Kenya Film Commission, 2nd Floor Jumuia Place II, Lenana Road, P.O. Box 76417-00508 Nairobi, Kenya

Tel +254 20 2714073/4, Mobile +254 729 407497; +254 733 650068; Fax +254 20 2714075

Email: [filmempowerment@filmingkenya.com](mailto:filmempowerment@filmingkenya.com); Website: [www.kenyafilmcommission.go.ke](http://www.kenyafilmcommission.go.ke)

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| --- | --- | --- | --- | --- |
| Ref. No | | Date of Receipt | | |
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**FILM FUND: APPLICATION FOR PRODUCTION FUNDING**

**SUBMISSION GUIDELINES**

**Mandatory Requirements**

* Completed Application Form. Signed and stamped
* A Covering letter of motivation
* A brief synopsis not to exceed one page
* A full itemized production budget in addition to the top sheet that is part of this application
* A treatment or project outline (Narrative projects submit a director’s treatment and Documentaries submit a detailed outline)
* A full script for feature projects
* A comprehensive production schedule
* A comprehensive distribution and marketing plan with letters of intent and commitment.
* A detailed financial plan with letters of intent or commitment from other financers where applicable.
* A summary of the work experience and/or qualifications of the key creative team.
* Company Profile
* Company’s Certificate of Incorporation/Registration Certificate
* Only filmmakers who either professionally or through training have produced, directed, or written a short film, documentary, etc. are eligible to apply for production funding
* A certified copy of applicant Kenyan identity document
* Original tax Compliance certificate from KRA
* Summaries of CVs for the principal creative team (director, writer and producer must be included
* Attach relevant copyright information

**PLEASE NOTE:**

* Submissions are received online through [fep3@filmingkenya.com](mailto:fep3@filmingkenya.com)
* Production grants will be released once the recipient shows evidence of progress in securing further funding, broadcasting deal etc.;
* Successful applicants will receive letters of intent. In order to secure the grant the recipient will be required to sign an agreement with KFC.
* KFC has previously experienced problems with contacting applicants at addresses and contact numbers provided. Should the applicant or recipient not be contactable for 2 months at the give address or contact number from the date of receipt or grant the application or the grant will be cancelled, should there be a change of contacts the onus is on the applicant to notify KFC
* KFC will provide written acknowledgement of applications within 6 weeks of receipt
* No applications shall be returned to the applicant
* Do not submit any extra material, e.g. videos, photographs, etc. (**unless requested**)
* Should the applicant become the recipient, she/he will be the signatory of the contract on behalf of the company
* Proposals that do not adhere to the above criteria will be disqualified.

1. **ELIGIBILITY**

Kenyan Production companies with a potential or with relevant experience and a credible track record in producing content

1. **TITLE OF PROJECT** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **APPLICANT**

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Name of Applicant

Physical & postal address

(Please include County)

ID Number

Home Telephone

Work Telephone

Cellphone

Fax

Email

1. **COMPANY DETAILS**

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Company Name

Company Registration Number

Physical & postal address

(Please include County)

Contact Name

Work Telephone

Cellphone

Fax

Email

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| --- | --- |
| **MALE** | **FEMALE** |
|  |  |
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**Synopsis of Company Profile**

Number of Permanent Employees

Number of Foreign Employees

% of Shareholders Equity owned by foreigner

Management Positions

**Company’s past Experience**

|  |  |
| --- | --- |
| **NAME OF PROJECT** | **TIME OF COMPLETION** |
|  |  |
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1. **PROJECT INFORMATION**

**Category/Genre** *(Tick as appropriate)*

|  |  |
| --- | --- |
| Feature Film |  |
| Short Film |  |
| Documentary |  |
| TV Series |  |
| Other Specify |  |

|  |
| --- |
|  |

**Total Running Time in Minutes**

|  |
| --- |
|  |

**Project Logline:**

(A brief description of your project)

**Proposed Shooting Format (tick more than one if applicable)**

|  |  |
| --- | --- |
| 35mm |  |
| 16mm |  |
| Video (HiDef, Digibeta, DVCam, MiniDV, BetaSP etc |  |
| Others specify |  |

1. **ANTICIPATED SCHEDULE**

|  |  |  |
| --- | --- | --- |
|  | **FROM** | **TO** |
| Production |  |  |
| Pre-Production |  |  |
| Post Production |  |  |

1. **NONE KENYAN COMPONENT**

Please specify any non-Kenyan component of the project (e.g. locations, investors, principal creative team, artists).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **PRINCIPAL CREATIVE TEAM**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name | Contact | Male | Female |
| Director: |  |  |  |  |
| Producer: |  |  |  |  |
| Writer: |  |  |  |  |

