

**Broward County**  
**Television, Film, and Entertainment**  
**Production Incentive Program**  
**APPLICATION**



**Overview**

The Incentive Program is a performance-based rebate program that is based on Broward County-centric criteria. Each project's eligibility will be determined on a case-by-case basis. After the incentive is approved, the incentive will be distributed as a rebate after the production provides proof of their local spend, hires, etc., through paperwork from a production accountant that meets the criteria stated in the incentive agreement and/or incentive guidelines.

**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 an incentive: a weather or market program; an award show; a reality 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 news show or current-events show; a sports news or sports recap show; a Beauty Pageant; a pornographic production; or any production deemed obscene under Chapter 847, Florida Statutes.

**Definitions**

**Cast and Crew** means personnel hired on a Production Project that works as a talent in front of the camera or works in the technical and practical business of shooting a film, television, video, or still photo project.

**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.

**Main Cast & Crew** means Main Cast is talent excluding background talent. Main Crew are personnel that work 80% of prep, or 80% of principal photography days or a combination thereof.

**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 Days** means the combined amount days used to create a Production, including time spent during 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.

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**Production Project** means an eligible production or digital media project.

**Qualified College Student** means a student enrolled at a higher education at college or university that resides in Broward County on the date of the commencing of prep of principal photography of the production and works a majority of the project.

**Qualified College Graduate** means an individual who graduated less than one year prior to the date of the commencement of prep of principal photography from a college or university that resides in Broward County with an Associates, bachelor's or Master's degree in film, video, media or digital media production, motion pictures or similar study, and currently resides in Broward County.

**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. A list of eligible expenditures is available at <https://www.broward.org/Film/Pages/FilmOverview-Application.aspx>. Proof of Broward County residency requires a copy of a Florida driver's license and one (1) other supporting document. A list of supporting documents are available at <http://www.flhsmv.gov/ddl/address.html>.

**Qualifying Payroll** shall mean payment of salary to Broward 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 resident.

**Small Businesses/C.B.E.** means those businesses having personal net worth per owner <\$1.32 million, firm/business must be independent, vendor must have a Broward County business tax receipt, City tax receipt and be in Broward County, Business must be established for a period of one year prior to submitting a County Business Enterprise application with Office of Economic and Small Business Development Office.

### **Main Tier**

The goal of the Main Tier Incentive Program is to attract business to Broward County and provide employment opportunities for Broward County residents. The maximum incentive that will be awarded per Production Project under the Main Tier Incentive Program is \$175,000.

#### **Requirements:**

- Minimum spend of \$400,000 in Broward County on Qualifying Payroll and Qualifying Expenses
- Rebate of 15% of certain Broward County expenditures
- 60% of the entire Production days must be filmed in Broward County.
- Must hire Main Cast and Crew with a minimum of 25% of Broward County residents and 25% of either Miami Dade County or Broward County residents for the majority of the Production Project. The required percentage of Broward residents will increase 10% yearly beginning in fiscal year 2023-24.
- 50% of expenditures must be Broward County businesses and (15%) of those Broward County businesses must be Certified small businesses/C.B.E.
- Must hire one Qualified College Student or Qualified College Graduate. Documentation showing proof of the Qualified College Student or Qualified College graduate. College Graduate eligibility will need to be submitted as part of the incentive application package.

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**Alternative Tier**

A Production can only apply for the Main Tier or the Alternative Tier, but not both. The goal of the Alternative Tier is to attract business where the Production needs to capture scenes that have locations based in Broward County, but the other half of the Production Project is intended to be filmed elsewhere. The maximum incentive that will be awarded per Production Project under the Alternative Tier is \$100,000.

