



Trinidad and Tobago Film Company Limited  
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## **Production Assistance & Script Development Programme**

### **Production Assistance Application Form Call for Feature Films**

*"This form is intended to assist applicants in submitting an application: Include additional pages where necessary and ensure that requested information in the Criteria are provided even if the Application Form does not have a section for the information to be provided"*

**Submit 5 Hardcopies & 1 Electronic Copy of your application by the due date  
below**

**HANDWRITTEN APPLICATIONS WILL NOT BE ACCEPTED**

**DO NOT STAPLE OR PERMANENTLY BIND YOUR APPLICATION**

**Entries clipped with a Bull Clip and placed in an envelope are acceptable**

**3 Hole Punched Binders are acceptable**

**Deadline for submission: 5<sup>th</sup> September 2013 at 4.00 p.m.**

**Section A. Applicant Information**

*(It is mandatory that all questions be answered)*

**APPLICANT INFORMATION:**

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

Address: \_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

National of Trinidad & Tobago [ ] Permanent Resident [ ]

Status of Filmmaker: New and Emerging [ ] Intermediate [ ] Experienced [ ]

**PRODUCTION INFORMATION:**

Title of Production: \_\_\_\_\_

Total Budget: \$ \_\_\_\_\_

Requested Feature Film Programme Funding \$ \_\_\_\_\_

**Structure**

- Narrative Feature [ ] Documentary [ ]
- Mini Series [ ] Docudrama [ ]
- Television Series Pilot [ ]

6. Proposed Running Time: 72 – 90 mins [ ] 90 - 120 mins [ ] 120 – 180 mins [ ]

7. Format: 16mm [ ] HDV [ ] HD [ ] Digital [ ] Other (*state*) \_\_\_\_\_

Date: \_\_\_\_\_

## Section B. Category 1 Submission Checklist

(Ensure that all the items have been included in the order listed and checked off)

- APPLICATION FORM**
- TABLE OF CONTENTS**
- CREATIVE PROPOSAL**
  - Cover Page
  - A Logline
    - i. *A one sentence outline of the story in one active sentence, focusing on the concept, main character and main conflict*
  - Short Synopsis (not exceeding 250 words or ten lines)
    - i. *A brief summary or description of the film's plot*
  - Treatment (not exceeding 15 pages)
    - i. *A more detailed story outline or synopsis*
    - ii. *Sample available at <http://www.trinidadandtobagofilm.com/>*
  - A complete script (no less than 72 pages and no longer than 120 pages)
    - i. *A completed script*
    - ii. *All scripts must be in proper script format. Any projects containing scripts in incorrect format shall be rejected. We recommend Final Draft, Movie Magic Screenwriter, or Celtx professional screenwriting software. Sample available at <http://www.trinidadandtobagofilm.com/>*
  - Visual Treatment
    - i. *Describes the visual style, structure, research elements etc. to be used in the film*
  - Themes / Dramatic Devices / Genre / Story Form
    - ii. *E.g. racial tension, family values, overcoming adversity, etc.*
  - Marketing or promotional material (e.g.: fliers, postcards etc.) if available
- PRODUCTION PROPOSAL**
  - Executive Summary
  - CVs of Key Creatives & Producers
    - i. *State details of past awards, festival screenings (if any)*
  - Cast List (Subject list for documentary) if available
    - i. *State details of past awards, festival screenings (if any)*
  - Examples of work of key members of the production team (DVD or Vimeo/YouTube, etc.) if available
  - Proof of Trinidad and Tobago citizenship or residency
  - Project timeline and production / post-production schedule (if available)
  - Shooting locations list (if decided)
  - Chain of Title and evidence of copyright
  - A status report on the progress of the production
- FINANCIALS**
  - Executive Financial Summary
    - i. *This is a brief summarized explanation of how you intend to finance your production. It should refer to all of the elements that you include from the sections below. It should be no more than one page.*
  - Production Budget

- i. *Sample available at <http://www.trinidadandtobagofilm.com/>*
- [ ] Financing Plan and Recoupment Schedule
  - ii. This shows who will be funding the project, in what amount and the type of participation the funder is demanding (conditions of the funding) eg. grants, loans, investment, deferrals, funding shortfall, etc. It is common practice to summarize this data in a tabular format. *Sample available at <http://www.trinidadandtobagofilm.com/>*
- [ ] Supporting documentation showing
  - i. Evidence of funds already raised/committed
  - ii. Strategies for raising additional funds eg. (DVD sales, Online Pay Per View, Amazon, WalMart, Street Sales, YouTube Profit Sharing, Netflix etc)
  - iii. Projected Cash Flow (Post-Production application requires existing Cash Flow)
  - iv. Projected Profit and Loss Statement if available
  - v. Please note that all sweat equity and/or deferrals must comprise no more than 30% of the total production and post -production budget
  - vi. All sweat equity and deferral valuations must be supported by signed contracts, stating the nature of the goods or services to be provided and the amount at which the goods or services are being valued

[ ] **SUMMARY OF MARKETING PLAN**

- i. See pg. 9 of the Feature Film Programme Criteria document for a breakdown of the elements of a proper marketing plan for Film/TV