**G. COPYRIGHT**

*The Applicant must be the originator of the script, treatment or outline concerned, or be the holder of copyright or have an option to the rights in any and all works on which the project is to be based.*

|  |  |  |
| --- | --- | --- |
|  | YES | NO |
| **Original Idea?**  If no, attach full details on a separate sheet. |  |  |
| **True Story / Real Life Characters?**  If yes, attach full details on a separate sheet. If partially based on or drawn from a true story or involving real life characters, attach full details on a separate sheet. |  |  |
| **Underlying work/third party content?**  If **yes**, attach full details on a separate sheet |  |  |
| **Are you aware of any claims against your control or ownership of the rights?** |  |  |

1. **FINANCIAL PLAN SUMMARY**

|  |  |
| --- | --- |
| **COMMITTED** | **PENDING** |
|  |  |
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|  |  |

Previous Funding from KFC

Current Request from KFC

Applicants Financial Contribution

Other Investors: (list them below)

Total in each column

**TOTAL BUDGET**

1. **PREVIOUS SUBMISSIONS**

|  |
| --- |
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Has the project been submitted previously?

If yes, was the application successful?

Please list former titles of this project, if any

Was the project submitted for development or production?

1. **BRIEFLY MENTION ANY OTHER (INCLUDING THIS ONE) PROJECT YOU ARE INVOLVED IN AND THE STATUS OF THE PROJECT**

|  |
| --- |
|  |

1. **BUDGET**

|  |  |
| --- | --- |
| **ABOVE THE LINE COST** |  |
| STORY |  |
| PRODUCER |  |
| DIRECTOR |  |
| CAST |  |
| TRAVELLING |  |
| **TOTAL ABOVE THE LINE COSTS** |  |
|  |  |
| **BELOW THE LINE COSTS** |  |
| PRODUCTION COSTS |  |
| PRODUCTION STAFF |  |
| CAMERA |  |
| SET DESIGN |  |
| SET CONSTRUCTION |  |
| SET OPERATIONS |  |
| LIGHTING |  |
| SPECIAL EFFECTS |  |
| SET DRESSING |  |
| PROPERTIES |  |
| EXTRA TALENT |  |
| WARDROPE |  |
| MAKEUP & HAIRSTYLISTS |  |
| PRODUCTION SOUND |  |
| TRANSPORTATION |  |
| LOCATION EXPENSE |  |
| LABORATORY |  |
| VIDEO POST PRODUCTION |  |
| TESTS |  |
| **TOTAL PRODUCTION COSTS** |  |
|  |  |
| **POST PRODUCTION COSTS** |  |
| EDITING |  |
| MUSIC |  |
| POST PRODUCTION SOUND |  |
| TITLES |  |
| LABORATORY PROCESSING |  |
| **TOTAL POST PRODUCTION COSTS** |  |
|  |  |
| **ADMINISTRATIVE COSTS** |  |
| ADMINISTRATIVE EXPENSES |  |
| LICENSES |  |
| PUBLICITY |  |
| COMPLETION BOND |  |
| INSURANCE |  |
| CONTIGENCY |  |
| **TOTAL ADMINISTRATIVE COSTS** |  |
|  |  |
| **TOTAL ABOVE THE LINE** |  |
| **TOTAL BELOW THE LINE** |  |
| **TOTAL BUDGET** |  |

1. **ACCESS AND EQUITY**

The KFC aims to provide equitable access by Kenyans to its funding initiative regardless of their racial background, culture, sex, physical or intellectual disability. In order to assist in monitoring performance in this regard and comply with statutory obligations it would be greatly appreciated if you would complete the following details and include it with your application. Statistics generated from this information will be presented in aggregate form and will not form part of your application

**WRITER**

Project Title:

Your Name:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date: | |  |  | Date of Birth: |  |
|  |
| Are you male or female? | | | |  | | |
| Do you have any physical disability? | | | |  | | |
| Are you a Kenyan citizen? | | | |  | | |
| Are you a Kenyan resident? | | | |  | | |
| Which County are you from? | | | |  | | |

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**DIRECTOR**

Project Title:

Your Name:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date: | |  |  | | Date of Birth: | |  |
|  |
| Are you male or female? | | | | |  |
| Do you have any physical disability? | | | | |  | |  |
| Are you a Kenyan citizen? | | | | |  | |  |
| Are you a Kenyan resident? | | | | |  | |  |
| Which County are you from? | | | |  |  | |  |

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**PRODUCER**

Project Title:

Your Name:

|  |  |  |  |
| --- | --- | --- | --- |
| Date: |  |  | Date of Birth: |
| Are you male or female? | | |
| Do you have any physical disability? | | |  | |
| Are you a Kenyan citizen? | | |  | |
| Are you a Kenyan resident? | | |  | |
| Which County are you from? | | |  | |

**I/We declare that the information provided herein and in the supporting documentation appended to this application is accurate.**

**NAME(S):** **SIGNATURE(S) DATE**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_**

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