)	LeeS_story.pdf
Script (shooting script) or Storyboard or Treatment or Story Outline of motion picture content	LeeS_script.pdf
Concept Map (one page maximum)	LeeS_map.pdf
Budget (full line-item budget)	LeeS_budget.pdf
Finance Plan	LeeS_finance.pdf
Proof of Funding	LeeS_proof.pdf
Letters of recommendation about applicant (one page maximum per letter / 2 letters maximum / if 2 letters are provided combine in a single PDF)	LeeS_recommend.pdf
Key Creative Bios (150 words maximum each) / submit in a single PDF / if providing a link to an individual's website, or online reel, include the URL(s) / if reels require a password, please provide in this document.	LeeS_bios.pdf

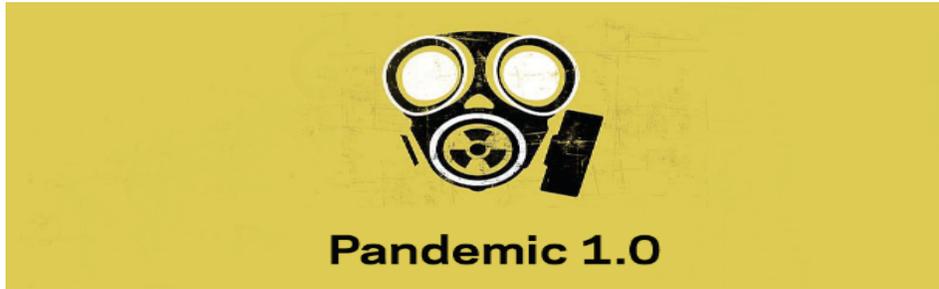
ADDENDUM D – CONCEPT MAP EXAMPLES



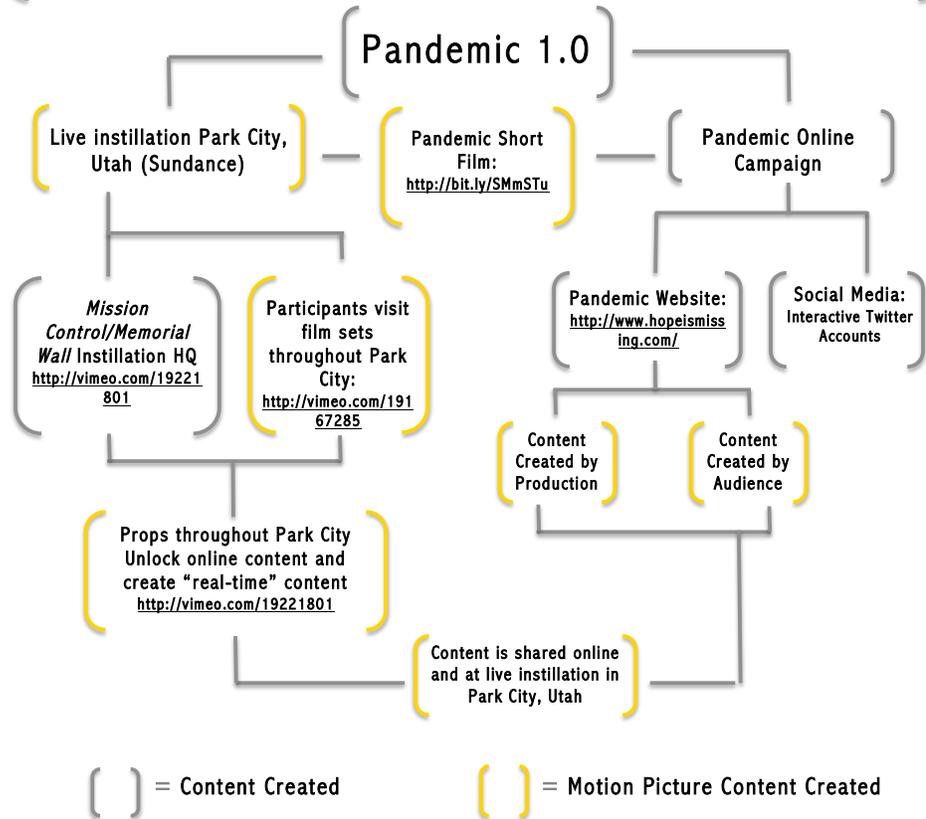
The Walking Dead is an American television drama series developed by Frank Darabont, which airs on AMC. The popular television series is based on a comic book series by Robert Kirkman, Tony Moore, and Charlie Adlard. The Walking Dead is currently in its third season.