**Requirements:**

- Minimum spend of \$500,000 in Broward County on Qualifying Payroll and Qualifying Expenses
- Rebate of 10% of certain Broward County expenditures
- 50% of the entire Production days must be filmed in Broward County
- Of the production days filmed in Broward County, 25% of the Main Cast and Crew must be Broward County residents and 25% of either Miami Dade County or Broward County residents. The required percentage of Broward residents will increase 10% yearly beginning in fiscal year 2023-24.
- 50% of expenditures must be Broward County businesses and (15%) of those Broward County businesses must be Certified small businesses/C.B.E.
- Must hire one Qualified College Student or Qualified College Graduate. Documentation showing proof of the Qualified College Student or Qualified College Graduate eligibility will need to be submitted as part of the incentive application package.

**Application Process**

A qualifying application and required accompanying paperwork must be completed in full and submitted via email to the Broward County Film Commission [prior to principal photography](#).

Each Production Project must start principal photography within 120 days application submission; however, an extension may be granted at the discretion of the Broward County Film Commission/Film Lauderdale.

Incomplete applications and paperwork will NOT be accepted.

The only email address where applications may be submitted is [Film@FilmLauderdale.org](mailto:Film@FilmLauderdale.org)

If by USPS please send to:  
Broward County Film Commission  
Attn: FILM-TELEVISION REBATE PROGRAM  
115 South Andrews Avenue Suite A680  
Fort Lauderdale, FL 33301

The application and required paperwork 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.

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

*Note to applicant: All documents related to the 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.*

**Paperwork to be included with application:**

- A content document such as a final script (feature films, television series, pilots for television series, documentaries, etc.), storyboards (television commercials), and digital media projects (summary of project).
- Story synopsis.
- An itemized budget detailing estimated expenditures in Broward County.
- Proof of Financing: Production will be required to provide proof of financing prior to completion of the project.
- Proof of insurance including but not limited to: worker's compensation, commercial general liability insurance on a comprehensive basis in an amount not less than \$1,000,000, and automobile liability insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage.
- **Please note: No paperwork that has personal information, including and not limited to Social Security numbers, medical records, etc. will be accepted. All personal information must be redacted.**

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**Production Completion Compliance**

- Each Production Project is required to include the official specialty Broward County “identifier” in the end credits on projects that include credits in their project. The identifier will be provided by the Broward County Film Commission, 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 prior to the release of the production project to the Film Commission and Municipalities for use on their website and other marketing efforts.
- Production Projects must demonstrate compliance with all required criteria. The Production paperwork must be submitted to the Film Commission within 300 days of the Production Project being completed. With the submission of the paperwork, the production must include a final crew list, final vendor list, final call sheets, final production reports, and all paperwork needed to ensure all rebate program caveats have been met. The Production must retain and maintain records, including working papers, books, documents, and other evidence, including, but not limited to, vouchers, bills invoices, requests for payment, and other supporting documentation, which, according to generally accepted accounting principles, procedures, and practices, sufficiently and properly demonstrate compliance with all incentive requirements and reflect all project costs expended in the performance of the incentive agreement.
- Failure to satisfy any of the application or post production requirements will result in the applicant receiving no incentive award.
- 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 Broward County Film Commission and approved via an internal audit.
- Additional rules and guidelines can be added to each individual incentive agreement depending on the Production Project.

**Incentive Agreement Approval Process**

After an application has been submitted and all paperwork has been reviewed for criteria and additional vetting, the application will be presented to the Director of the Office of Economic Development. If approved by the Director, then the agreement will be then presented to the County Administrator for final approval. After approval, a rebate agreement will be presented to the production company for notarization and signature.

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**Public Records**

All documents related to the 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.

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Name of Business Entity / Production Company

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Project Title

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Project Type

FOR INTERNAL USE ONLY

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Date Received

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Date Revised

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Date Completed

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Project Number

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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 (street address)	
CITY, STATE AND ZIP CODE	
TELEPHONE	EMAIL
COMPANY FEDERAL EMPLOYER IDENTIFICATION NUMBER	IS THE BUSINESS UNIT MINORITY OWNED? <input type="checkbox"/> Yes <input type="checkbox"/> No
WHAT IS THE PROJECT'S PROPOSED PRODUCTION OFFICE LOCATION ADDRESS?	

