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**Production Funding Contract Initiation Form**

***Please note: NZ On Air will begin drafting your funding contract once we receive both this***

***form, platform confirmations of your rights and completed necessary attachments from you. We aim to have a draft contract back to you within 2 working weeks of receiving your initiation, providing all this information from you is complete and correct.***

**Full Legal Name of your Company:**

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**Location of Company’s Registered Office (City Only):**

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| **Main Content Details (content to be distributed via Primary Platform)** | |
| **Content Title** |  |
| **Number of Episodes** |  |
| **Duration of Episodes** | e.g. 44’00” being 1 commercial hour |
| **Total Duration** |  |
| **Transmission Date/s** | First Episode: Last Episode: / TBC |

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| **Other Content Details (any content to be distributed via Additional Platform/s or Social Media)** | |
| **Type of content** | e.g. stand alone website, articles, audio features |
| **Platform/s for other content** | e.g. name of channel, website, social media site, radio station |
| **Number of Episodes** | If Applicable |
| **Duration of Episodes** | If Applicable e.g. 44’00” being 1 commercial hour |
| **Total Duration** |  |
| **Release Date/s** | First Episode: Last Episode: / TBC |
| **Other details** | e.g. minimum number of non-AV articles etc to be produced as part of the budget |

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| **Key Personnel**  *(Our consent will be required to change these personnel. Please include all Key Roles, starting but not limited to roles listed below)* | |
| **Producer(s)** |  |
| **Director(s)** |  |
| **Writer(s)** |  |
| **Presenter** |  |
| **Other** |  |

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| **Rights Details** | |
| **Primary Platform Owner** |  |
| **Channel/website** |  |
| **Broadcast Timeslot** | If applicable e.g. Peak/Off-peak and time and TX date if known |
| **Primary Platform Rights** | \_\_\_\_ plays over \_\_\_\_ years for free-to-air  \_\_\_\_ plays over \_\_\_\_ years for Pay TV  Online: Mobile: Other: (please specify) |
| **Additional Platform Owner** | If applicable |
| **Channel/website** | If applicable |
| **Broadcast Timeslot** | If applicable e.g. Peak/Off-peak and time and TX date if known |
| **Additional Platform Exclusive Rights** | If applicable |

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| **Producer Contact Details** | |
| **Physical Address** | *(Please ensure you put correct postal code for both addresses)* |
| **Postal Address** |  |
| **Email** |  |
| **Phone *(landline & mobile)*** |  |
| **Attention** |  |
| **Production Bank Account number:** |  |

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| **Budget & Funding Details** | | |
| **Budgeted Costs** | Budgeted Cash Costs |  |
|  | Budgeted Non-Cash Costs |  |
|  | **Total Budgeted Costs** |  |
| **Funding** | NZ On Air Development Funding (if applicable) |  |
|  | NZ On Air Production Funding |  |
|  | **Total NZ On Air Funding** |  |
|  | Primary Platform Funding |  |
|  | Additional Platform Funding |  |
|  | **Total Platforms Funding** |  |
|  | **Producer’s Funding** |  |
|  | **Third Party Funding**  **(Specify funders)** |  |
|  | **Total Funding** |  |

**Insurance:**

Do you have, or are you planning to get, any insurance specifically for this the production of this funded content?

□ **No** (Please note that the funding agreement will require you to have Insurance cover as is prudent. It is not necessary to have project specific insurance but we do expect you to at least have various blanket insurance agreements which will cover some risks)

□ **Yes** *(Please write list of insurance types you have or are planning to get below)*

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**Necessary Attachments:**

□ **Drawdown Schedule**.

NZ On Air has default drawdowns for different types of productions. These are set out in our [Drawdown section on our website.](https://www.nzonair.govt.nz/funding/resources-producers/#drawdowns) We prefer to round the drawdown amounts.

If this default position is not suitable for your production please provide a preferred drawdown schedule. Note that your drawdowns should be tied to production events (e.g. offline approval) rather than dates. 5% should be reserved for payment on delivery to the Platform and the larger of either 5% or the Production Company Overhead, for delivery of final reports and a USB/DVD copy to us. **Please note that no funds will be released until satisfactory documentation has been completed**.

□ **Production Schedule** *(Please specify preproduction, shoot, offline & delivery dates).*

□ **Highlighted Project Budget.**

**Important: Please specify/ highlight items in your budget that will/ may be internal or Related Party Cost items.**

By Related Party Costs we mean any payment to the Applicant; any shareholder, director, or employee of the Applicant; any near relative of a shareholder or director of the Applicant; and any entity in which any director, shareholder or near relative has a financial interest, or any payment for the producers internal costs, such an edit suite, camera’s etc. The Producer is not to increase the rate for Related Party Costs highlighted in the Project Budget without the written consent of NZ On Air. The Project Budget is to be approved by NZ On Air before issuing the contract for signing.

□ If applicable, a **full schedule of Non Cash items to be used for this production.** Including, but not limited to, any Platform facilities provided as part of the platform funding.

□ **Net Income Shares**: Our standard terms for net income shares are 75% in favor of the Producer, unless the project involves significant Producer or third party equity investment.