



namibia
FILM COMMISSION

17 Newton Street
www.nfc.na
info@nfc.na
Namibia

P.O.Box 40715
Ausspanplatz
Windhoek
Namibia

Ref. No

Date of Receipt

Upcoming Filmmaker

Experienced Filmmaker

SHORT FILM PRODUCTION FUNDING 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 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 where applicable
- 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 application
- 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 SHORT FILM PRODUCTION FUNDING

A. TITLE OF PROJECT		
B. APPLICANT		
Name of Applicant: Physical & Postal Address: (Please include Region)		
Role in Production: (Director, Producer, Writer)		
ID Number:		
Home Telephone:		
Work Telephone:		
Cell Phone:		
Fax:		
Email:		
C. COMPANY DETAILS		
Company Name:		
Company Registration Number: 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	
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GENRE	
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Logline – A brief one line description of your story:	
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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
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?		

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	%
TOTALS				

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: _____