



JACKSONVILLE QUALIFIED FILM & TV PRODUCTION INCENTIVE PROGRAM APPLICATION

Overview

The Jacksonville Film & Television Office (JFTO) of the Office of Economic Development (OED) administers the Jacksonville Film & Television Programs (Programs), which offer assistance to filmmakers and production companies to help stimulate local investment and encourage filming of productions in Duval County.

An applicant may only apply for one grant per project. For purposes of clarity, a series consisting of two or more episodes shall count as one project. A single episode, pilot or segments of an episode / pilot may be eligible to apply if program requirements are met.

The Jacksonville Qualified Film & TV Production Incentive Program is (JQFTP) a performance-based rebate program structured to attract high wage unique film and television production opportunities to Jacksonville / Duval County that will hire area professionals and purchase goods and services from local businesses. The program is based on the total qualified expenditures in Jacksonville / Duval County. Each project's eligibility will be determined on a case-by-case basis. The incentive will be distributed as a rebate after the Production Company provides proof of its local spend, hires, etc., through documentation that meets the criteria stated in the incentive agreement and/or incentive guidelines. NOTE: An applicant may only apply to one of the incentive programs for each individual project.

Qualifying Projects

A project must be either a Production or a Digital Media Project, as defined below. The following projects are not eligible to apply for the Film & TV Program: a weather or market program; an award show; a sporting event or a sporting event broadcast; a gala; a production that solicits funds; a home shopping program; a political program; a political documentary; political advertising; a gambling- related project or production; a concert production; a local, regional, or Internet-distributed-only new show or current-events show; a sports news or sports recap show; a Beauty Pageant; a commercial; advertising for internet sales; a pornographic production; or any production deemed obscene under Chapter 847, Florida Statutes.

Definitions

Cast and Crew means personnel hired on a Production Project who work as talent in front of the camera or in the technical and practical business of shooting a Production.

Digital Media Project means visual effects or digital animation sequences.

Extras/Background Actor means a performer who appears in a non-speaking or non-singing (silent) capacity, usually in the background in a film, television show, or any production project. NOTE: required cast and crew percentage may not include background talent, but if they are Duval County residents, their salaries count towards eligible expenditures.

Main Cast & Crew means Duval County resident actors/talent (excluding background talent) and crew personnel who work 55% of prep, or 55% of principal photography days or a combination thereof. Special considerations may be addressed on a case-by-case basis for major talent serving as day players.

Micro Small Business means fewer than 10 full-time employees, one or more of whom is the owner.

Production means a theatrical or direct-to-video motion picture; a made-for-television motion picture; visual effects or digital animation sequences produced in conjunction with a motion picture; a commercial; a documentary film; a television pilot program; a presentation for a television pilot program; a television series or streaming, including, but not limited to, a drama, a comedy, a soap opera, a telenovela, or a miniseries production. One season of a television series is considered one production for purposes of applying for the incentive.

Production Company means a business entity that produces content in a variety of mediums (defined under Production). For the purposes of the incentive application, the applicant is referred to as the Production Company.

Production Days means the combined number of days used to create a Production, including pre-production, days spent on-site making the Production, and post-filming days, which includes the preparation concluding a Production as well as editing a Production to achieve a final product. For purposes of clarity, a minimum of eight (8) hours of filming/preparation/production is required to count as a Production Day.

Production Project means an eligible Production or digital media project.

Qualifying Expenditures means payment for such goods and services and labor per requirements from the date of submission of the application through the Duration of Project (as defined below). A list of eligible expenditures is available upon request from the Film Commission. Proof of Duval County residency requires a copy of a Florida driver's license and one (1) other supporting document. A list of supporting documents is available at <http://www.flhsmv.gov/ddl/address.html>.

Qualifying Payroll means payment of salary to Duval County residents for work performed from the first day of pre-production to the last day of post-production ("Duration of Project"), excluding salary in excess of \$100,000 for any Duval County resident.

JQFTP Requirements

Tier 1

Offers a 15% rebate for direct qualified expenditures. To qualify, the production must:

- Have between \$400,000 to \$1,000,000 of qualified expenditures. Note that the maximum reimbursement will be up to \$150,000, which is based off \$1,000,000 of qualified expenditures.
- Incur a minimum of \$400,000 of qualified expenditures if the production is a film, television episode, television pilot, or television series.
- Film at least 60% of the production days in Duval County.
- Employ Duval County residents for at least 50% of the cast and crew. This figure may be adjusted annually by the Jacksonville Film & Television Office (JFTO) based on changes to the local workforce.
- At least 50% of vendors must be Duval County businesses, with 10% classified as Micro Small Businesses (fewer than 10 full-time equivalent employees).
- Include the City of Jacksonville logo and "Filmed in Jacksonville" in the credits.
- Provide promotional stills and marketing materials to the JFTO prior to the release of the production. The production must acknowledge that the materials may be used by the JFTO for their website and other marketing efforts.
- Must accommodate one official set visit from the Film Commissioner and City officials, upon request.

