



Corpus Christi Film Commission Supplemental Film Incentive Guidelines

OVERVIEW

The purpose of the Supplemental Corpus Christi Film Incentive Program (CCFIP?) is to assist in the attraction of film and television production to Corpus Christi. The CCFIP is a rebate program, with funds distributed after the project is completed.

The CCFIP award amount is 5% of approved Corpus Christi spending (as verified by the City of Corpus Christi). The maximum award for any single project is \$166,000.00.

The CCFIP awards will be evaluated on a first come, first considered basis in accordance with the guidelines detailed below. The City of Corpus Christi will determine, annually, the amount of funds available for the CCFIP, if any. The City of Corpus Christi's fiscal year begins in January and ends in December.

OBJECTIVES

- Increase the level of professional film and television production in the City of Corpus Christi
- Increase employment for Corpus Christi-based cast, crew and heads of departments
- Make Corpus Christi a more desirable production destination
- Increase the level of film-induced tourism in the Corpus Christi area
- Promote the use of Corpus Christi-based production and post-production vendors and services

ELIGIBILITY

To be eligible for the CCFIP, an applicant must meet the following requirements:

Eligible Projects	Ineligible Projects
Feature Films	News or Current Events Programming
Short Films	Talk Shows
Documentaries	Sports or Sports Programs
TV Pilots	Galas Presentations or Award Shows
TV Shows (Scripted or Unscripted)	Commercials
TV Series/Miniseries	Infomercials (Or Any Projects That Directly Solicit Funds)
Movie of the Week/TV Movies	Political Ads
Music Videos	Obscene Material, As Defined By Section 43.21, Texas Penal Code

1. Must be an eligible project as detailed below. If awarded, the CCFIP can be used for the production and/or post-production of these eligible projects. Pre-production expenditures, including all affiliated costs with pre-production location scouting and pre-production meetings, are not eligible expenditures:
 2. At least 60% of production days must occur within the defined GCCA. Counties comprising the GCCA are detailed below.
 3. Must have a minimum Greater Corpus Christi Area (GCCA) spend of \$40,000.
 4. At least 55% of paid crew must be Texas residents.

5. At least 10% of paid crew must be Corpus Christi residents.
6. At least 55% of paid cast, including extras, must be Texas residents.
7. At least 10% of paid cast, including extras, must be Corpus Christi residents.
8. The project's principal production office must be located within City of Corpus Christi city limits.
9. The project's primary hotel accommodations must be within City of Corpus Christi city limits.
10. Promote the City of Corpus Christi by including:
 - I. The "CORPUS CHRISTI FILM COMMISSION" logo in the production's end credits, appearing for at least three seconds. The logo must appear in a size equal to or no less than any other logos that also appear in the film's end credits.
 - II. The language "Made in Corpus Christi, Texas" in the production's end credits. This must also appear in the trailer, if a trailer end credits appear.
 - III. The "CORPUS CHRISTI FILM COMMISSION" logo in the production's billing block. The logo must appear in a size equal to or no less than any other logo which appear in the production's billing block.
 - IV. Corpus Christi as a location on the production's page of the Internet Movie Database (IMDb).
11. Production must provide Corpus Christi Film Commission permission to take "behind the scenes photos," arrange for set visits, and use the name, logo, and/or movie poster of the film in Corpus Christi Film Commission advertising, including partnered advertising efforts with the City of Corpus Christi.

Note:

1. Projects in receipt of any other production investment funding from the Corpus Christi Film Commission or the City of Corpus Christi are not eligible for an CCFIP award.
2. A project must have its production budget secured before applying for a CCFIP award and provide proof of funding. The CCFIP award must not form part of an applicant's production budget.
3. Projects that applied for but were not accepted into the Texas Moving Image Industry Incentive Program (TMIIP) are still eligible to apply to the CCFIP. These projects must provide proof of correspondence with the Texas Film Commission and the office's reason for denying the project's participation in the TMIIP.

