



*namibia*  
FILM COMMISSION

17 Newton Street  
[www.nfc.na](http://www.nfc.na)  
info@nfc.na  
Namibia

P.O.Box 40715  
Ausspanplatz  
Windhoek  
Namibia

Ref. No

Date of Receipt

## **N!XAU +-TOMA FILM FUND APPLICATION FORM**

**The following Compulsory Documents must be submitted with the application form.**

- A one page letter of motivation
- A brief synopsis not to exceed one page
- A full itemized production budget in addition to the top sheet
- A treatment or project outline
- A full script
- 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 financiers where applicable
- A summary of the work experience and/or qualifications of the key creative team
- A certified copy of the applicant's Namibian identity document or applicant's Namibian producing partner (not older than 3 months)
- Namibian Production Company Bank Details
- Valid original tax clearance certificate from Inland Revenue

**PLEASE NOTE:**

- Summaries of CVs (2 pages) of the individuals making up the production team (writer, researcher, HoD's, Producer, Director, etc.) must be included
- Attach relevant copyright information
- The entire proposal package must be submitted (including the application)
- Do not fax or e-mail applications
- Do not bind or staple material in any fashion other than using a two-hole punch with file fasteners.
- Attach information on other confirmed sources of finance if available
- Successful applications will receive letters of intent. In order to secure the grant the recipient will be required to sign an agreement with the Namibia Film Commission
- Should there be a change of contacts the onus is on the applicant to notify the Namibia Film Commission
- The Commission will provide written acknowledgement of applications within 4 weeks of receipt
- No applications shall be returned to the applicant
- You may submit extra material, e.g. videos, photographs, etc. (if available)
- Should the applicant become the recipient, she/he will be the signatory of the contract and/or on behalf of his or her company

**PROPOSALS THAT DO NOT ADHERE TO THE ABOVE CRITERIA WILL BE DISQUALIFIED**

**FILM FUND: APPLICATION FOR FEATURE FILM FUNDING**

|  |  |
|--|--|
| <b>A. TITLE OF PROJECT</b>   |  |
| <b>B. APPLICANT</b>  |  |
| Name of Applicant:<br>Physical & Postal Address: (Please include Region) |  |
| Role in Production: (Director, Producer, Writer)                         |  |
| ID Number:   |  |
| Home Telephone:  |  |
| Work Telephone:  |  |
| Cell Phone:  |  |
| Fax:   |  |
| Email:   |  |
| <b>C. COMPANY DETAILS</b>  |  |
| Company Name:  |  |
| Company Registration Number:<br>Physical Business Address:               |  |
| Postal Address: (Please include region)                                  |  |
| Contact Name:  |  |
| Home Telephone:  |  |
| Work Telephone:  |  |
| Cell Phone:  |  |
| Fax:   |  |
| Email:   |  |

**SYNOPSIS OF COMPANY PROFILE**

|                                 | Male | Female |
|---------------------------------|------|--------|
| Number of permanent employees   |      |        |
| Temporary / Freelance employees |      |        |
| Trainees                        |      |        |

**D. CATEGORY (please tick in box below)**

|                               |  |
|-------------------------------|--|
| Total Running Time in Minutes |  |
|-------------------------------|--|

|       |  |
|-------|--|
| GENRE |  |
|-------|--|

|   |  |
|---|--|
| Logline – A brief one line description of your story: |  |
|---|--|

Proposed Shooting Format (tick more than one if applicable)

|                          |                           |
|--------------------------|---------------------------|
| <input type="checkbox"/> | 35mm                      |
| <input type="checkbox"/> | 16mm                      |
| <input type="checkbox"/> | Digital (Full HD, 2K, 4K) |
| <input type="checkbox"/> | Other - specify           |

**E. ANTICIPATED SCHEDULE**

|                 | From: | To: |
|-----------------|-------|-----|
| Pre-Production  |       |     |
| Production      |       |     |
| Post-Production |       |     |

**F. NON-NAMIBIAN COMPONENT**

Please specify any non-Namibian component of the project (e.g. locations, investors, principal creative team, artists). Attach full details of non-Namibian components.

**G. PRINCIPAL CREATIVE TEAM**

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

**H. 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 |
|--|-----|----|
| <b>Chain of Title Documents</b>  |     |    |
| <b>Original Idea?</b><br>If no, attach full details on a separate sheet  |     |    |
| <b>True Story / Real Life Characters?</b><br>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. |     |    |
| <b>Underlying work/third party content?</b><br>If yes, attach full details on a separate sheet.  |     |    |
| <b>Are you aware of any claims against your control or ownership of the rights?</b>  |     |    |

**I. FINANCIAL PLAN SUMMARY**

|   |     |    |
|---|-----|----|
| Have you received any type of financial assistance from the Namibia Film Commission before? | Yes | No |
| If Yes, please specify (including project title, year and amount).                          |     |    |
|   |     |    |

| INVESTOR      | COMMITTED |   | PENDING |   |
|---------------|-----------|---|---------|---|
|               | AMOUNT    | % | AMOUNT  | % |
|               |           |   |         |   |
|               |           |   |         |   |
|               |           |   |         |   |
|               |           |   |         |   |
| <b>TOTALS</b> |           |   |         |   |

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

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

SIGNATURE(S) \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_

DATE: \_\_\_\_\_

**K. ACCESS AND EQUITY**

The Namibia Film Commission aims to provide equitable access by Namibians to its funding initiative regardless of their racial background, culture, sex, or disabilities. 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 and will not form part of your application.

**PRODUCER**

Project Title: \_\_\_\_\_

Your Name: \_\_\_\_\_

Date: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Please tick with an X in the appropriate box.

Are you male or female?     M                       F

Do you have any physical disability? Yes/ No

Are you a Namibian citizen? Yes/ No

Are you a Namibian resident? Yes/ No

Which region are you from? \_\_\_\_\_