APPLICANT (PAYEE) INFORMATION
NAME
MAILING ADDRESS (street address)
CITY, STATE AND ZIP CODE
PHONE
EMAIL

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<b>LOCAL COMPANY INFORMATION (If different from above)</b>
NAME
MAILING ADDRESS (street address)
CITY, STATE AND ZIP CODE
PHONE
EMAIL

<b>MANAGEMENT INFORMATION</b>
PRODUCER(S)
DIRECTOR
PRODUCTION MANAGER
PRODUCTION ACCOUNTANT
LOCATION MANAGER

<b>PREPARER'S INFORMATION (must be an authorized representative)</b>
NAME
MAILING ADDRESS (street address)
CITY, STATE AND ZIP CODE
PHONE
EMAIL



# Broward County Television, Film, and Entertainment Production Incentive Program APPLICATION



PROJECT INFORMATION	
PROJECT/WORKING TITLE Applying for: Tier 1 _____ or Alternative Tier _____	
Feature film (30 min. or more) <input type="checkbox"/> 1/2 hr <input type="checkbox"/> 1 hr <input type="checkbox"/> 1+ hrs <input type="checkbox"/> Episodic Series <input type="checkbox"/> 1/2 hr <input type="checkbox"/> 1 hr <input type="checkbox"/> 1+ hrs <input type="checkbox"/> Miniseries <input type="checkbox"/> 1/2 hr <input type="checkbox"/> 1 hr <input type="checkbox"/> 1+ hrs <input type="checkbox"/> Television movie <input type="checkbox"/> 1/2 hr <input type="checkbox"/> 1 hr <input type="checkbox"/> 1+ hrs <input type="checkbox"/> Television pilot <input type="checkbox"/> 1/2 hr <input type="checkbox"/> 1 hr <input type="checkbox"/> 1+ hrs <input type="checkbox"/> Television episode <input type="checkbox"/> 1/2 hr <input type="checkbox"/> 1 hr <input type="checkbox"/> 1+ hrs <input type="checkbox"/> Television commercial <input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/>	Educational/Industrial film <input type="checkbox"/> 1/2 hr <input type="checkbox"/> 1 hr <input type="checkbox"/> 1+ hrs <input type="checkbox"/> Documentary film <input type="checkbox"/> 1/2 hr <input type="checkbox"/> 1 hr <input type="checkbox"/> 1+ hrs <input type="checkbox"/>
PRINCIPAL PHOTOGRAPHY START DATE (mm/dd/yy)	PRODUCTION DAY(S) #
BROWARD COUNTY DAY(S) #	PRODUCTION DAYS OTHER THAN BROWARD COUNTY #
ESTIMATED DATE OF PRE-PRODUCTION START (mm/dd/yy)	WHAT IS THE ANTICIPATED CAMERA WRAP DATE? (mm/dd/yy)
ESTIMATED FINAL WRAP DATE (mm/dd/yy)	

PROJECT OVERVIEW
<ol style="list-style-type: none"> <li>1. Is this project a new production in Broward County? YES <input type="checkbox"/> NO <input type="checkbox"/></li> <li>2. When will the final location decision be made (anticipated date)? _____</li> <li>3. Is this production a long-term (multiple seasons) project? YES <input type="checkbox"/> NO <input type="checkbox"/></li> <li>4. Is there distribution? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, what is the named platform? _____</li> <li>5. Do you have proof of complete financing of project? YES <input type="checkbox"/> NO <input type="checkbox"/></li> <li>6. If YES, would you be willing to submit the proof of financing ASAP? YES <input type="checkbox"/> NO <input type="checkbox"/></li> <li>7. If NO, will you this completed by Principal Photography? YES <input type="checkbox"/> NO <input type="checkbox"/></li> </ol> <p><b>PROJECT DESCRIPTION AND SUMMARY (attach additional pages)</b></p> <p>Give a full description of this production project, including the name of the project, signed cast and one-page description of storyline. Additionally, a submission of a final script is required for consideration within 30 days of application submission.</p>

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<b>JOB AND WAGE OVERVIEW</b>
How many individuals that will be employed for the majority of the project from principal photography through production wrap will be Broward County residents?
How many individuals that will be employed NOT BE Broward County residents?
What will the total percentage of cast and crew ( <u>excluding background extras</u> ), will be Broward County residents?