() = Content Created () = Motion Picture Content Created

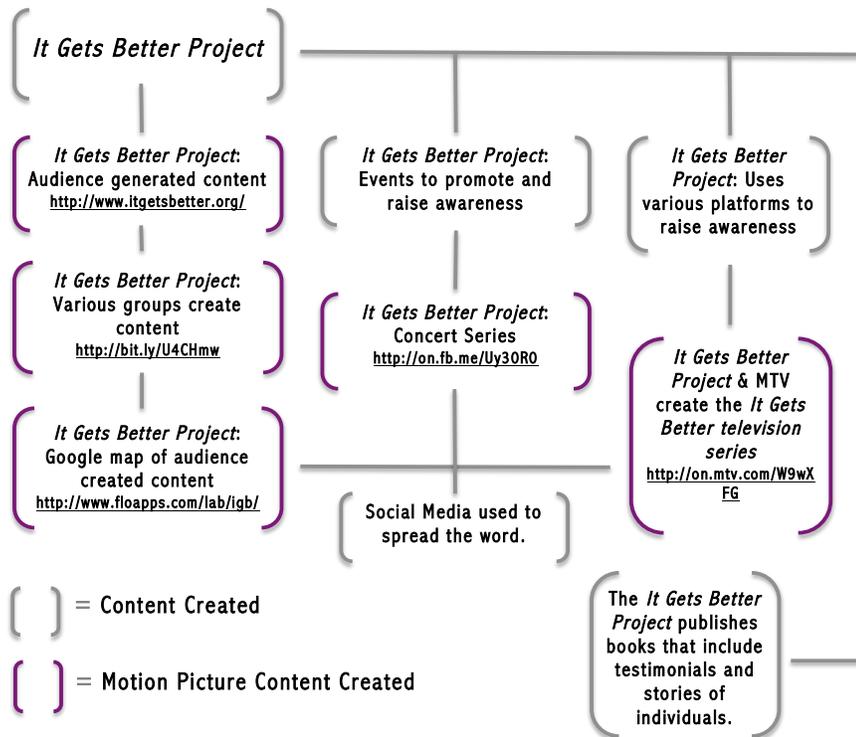


Pandemic 1.0, a transmedia storytelling experience, unites film, mobile and online technologies, props, social gaming, and data visualization, enabling audiences to step into the shoes of the pandemic protagonists anytime during the day. Mission Control is the only way to learn where you stand in the face of the spreading pandemic. Pandemic 1.0 was created by Lance Weiler and premiered at the Sundance Film Festival in 2011. For more information visit Lance Weiler's website (<http://lanceweiler.com/2011/01/pandemic-1-0/>)





The It Gets Better Project was created to show young LGBT people the levels of happiness, potential, and positivity their lives will reach – if they can just get through their teen years. The It Gets Better Project wants to remind teenagers in the LGBT community that they are not alone — and it WILL get better. The *It Gets Better* Project was founded by Dan Savage in 2010. <http://www.itgetsbetter.org/>



ADDENDUM E – WF BUDGET TEMPLATE

Washington Filmworks Innovation Lab Budget Template **FOR MOTION PICTURE CONTENT ONLY**