Tier 2

Offers a 20% rebate for direct qualified expenditures. In order to qualify, the production must:

- Have over \$1,000,000 of qualified expenditures. Note that the maximum reimbursement will be up to \$400,000. Rebates of \$200,000 or more will require approval by the City Council.
- Film at least 60% of the production days in Duval County.
- Employ Duval County residents for at least 50% of the cast and crew. This figure may be adjusted annually by the Jacksonville Film & Television Office (JFTO) based on changes to the local workforce.
- At least 50% of vendors must be Duval County businesses, with 10% classified as micro small businesses (fewer than 10 full-time equivalent employees).
- Include the City of Jacksonville logo and “Filmed in Jacksonville” in the credits.
- Provide promotional stills and marketing materials to the JFTO prior to the release of the production. The production must acknowledge that the materials may be used by the JFTO for their website and other marketing efforts.
- Must accommodate one official set visit from the Film Commissioner and City officials, upon request.

Application Process

A qualifying application and required accompanying documentation must be completed in full and submitted via email to the Jacksonville Film & Television Office within 180 days prior to the start date of the production. Applicant must have supporting schedules and documents, as specified in the application, along with the original, signed, application, and, if desired, the Request for Confidentiality Form provided by the Jacksonville Film & Television Office (JFTO), which is hereby incorporated by reference. These items must be provided as both hard copy and electronic format. Each Production Project must start principal photography within 120 days after application submission; however, an extension may be granted in the sole discretion of the Jacksonville Film & Television Office. Incomplete applications and documentation will NOT be accepted. Rebate awards are subject to availability of funds.

The only email address where applications may be submitted is FilmJaxInfo@coj.net.

Hard copy submissions must be sent via USPS, FedEx, or other delivery to:

Jacksonville Film & Television Office
Attn: FILM-TELEVISION INCENTIVE PROGRAM
117 W. Duval St., Suite 250
Jacksonville, FL 32202

The application and required documentation will be reviewed for accuracy and will be vetted.

Upon submission of the application, the applicant will receive by email a confirmation message acknowledging receipt of the application.

When emailing documents, please send via Adobe PDF. The application package is complete only when ALL required documents have been received.

Note to applicant: All documents related to the JQFTP Application and JQFTP Agreement, including but not limited to all exhibits, the application, audit results, financial documents, and certificates of insurance are public records and subject to Chapter 119, Florida Statutes.

Qualification Process

Once an application is submitted, JFTO shall review it to determine whether it contains all required information and meets the program criteria. The review will include an interview with the contact person listed on the application. JFTO shall either deny the application or qualify the applicant and recommend approval to the Office of Economic Development. JFTO shall prioritize all qualified productions on economic impact evaluation basis, with preference given to High-Impact Television Series.

Certification Decision/ Approval Process

1. The Office of Economic Development shall consider JFTO's recommendation and make a final determination of the actual maximum rebate to certify, if available, to the qualified production.
2. Certification of rebates is conditioned upon their availability pursuant to the fiscal year allocation.
 - a) Certification of rebates shall be tied to the fiscal year in which the certified production is scheduled for completion.
 - b) If no funds are available in the present fiscal year, then the applicant will be so notified.

Verification of Expenditures

1. Projects must demonstrate compliance with all required criteria.
2. The Grantee must provide the following within 30 days of completion of the production:
 - (a) Final crew and cast list (Click link to the Duval County Residency Form)
 - (b) Final vendor list
 - (c) Final call sheets
 - (d) Final production reports
 - (e) All other documentation needed to ensure all rebate program caveats have been met.
3. After all qualified expenditures have been made, the certified production shall verify the qualified expenditures.
 - (a) Qualified expenditures broken out by type: accounts payable to Duval County qualified vendors, petty cash, and Duval County worker payroll, the latter being provided as separate files for the cast, crew, and extras and including Declaration of Duval County Residency Forms, which is hereby incorporated by reference.
 - (b) Any substantiation which JFTO considers an ineligible expenditure will be returned to the certified production company for written rebuttal. If no written rebuttal is received within 10 business days, the expenses will not be considered a qualified expenditure.

Failure to satisfy any of the application or post-production requirements will result in the applicant receiving no incentive award.

JFTO applicant may request an extension, which shall be provided at the discretion of the JFTO.

Award of Rebate

The final rebate award amount may not exceed the maximum funding award amount certified.

Documentation to be Included with the Application

- A content document such as a final script for feature films, television series, pilots for television series, documentaries, etc. For digital media projects, provide a summary of project.
- Story synopsis.
- An itemized budget detailing estimated expenditures in Duval County, as well as expenditures outside of Duval County (budget for each individualized area).
- Proof of Financing: Production will be required to provide proof of financing prior to the onset of production.