ELIGIBLE EXPENDITURES

1. Wages and per diems paid to Texas residents for work performed in Corpus Christi, including employer paid Social Security, Medicare, Federal Unemployment Insurance, State Unemployment Insurance, Pension, Health and Welfare, and Vacation and Holiday payments. Total compensation (including wages, per diems and eligible fringes) is capped at \$1 million per worker, per project.
2. Workers compensation insurance payments may be included only if the premiums are paid to a Corpus Christi-based company or broker.
3. Payroll company service fees may be included only if paid to a Corpus Christi-based payroll company.
4. Payments made to Corpus Christi companies for goods and services domiciled and used in Corpus Christi that are directly attributable to the physical production of the project.
5. Payments for shipments originating in Corpus Christi.
6. Rentals and leases of vehicles registered and licensed in the State of Texas and rented and leased from Corpus Christi-based companies.
7. Music that is specifically created for the project and fees paid to Corpus Christi residents hired to create, orchestrate, and perform the music.

8. Legal fees that are directly attributable to the production and are paid to a Corpus Christi-based lawyer or law firm.

INELIGIBLE EXPENDITURES

1. Wages and fringes paid to non-Texas residents.
2. Per diems paid to non-Texas residents.
3. Payments to non-Corpus Christi vendors, or for goods and services not directly attributable to the physical production of the feature film or television program including, but not limited to, entertainment, gifts, and client expenses.
4. Fees for story rights, music rights or clearance rights.
5. Expenses related to distribution, publicity, marketing, or promotion of the project.
6. Rental or mortgage payments, utility fees and insurance costs on facilities that are overhead expenses and part of a permanent/continuous business operation
7. Payments made to pass-through companies.
8. Payments for shipping on shipments that originate outside of Corpus Christi.
9. Alcohol and tobacco purchases.
10. Tips and gratuities.
11. Air travel.
12. Pre-production costs, including all affiliated costs with pre-production location scouting and pre-production meetings.

APPLICATION PROCESS

To apply for the CCFIP, productions must send the following items no earlier than 180 days prior to and no later than the 5th business day prior to the first day of principal photography to: film@visitcorpuschristi.com with the subject line: CCFIP Application: [Project Name]

1. Submit a completed CCFIP application and all documents requested within the application.
2. The most current version of the project's budget, with final sign-off budget submitted by no later than the 5th business day prior to the first day of principal photography.

If a project applies for and receives funding from the TMIIP, the acceptance letter from the Texas Film Commission reflecting the approved amount to be disbursed by the state's comptroller's office must be included in the application submission.

ASSESSMENT PROCESS

Applications to the Corpus Christi Film Commission for awards from the CCFIP fund will be assessed by the CCFIP Committee within 10 days of receipt of the completed application. The CCFIP Committee is a three-member sub-committee of the Corpus Christi Arts Commission's Performing Arts, Film and Music Committee, which includes the chair of the committee. An alternate will also be designated for this committee, in case any member of the sub-committee is unavailable.

Applications for projects applying for an CCFIP award with payment amounts of more than \$50,000 require additional approval by the City of Corpus Christi City Council. Applications submitted for Corpus Christi City Council review may take up to approximately 90 days.

The CCFIP Committee will consider the following factors and elements:

1. The amount of total expenditure in Corpus Christi approved elements of the Project's budget.
2. The level of employment of Corpus Christi and Texas cast, crew, and heads of departments.
3. The benefit of the production to the economy of the City of Corpus Christi, not limited to but including, employment, purchase of goods and services, rentals, etc.
4. Current and future effect on the promotion of Corpus Christi's historic, cultural, natural or man-made resources.
5. Current and future economic impact on Corpus Christi through direct production spending, public relations, and tourism.
6. The significant involvement in the project by Corpus Christi residents in positions of significance.
7. The creative or economic influence, such as executive producer, producer, writer, director, or investor.
8. The portrayal of Corpus Christi and San Antonians in a positive fashion.

DURING PRODUCTION

The Corpus Christi Film Commission may periodically review production activity including, but not limited to, in-city spending, shooting locations and number of Corpus Christi and Texas residents hired. The office may request documentation for the above. In addition, the production must:

1. Send copies of call sheets to the Corpus Christi Film Commission for every production day (email CC or BCC is okay).
2. Provide the Corpus Christi Film Commission with a production point-of-contact for any media requests.

PRODUCTION DELAYS

If production is delayed, a new start date should be provided along with the reason for the change. If the start of principal photography is delayed for more than 60 days, the application may be discarded and the project may be asked to reapply.

FINAL DELIVERABLES

An approved CCFIP award will only be paid at completion of the project and subject to the applicant's compliance with the terms of the CCFIP Agreement. The project must submit the following deliverables in an orderly report to the Corpus Christi Film Commission **within 60 days of the project's completion.**

1. An accounts payable spreadsheet, sorted alphabetically by vendor, in-city transactions denoted, and copies of all checks, invoices and receipts for each vendor included.
2. A petty cash spreadsheet, sorted alphabetically by name, in-city transactions denoted, and copies of all checks, invoices and receipts for each vendor included.
3. A payroll spreadsheet, sorted alphabetically by name and with Texas and Corpus Christi residents denoted. Include copies of payroll company registers that detail wages and fringes paid or copies of timecards and checks paid to employees.
4. Signed call sheets and production reports with location addresses and zip codes for final verification.
5. Copies of both the complete crew list and cast list that includes both Texas resident and non-resident employees. Declaration of Texas Residency forms for each Texas-based employee must be provided.
6. Final contact sheet for the production.
7. Evidence that the project has achieved the agreed production days in Corpus Christi with a copy of the shooting schedule.
8. Written notice of an independent audit by a CPA verifying eligible expenses.

9. At least 12 different high resolution color digital photographs, selected by the applicant showing the film production.
10. A copy of the production's poster and any marketing materials (rack cards, fliers, etc.), if applicable.
11. DVD copies of the Project and an external drive with a high-resolution movie file (1080p minimum) for the Corpus Christi Film Commission's archival and marketing purposes.
12. A copy of Key Art or poster created for or in connection with the promotion and distribution of the Project;
13. Proof of that the following logo and credit requirements were met:

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- The "CORPUS CHRISTI FILM COMMISSION" logo appears in the film's end credits for at least three seconds. The logo must appear in a size equal to or no less than any other logos that also appear in the film's end credits.
 - The language "Made in Corpus Christi, Texas" appears in the film's end credits. This must also appear in the trailer if a trailer end credits appear.
 - The "CORPUS CHRISTI FILM COMMISSION" animated logo appears in the film's billing block. The logo must appear in a size equal to or no less than any other logos which appear in the project's billing block.
 - Corpus Christi is listed as a location on the production's page of the Internet Movie Database (IMDb).
14. A signed and written confirmation that all of the CCFIP requirements have been met and that the project is complete.
 12. **If applicable**, proof of incentive certificate from the Texas Film Commission.
 13. **If applicable, an** Electronic Press Kit (EPK) – 1 high-resolution digital copy on an external drive.

Note:

- I. If a project applied for the TMIIP, the applicant could provide a duplicate set of the delivery materials submitted to the Texas Film Commission and any additional materials required as listed above. Please review the list below carefully to ensure all required materials are provided.
- II. The project must achieve the agreed production days in Corpus Christi, the applicant must deliver the delivery materials to Corpus Christi Film Commission upon completion, and the information provided to the Corpus Christi Film Commission about the project must remain true and correct.
- III. Projects may be submitted electronically to film@visitcorpuschristi.com

REIMBURSEMENT PROCESS

Following the project's submission of all previously mentioned deliverables, the Corpus Christi Film Commission will review all documentation and ensure the submitted materials match all CCFIP guidelines and regulations. Once the project has been verified, reimbursement will be provided within 60 days of submission date.

CONFIDENTIALITY

If the applicant is successful in obtaining an CCFIP award, the applicant agrees to keep confidential and not disclose the CCFIP award amount. The Corpus Christi Film Commission undertakes not to release or make public details of the CCFIP application or Project budget without prior approval of the applicant, subject to the requirements of the Texas Public Information Act.