Category	In-State Qualified Expenditures	Expenditures Not Eligible	In Kind	Total Budget	Amount Spent to Date	
Option						
Development						
Screenplay						
Producers						
Director						
Cast						
ATL Travel						
Extras						
Prod Staff						
Set Design						
Grip						
Camera						
Sound						
Lighting						
Set Dec						
Wardrobe						
Hair & M/U						
Video Assist						
Props						
Picture Cars						
Animals						
Prod Video						
Tests						
Transportation						
Facilities						
Locations						
BTL Travel						
Post						
Misc.						
Insurance						
Contingency						
Bond						
Total	\$ -	\$ -	\$ -	\$ -	\$ -	OVERALL PROJECT TOTAL

ADDENDUM F – FINANCE PLAN QUESTIONNAIRE

Filmworks Innovation Lab - *Finance Questionnaire*

A Finance Plan outlines how an applicant will pay for the entire project, and is part of the requirements of the Filmworks Innovation Lab Detailed Project Information Package Document. Your finance plan for WF should only consider costs associated with the physical production of the motion picture content described in your application documents.

Your Finance Plan should answer the following questions:

1. Is the motion picture content portion of the project fully funded?
2. How is the project funded?
3. If individual investors, please list names of investors, their contact information, and the amount contributed?
4. If the project has been awarded a grant, please list the name of the grant and the amount committed?
5. If a portion of your funding is through crowd funding, such as Kickstarter or Indiegogo, please list total amount guaranteed. Please provide a link to the crowd funding campaign.
6. Have these finances already been transferred to the applicant or production company?
7. If not, do you have legally binding agreements from investors for funding committed? If so, please list investors and amount committed as well as the dates the funds will be transferred to the applicant / production.

ADDENDUM G – CODE OF CONDUCT

Washington State – Production Code of Conduct

To Production Companies: You are guests and should treat this location, as well as the public, with courtesy. If we do not all work toward building a good relationship with the local communities in which we work, we will see less production, resulting in fewer jobs for us all. Please adhere to the following guidelines.

To The Citizens: If you find this production company is not adhering to the Code Of Conduct, please contact the Seattle Office of Film + Music at (206) 684-5030 or Washington Filmworks (206) 264-0667

- 1) When filming in a neighborhood or business district, proper notification is to be provided to each merchant or neighbor who is directly affected by the company (this includes parking, base campus, and meal areas). The filming notice should include:
 - Name of company.
 - Name of the production.
 - Kind of production (e.g., feature film, movie of the week, TV pilot, etc.).
 - Type of activity and duration (i.e., times, dates, number of days, including prop and strike).
 - Company contact (first assistant director, unit production manager, location manager).
 - Name and number of City Film Coordinator.
- 2) The Code Of Conduct should be attached to the filming notification and distributed to the neighborhood.
- 3) Production vehicles arriving on location in or near a residential neighborhood should enter the area at a time no earlier than that stipulated in the permit, and park one by one, turning off engines as soon as possible. Cast and crew shall observe designated parking areas.
- 4) When a production pass identifying the employee is issued, every member of the crew shall wear it while at the location.
- 5) The removal, moving, or towing of the public's vehicles is prohibited without the express permission of the municipal jurisdiction or the owner of the vehicle.
- 6) No production vehicles should park in or block driveways without the express permission of the driveway owner.
- 7) Cast and crew meals shall be confined to the area designated in the location agreement or permit. Individuals shall eat within their designated meal area during scheduled crew meals. All trash must be disposed of properly upon completion of the meal.
- 8) Removal, trimming, and/or cutting of vegetation or trees is prohibited unless approved by the permit authority or property owner.
- 9) Remember to use the proper receptacles for disposal of all napkins, plates, and coffee cups you may use in the course of a working day.
- 10) All signs erected or removed for filming purposes will be removed or replaced upon completion of the use of that location unless otherwise stipulated by the location agreement or permit. Also remember to remove all signs posted to direct the company to the location.