- A production schedule reflecting pre-production, production and post-production schedule for entire Production Project, including Duval County, other Florida counties and other states, U.S. Territories, or countries.

Production Completion Compliance

Each Production Project is required to include the official specialty Duval County “identifier” in the end credits on projects that include credits in their project. The identifier will be provided by the Jacksonville Film & Television Office, which will require proof that it has been placed in the credits in the final distributed project. Additionally, the Production Project must provide promotional stills and marketing materials and license authorizing the use of the same prior to the release of the production to the Jacksonville Film & Television Office for use on their website and other marketing efforts.

The incentive will only be disbursed after the Production Project is completed and proof of the satisfaction of all requirements has been submitted to the Jacksonville Film & Television Office and approved via an internal audit.

Additional rules and guidelines can be added to each individual incentive agreement depending on the Production Project.

Public Records

All documents related to the Incentive Application or Incentive Agreement, including but not limited to all exhibits, the application, audit results, financial documents, and certificates of insurance are public records and subject to Chapter 119, Florida Statutes.

Name of Business Entity / Production Company

Project Title

Project Type

FOR INTERNAL USE ONLY

Date Received

Date Revised

Date Completed

Project Number

BUSINESS INFORMATION

Name of Production Company	
Mailing Address (Street Address)	
City, State and Zip Code	
Name of Parent Company	
Company Website	
Production Company Contact	Title
Mailing Address (if different from above):	
City, State and Zip Code	
Telephone	Email
Company Federal Employer Identification Number	
What's the proposed production office location address?	

APPLICANT (PAYEE) INFORMATION

First/Last Name	Title
Mailing Address (Street address)	
City, State and Zip Code	
Company Name (if applicable):	
Phone	Email

LOCAL COMPANY INFORMATION (if different from above)

Name
Mailing Address
City, State and Zip Code
Phone
Email

MANAGEMENT INFORMATION

PRODUCER(S)
DIRECTOR
PRODUCTION MANAGER
PRODUCTION ACCOUNTANT
LOCATION MANAGER

PREPARER'S INFORMATION (must be an authorized representative)

NAME	Title
MAILING ADDRESS	
CITY/ STATE/ ZIP CODE	
PHONE	
EMAIL	

PROJECT INFORMATION

PROJECT/WORKING TITLE:	
Feature film (30 min. or more) <input type="checkbox"/> ½ hr <input type="checkbox"/> 1 hr <input type="checkbox"/> 1+ hrs Episodic Series <input type="checkbox"/> ½ hr <input type="checkbox"/> 1 hr <input type="checkbox"/> 1+ hrs Miniseries <input type="checkbox"/> ½ hr <input type="checkbox"/> 1 hr <input type="checkbox"/> 1+ hrs Television movie <input type="checkbox"/> ½ hr <input type="checkbox"/> 1 hr <input type="checkbox"/> 1+ hrs Television pilot <input type="checkbox"/> ½ hr <input type="checkbox"/> 1 hr <input type="checkbox"/> 1+ hrs Television Episode <input type="checkbox"/> ½ hr <input type="checkbox"/> 1 hr <input type="checkbox"/> 1+ hrs	Documentary film <input type="checkbox"/> ½ hr <input type="checkbox"/> 1 hr <input type="checkbox"/> 1+ hrs
PRINCIPAL PHOTOGRAPHY START DATE (mm/dd/yy)	PRODUCTION DAY(S) #
DUVAL COUNTY DAY(S) #	PRODUCTION DAYS OTHER THAN DUVAL COUNTY #
ESTIMATED DATE OF PRE-PRODUCTION START (mm/dd/yy)	WHAT IS THE ANTICIPATED CAMERA WRAP DATE? (mm/dd/yy)

PROJECT OVERVIEW

1. Is this project a new production in Duval County? YES NO
2. When will the final location decision be made (anticipated date)? _____
3. Is this production a long-term (multiple seasons) project? YES NO
4. Is there distribution? YES NO
If **YES**, what is the named platform? _____
5. Do you have proof of complete financing of the project? YES NO
6. If **YES**, would you be willing to submit the proof of financing ASAP? YES NO
7. If **NO**, will you have this completed before Principal Photography? YES NO

PROJECT DESCRIPTION AND SUMMARY (Attach additional pages)

Give a full description of this production project, including the name of the project, signed cast and a one-page description of the storyline. Additionally, a submission of a final script is required for consideration with application submission.

JOB AND WAGE OVERVIEW

How many individuals that will be employed for most of the project from principal photography through production wrap are Duval County residents?

How many individuals that will be employed are NOT Duval County residents?