<b>LOCAL SPEND / INVESTMENT</b>
TOTAL PROJECT BUDGET
TOTAL EXPECTED LOCAL EXPENDITURES
WHAT PERCENTAGE OF THIS PRODUCTION PROJECT WILL BE PRODUCED/FILMED IN BROWARD COUNTY <div style="text-align: right;"> <input type="checkbox"/>      <input type="checkbox"/> </div>
WILL YOU BE SHOOTING OUTSIDE OF BROWARD COUNTY? <input type="checkbox"/> Yes <input type="checkbox"/> No
IF YES, WHERE?
IF YES, WHAT IS THE ESTIMATED PERCENTAGE OF SPENDING OF THIS PRODUCTION PROJECT WILL BE MADE OUTSIDE OF BROWARD COUNTY?
WHAT PERCENTAGE OF HIRED VENDORS PER PRODUCTION PROJECT WILL BE BROWARD COUNTY BASED BUSINESSES?
PLEASE INDICATE WHERE YOUR HOTEL ROOMS USED DURING PRODUCTION WILL BE LOCATED (City and name of hotel if known)
PLEASE INDICATE WHERE YOUR PRINCIPAL PRODUCTION OFFICE WILL BE (City address if known)
<b>Please provide a budget breakdown of local expenditures. More information will be required within 30 days of application.</b>

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CAPITAL INVESTMENT
Will there be any capital investment made during the duration of the project? YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES, will this facility be: <input type="checkbox"/> Leased space with renovations or build out <input type="checkbox"/> 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 rebate play in production's decision to produce the project in Broward 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.

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**ECONOMIC IMPACT AND CORPORATE RESPONSIBILITY**

For all production projects with screen credits, would you be willing to display "Filmed in Broward County" and/or a similar logo in the credits?  
YES  NO

Would this production be willing to provide required paperwork to Broward 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

Would this production be willing to provide the Broward County Film Commission an email address for personnel/vendors to submit resumes/materials for consideration for their hire?  
YES  NO

Would this production project be willing to hire at least one student/recent graduate who:  
(1) is enrolled in an entertainment production educational program at a Broward County college or university on the date of the commencing of prep of principal photography of the production; or  
(2) graduated less than one year prior to the date of the commencement of prep of principal photography from a Broward County college or university with a Bachelor's or Master's degree in film, video, media or digital media production, motion pictures or similar study, and currently resides in Broward County  
YES  NO

**MISCELLANEOUS**

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

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APPLICANT
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
<ol style="list-style-type: none"><li>1. A content document such as a final script (feature films, television series, pilots for television series, documentaries, etc.), storyboards (Television commercials), and digital media projects (summary of project).</li><li>2. Story Synopsis</li><li>3. An itemized budget detailing only estimated Broward County expenditures</li><li>4. A Production Schedule reflecting Pre-production, production and post production schedule for entire project, including Broward County, other Florida Counties and other States, U.S. territories or Countries</li><li>5. Proof of Financing: Production will be required to provide proof of financing when submitting the rebate application along with the additional required paperwork.</li></ol>
<p>** When emailing documents, please send via Adobe PDF. <b><u>Application package is complete only when all required documents have been received.</u></b></p>
<p>Upon submission of the application, the applicant will receive, by email, a confirmation message acknowledging receipt of the application.</p>

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**AFFIDAVIT OF APPLICATION**

**STATE OF FLORIDA  
BROWARD COUNTY**

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 Broward County for a Production/Post  
Production 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 sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, by \_\_\_\_\_, who is personally known to me or has produced  
his/her \_\_\_\_\_ driver's license.

**NOTARY PUBLIC**

\_\_\_\_\_  
Typed or Printed Name of Notary Public

My Commission Expires: \_\_\_\_\_