- 11) Every member of the cast and crew will keep noise levels as low as possible.
- 12) Articles of clothing that do not display common sense and good taste should not be worn by crew members. Closed toed shoes and shirts must be worn at all times, unless otherwise directed.
- 13) Crew members shall not display signs, posters, or pictures on vehicles that do not reflect common sense or good taste (i.e., pin-up posters).
- 14) Do not trespass onto other neighbors' or merchants' property. Remain within the boundaries of the property that has been permitted for filming.
- 15) The cast and crew shall not bring guests or pets to the location, unless expressly authorized in advance by the company.
- 16) Make sure all catering, craft service, construction, strike, and personal trash is removed from the location.
- 17) Observe designated smoking areas and always extinguish cigarettes in butt cans.
- 18) Cast and crew will refrain from the use of lewd or improper language within earshot of the general public.
- 19) The company will comply at all times with the provisions of the filming permit.

ADDENDUM H – DECLARATION OF RESIDENCY

Purpose of this form: Qualified Projects claiming funding assistance on wages or salaries paid to Washington State residents must have each employee complete this declaration of residency. The Qualified Project must retain this form in its records and submit a completed copy for each Washington State worker employed on the Qualified Project.

Last Name	First Name	Middle Initial
Permanent Residence		
City	State	Zip Code
Telephone Number	Email	
Title of Project or Production	Position / Role	

Length of time at above address _____

Residency. To be a resident of Washington State that enables your employer to qualify for funding assistance for your engagement from Washington Filmworks (WF), you must have a permanent dwelling within the state and spend an aggregate of at least six months each year within the state. You may only have one permanent dwelling and a change in your permanent dwelling is established only by establishing a physical presence in a new location with intent to abandon your old domicile and make a home in the new location permanently or indefinitely. Employees whose engagement does not qualify for WF support may still be hired by the production company at the production company's discretion.

1. Is this Declaration of Residency for a minor? Yes No
A minor must present parent or legal guardian's proof of residency. Guardian Name _____
2. Are you presently a resident of Washington State? Yes No
a. If yes, have you been a resident for at least 6 months prior to today's date? Yes No
3. Do you anticipate changing your residence status during the time that you expect to work on the motion picture? Yes No
4. What evidence have you provided the production company to show residence in Washington State? You *must* provide a copy of at least one of the following. If WF determines that more than one item is required, you will be notified. *Exception: Employees earning less than \$500 on the project need not provide the following documentation.*
 - Valid Washington State driver's license with an issue date at least six months prior to the date of this Declaration
 - o Enter the driver's license number. _____
 - A current Washington State voter registration card with an issue date at least six months prior to the date of this Declaration
 - o Enter the registering county. _____
 - Copies of six months of utility bills with a Washington State address

YOU MUST PROVIDE A COPY OF YOUR PROOF OF RESIDENCY Unless you are making less than \$500 on this motion picture.

I declare under penalty of perjury that everything in this document is true, correct and complete to the best of my knowledge.

Signature Date

ADDENDUM I – COMPLETION PACKAGE REQUIREMENTS

Completion Package Requirements

Within sixty (60) days of completing the Qualified Project as outlined in the application process, applicant must submit a Completion Package to Washington Filmworks (WF).

WF works closely with each Qualified Project in an effort to expedite the funding assistance process. To that end, please provide the information listed below, divided into the sections as follows. Please note that the Completion Package will not be considered complete and the review will not commence until all these items are received.

Section I -- Production Overview

This section should include the following information:

1. Signed letter from the Production Accountant confirming:
 - a. The project dates
 - b. The Washington State general ledger (or expense report) has been reviewed for accuracy
 - c. All financial obligations incurred in the state of Washington have been paid
 - d. The total amount spent on the project to date.
 - e. The total amount spent to date on Washington Resident Payroll and at Washington Vendors
 - f. The total amount of funding assistance being requested
2. Chart of Accounts (the list of account numbers and names where costs are charged)
3. Total Project Budget to date
 - a. Estimated vs. Actual costs should be included
4. Washington State general ledger (for commercials, a PO Log is acceptable) itemizing all qualified expenditures.
 - a. WF requires that each Qualified Project include both paper and digital (preferably excel) formats of the ledger
 - b. This general ledger or PO log should include at least the following details for all transactions:
 - i. Account number
 - ii. Transaction date
 - iii. Payee or vendor name
 - iv. Amount
 - v. Source of payment (check or petty cash, journal entry)
 - vi. A description detailing the expense
 - vii. Any invoice or petty cash envelope number if applicable
 - c. It should be noted that the total amount of the Washington State ledger(s) or PO log(s) should match exactly the total amount being claimed as eligible Washington State spend as specified in the production accountant letter.
5. Payroll Report for all crew and talent must match the template supplied by WF and include the following for each resident and nonresident employee who worked in Washington State:
 - a. Employee Name.
 - b. Employee Email (if available).

-
- c. Address.
 - d. Home State
 - e. Work State.
 - f. Corp Name (if applicable).
 - g. Position.
 - h. Specify union (or nonunion if applicable).
 - i. Hourly base rate.
 - j. Total hours worked.
 - k. Total days worked.
 - l. Total gross wages.
 - m. Per Diem (if applicable and paid through payroll).
 - n. Kit Rentals (If applicable and paid through payroll).
 - o. Mileage (If applicable and paid through payroll).
 - p. Payroll taxes (itemized: FICA, FUTA, SUI, Other).
 - q. Benefits paid, if applicable (Pension, Health & Welfare).
 - i. Should there be a question as to whether a position requires benefits please contact WF for clarification. The list of positions WF considers “typically covered” should the innovation project sign a collect bargaining agreement are in *Addendum G: Collective Bargaining Agreement Positions*.
 - r. Workers Comp Insurance (SDI).
 - s. Handling Fees: Payroll handling fees may only be included if the payroll was processed by a qualified Washington based business.
 - t. Week Ending for 1st week worked.
 - u. Week Ending for Last week worked.
6. Locations List for all Washington jurisdictions. This list should include a list of all cities, jurisdictions, or towns in which principal photography or 2nd unit photography occurred for this project and the number of days shot there. This list should also include the cities, jurisdictions, or towns for the Washington production office including the number of days open, and the cities, jurisdictions, or towns in which cast or crew was housed in Washington if different than the shooting locations.
7. Proof of standard production/liability insurance.
8. Department of Commerce Production Survey to be provided by WF.
- a. Following the internal review by WF, a Qualified Project must complete the Department of Commerce Production Survey.
 - b. Once you have filled out the survey, print and deliver a copy to WF.
 - c. No funds will be issued until a copy of the survey has been submitted to WF and WF has verified the Dept. of Commerce has received the survey.

Section II -- Cast & Crew Detail

A Payroll Report that matches the WF Template should have already been submitted in Section I. This section should include the following information for resident and non-resident labor:

- 1. A copy of the standard Production Crew List distributed to crew.
- 2. A copy of the standard Production Cast List.
 - a. If this list does not already exist please note that it must include character name.

3. Comprehensive list of extras / stand-ins sorted alphabetically by last name.
 - a. If the extras / stand-ins were not paid with the crew and cast through payroll then the following must be included in the list for each extra / stand-in: Name, hourly rate, total hours worked, total days worked, total amount for any 'bumps' for wardrobe, props, etc, total gross wages.
4. Both digital and paper formats of the crew, cast, and extras lists are required (again, excel is preferred but word or PDF is accepted).
5. Copies of Time Cards and Paychecks for all Washington Residents. Time Cards and Paychecks should be submitted in alphabetical order by employee or by week-ending order then alphabetical order.
6. SAG Exhibit Gs (where applicable).
7. If the Qualified Project used a payroll service company to process crew, cast and/or extras payroll payments, Qualified Project must include copies of the payroll service company invoices and fringe reports for Washington Resident.

Section III -- Declaration of Residency for Crew, Cast and Extras

This section should include the following information:

1. All Washington residents must complete the Declaration of Residency form upon date of hire.
2. Proof of residency must accompany the residency form for any Cast, Crew or Extras making \$500 or more on a Qualified Project. Acceptable documentation is one of the following:
 - a. A valid WA State driver's license with an issue date at least six (6) months prior to the project application date.
 - b. A current voter registration card with an issue date at least six (6) months prior to the project application date.
 - c. Copies of six (6) months of utility bills with a WA State address.
3. If an employee cannot provide one of the previous three forms of evidence, other evidence may be acceptable. WF reserves the right to require more than one form of evidence. WF must approve alternate forms of proof of residency in advance of submission.
4. Crew, Cast or Extras making less than \$500 on a Qualified Project are not required to provide proof of residency, but must complete and sign a Declaration of Residency form.
5. If the Cast member or Extra is a minor and cannot produce proof of residency, then he or she may have his or her parent or legal guardian sign the declaration of residency and provide their proof of residency.
6. All Declaration of Residency forms and associated proof of residency must be sorted alphabetically by last name.

Section IV -- Petty Cash Envelopes and Receipts

This section should include the following information:

1. All qualified in-state petty cash receipts should be itemized by line item in the submitted Washington State general ledger.
 - a. The ledger should include the vendor name. (If the “Vendor” field automatically fills with the crew member’s name who had the petty cash float, please include the vendor name in the “Description” field.
 - b. A brief description of the purchase.
 - c. Petty Cash Envelope Number.
 - d. Date and Amount of Transaction.
 - e. See section I for more information.
2. Petty cash envelopes must be
 - a. Copied (please include copies of the front of the envelope and all corresponding Washington receipts).
 - b. Numbered and presented in numerical order by crew member float or department.
 - c. Clearly indicate any non-Washington expenses on the petty cash envelope copies.
 - d. Copies of all non-Washington receipts should be voided or not included at all.
3. Acceptable receipts include vendor name, phone number, and address in Washington State, date of expenditure, item(s) description, and amount paid.
 - a. If purchasing items from a non-traditional vendor, all of the above information must be included on the receipt--even if handwritten. Additionally, the Washington State Vendor must sign the receipt.
4. WF encourages each Qualified Project to use the petty cash envelope template available for download from our website.

Section V – Credit Card Purchases and Receipts

Credit Card purchases should be treated similarly to Petty Cash purchases.

1. All qualified in-state credit card purchases should be itemized by line item in the submitted Washington State general ledger.
 - a. The ledger should include the vendor name. (If the “Vendor” field automatically fills with the credit card company name, please include the vendor name in the “Description” field.)
 - b. A brief description of the purchase.
 - c. Credit Card Transaction Number or Envelope Number.
 - d. Date and Amount of Transaction.
 - e. See section “I” for more information.
2. Credit Card Receipts must be presented in the following way:
 - a. Similar to a Petty Cash Envelope, Credit Card receipts must be presented with a copy of a “Credit Card Envelope” cover.
 - b. The Envelopes must be numbered and presented in numerical order by credit card number (For Example: if Qualified Project used 2 credit cards: Amex1234, MC5678, then envelopes should be grouped by credit card then numbered).
 - c. As an alternative to the “Credit Card Envelope” presentation, Qualified Project may choose to submit a copy of the Credit Card Statement containing the appropriate expenses.

- d. All Washington Expenses must be numbered on the CC Envelope or Statement. A copy of the corresponding credit card receipt must accompany the Envelope or Statement and must be numbered with the corresponding expense number.
 - e. Clearly indicated any non-Washington expenses on the Credit Card Envelope copies or Credit Card Statement.
 - f. Copies of all non-Washington receipts should be voided or not included at all.
3. Acceptable receipts include the vendor name, phone number, and address in WA State, date of the expenditure, item(s) description, and amount paid.
Note: Credit Card Receipts that simply indicate a vendor and total without any description of purchase or service will not be considered acceptable.

Section VI -- Vendor Invoices

This section should include the following information:

1. Only invoices included on your Washington State general ledger (Section I) should be included in this section.
2. All invoices should be filed alphabetically by vendor name and should be accompanied by a copy of the check cut to the vendor.
3. All invoices should be referenced to a chart of accounts or account ID on the Washington State general ledger.
4. Acceptable invoices include the vendor name, phone number, and address in WA State, date of the expenditure, item(s)/service description, and amount paid.

###