What is the total percentage of cast and crew (excluding background extras) that are Duval County residents?

LOCAL SPEND / INVESTMENT

TOTAL PROJECT BUDGET

WHAT PERCENTAGE OF THIS PRODUCTION PROJECT WILL BE PRODUCED/FILMED IN DUVAL COUNTY?

WILL YOU BE SHOOTING OUTSIDE OF DUVAL COUNTY? YES NO

IF YES, WHERE?

IF YES, WHAT IS THE ESTIMATED PERCENTAGE OF SPENDING OF THIS PRODUCTION PROJECT WILL BE MADE OUTSIDE OF DUVAL COUNTY?

WHAT PERCENTAGE OF HIRED VENDORS PER PRODUCTION PROJECT WILL BE DUVAL COUNTY BASED BUSINESSES?

PLEASE INDICATE WHERE YOUR HOTEL ROOMS USED DURING PRODUCTION WILL BE LOCATED (City and name of hotel if known)

Please provide a budget breakdown of local expenditures as an attachment to the application.

CAPITAL INVESTMENT

Will there be any capital investment made during the duration of the project? YES NO

If **YES**, will this facility be:
 Leased space with renovations or build out
 Land purchase and construction building

What is the estimated square footage of the new or expanded facility?

Where is the facility located?

COMPETITIVE LANDSCAPE

What role will this incentive play in production’s decision to produce the project in Duval County?

What other cities, states, or countries are being considered for this project?

What advantages or incentives offered by these other locations do you consider important in your decision?

Indicate any additional internal or external competitive issues impacting this project’s location decision.

ECONOMIC IMPACT AND CORPORATE RESPONSIBILITY

For all production projects with screen credits, would you be willing to display "Filmed in Duval County" and/or a similar logo in the credits?

YES NO

Would this production be willing to provide required documentation to Duval County that would become public information under Chapter 119 of the Florida Statutes concerning public records, including but not limited to: production reports, crew lists, vendor lists, etc.?

YES NO

MISCELLANEOUS

Provide any additional information you want to be considered as a part of this incentive application or items that may provide supplementary background information on your project or company.

APPLICANT SIGNATURE

By signing below, I certify the information provided in this application along with any pertinent information included in accompanying material is true, correct, and complete.

APPLICANT (Printed Name)

Applicant (Title)

APPLICANT SIGNATURE

DATE

REQUIRED APPLICATION PAPERWORK

1. A content document such as a final script for feature films, television series, pilots for television series, documentary, etc. For digital media projects, please provide a summary of the project.
2. Story synopsis.
3. An itemized budget detailing estimated expenditures in Duval County, as well as expenditures outside of Duval County (budget for each individualized area)
4. Proof of Financing: Production will be required to provide proof of financing prior to the onset of production.
5. A production schedule reflecting pre-production, production, and post-production schedule for entire project, including Duval County, other Florida Counties, other States, and U.S. Territories or Countries.

**** When emailing documents, please send via Adobe PDF. Application package is complete only when all required documents have been received. ****

Upon submission of the application, the applicant will receive, by email, a confirmation message acknowledging receipt of the application.

FOREIGN COUNTRY OF CONCERN ATTESTATION (PUR 1355)

This form must be completed by an officer or representative of an entity submitting a bid, proposal, or reply to, or entering into, renewing, or extending, a contract with a Governmental Entity for economic incentives or which would grant the entity access to an individual's personal identifying. Capitalized terms used herein have the definitions ascribed in [Rule 60A-1.020, F.A.C.](#)

_____ [Name of Entity] is not owned by the government of a Foreign Country of Concern, is not organized under the laws of nor has its Principal Place of Business in a Foreign Country of Concern, and the government of a Foreign Country of Concern does not have a Controlling Interest in the entity.

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated in it are true.

PRINTED NAME: _____

TITLE: _____

SIGNATURE: _____

DATE: _____

AFFIDAVIT OF APPLICATION

**STATE OF FLORIDA
CITY OF JACKSONVILLE**

Before me, the undersigned authority, on this day personally appeared _____,
Who, after being duly sworn, deposes and states:

1. That the Affiant is currently employed by _____ Company, as _____ (Title).
2. The Affiant is familiar with the _____ (Project) and has personal knowledge of the information contained in the Application to Duval County for a Production/Postproduction Rebate.
3. That Affiant is authorized to complete the Application on behalf of _____ Company and attests to the accuracy of the information provided therein.

Further Affiant Saith Not.

By: _____ (Signature)

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this _____ day of _____, 20__, by _____, who is personally known to me or who has produced _____ as identification.

WITNESS my hand and official, this _____ day of _____, 20__.

(Signature of person taking acknowledgement)

(Name of officer taking acknowledgement)

(Title or rank)

(Serial number, if any)

(NOTARY SEAL)

My commission expires: