



Houston Film Commission

Houston Feature Film Incentive Program Overview & Requirements

OVERVIEW

The Houston Feature Film Incentive Program (**HFFIP**) is designed to help attract narrative feature film and scripted television series production to the Greater Houston region. Administered by the Houston Film Commission, a division of Houston First Corporation, the **HFFIP** is a rebate program with funds for approved projects distributed after completion.

HFFIP award amounts are limited to 10% of approved Houston area spending (as verified by the Houston Film Commission of financials including total amount of funds spent on local City of Houston region spend). Additionally, the maximum rebate for any single project is US\$100,000.00.

HFFIP applications will be evaluated by the Houston Film Commission and selected in accordance with the guidelines detailed below.

OBJECTIVES

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

ELIGIBILITY

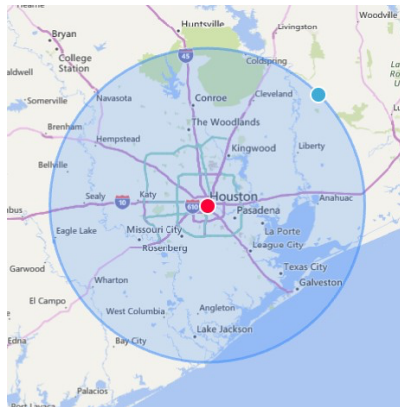
To be eligible for the **HFFIP**, an applicant must meet the following requirements:

1. Eligible Projects: Narrative feature films with a projected run time of 70 minutes or longer intended for theatrical release or a feature film or television series intended for commercial distribution.
2. At least 60% of production days must occur within 60 miles of Houston City Hall (901 Bagby, 77002) and/or the following counties: Harris, Montgomery, Fort Bend, Brazoria, Galveston, Liberty, Waller, Chambers, San Jacinto, or Austin.



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3. Must have a minimum area spend of \$500,000.
4. At least 55% of paid crew and cast must be Texas residents and 15% of paid crew and cast should be Houston area residents.
5. The project's principal production office must be located within City of Houston limits.
6. The project's primary hotel accommodation must be within City of Houston limits.
7. Promote the City of Houston by including:
 - The Houston Film Commission logo in the production's end credits.
 - Houston as a location on the project's Internet Movie Database (IMDb) listing.
 - Houston Film Commission listed on the project's Internet Movie Database (IMDb) in the "Thanks" or "Special Thanks" categories.
8. Production must provide Houston Film Commission with project Electronic Press Kit (EPK) once available.



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9. A project must have its production budget secured before applying for the HFFIP rebate and provide proof of funding. The HFFIP expected rebate must not form part of an applicant's production budget.
10. Projects including the following programming are not eligible for consideration: Award shows/galas; commercials/advertising; education/instructional videos; fundraising/programming soliciting donations; news/current events or public access programming; political advocacy; pornography/obscene material; reality/unscripted programming; or sporting events/activities.
11. Pre-production expenditures, including all affiliated costs with pre-production location scouting and pre-production meetings, are not eligible expenditures.

ELIGIBLE EXPENDITURES

- Wages and per diems paid to Houston Area residents for work performed in Houston region, including employer paid Social Security, Medicare, Federal Unemployment Insurance, State Unemployment Insurance, Pension, Health and Welfare, and Vacation and Holiday payments.
- Workers compensation insurance payments may be included only if the premiums are paid to a Texas-based company or broker.
- Payments made to Texas companies for goods and services domiciled and used in the Houston region that are directly attributable to the physical production of the project.
- Payments for shipments originating in Houston.
- Rentals and leases of vehicles registered and licensed in the State of Texas and rented and leased from Houston region companies.
- Music that is specifically created for the project and fees paid to Houston region residents hired to create, orchestrate, and perform the music.



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INELIGIBLE EXPENDITURES

- Wages and fringes paid to non-Texas residents or Texas residents outside of the Greater Houston region.
- Per diems paid to non-Texas residents.
- Payments to non-Houston region 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.
- Fees for story rights, music rights or clearance rights.
- Expenses related to distribution, publicity, marketing, or promotion of the project.
- Rental or mortgage payments, utility fees and insurance costs on facilities that are overhead expenses and part of a permanent/continuous business operation.
- Payments for shipping on shipments that originate outside of the Houston region.
- Alcohol and tobacco purchases.
- Tips and gratuities.
- Air travel.
- Pre-production costs, including all affiliated costs with pre-production location scouting and pre- production meetings.

APPLICATION PROCESS



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To apply for the **HFFIP**, productions must send the following items no earlier than 120 days prior to the first day of principal photography and no later than the midpoint of principal photography to (acervantes@houstonfilmcommission.com) and (mmonroy@houstonfilmcommission.com) with the subject line: **HFFIP** Application: [Project Name]

1. Submit a completed **HFFIP** application along with 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 midpoint principal photography.
3. Proof of funding for production.

If a project applies for and receives funding from the TMIIP, the acceptance letter from the Texas Film Commission reflecting the final approved amount to be disbursed by the state's comptroller's office must be included in the application submission. This must be received by the Houston Film Commission no later than the midpoint of principal photography.

ASSESSMENT PROCESS

Applications to the Houston Film Commission for rebate from the **HFFIP** fund will be assessed by the **HFFIP** Houston Film Commission after receipt of the completed application.

The **HFFIP** Houston Film Commission will consider the following factors and elements:

1. The Houston region approved expenditures of the Project's budget.
2. The level of employment of Houston and Texas cast, crew and heads of departments.
3. The benefit of the production to the Houston region economy, not limited to but including, employment, purchase of goods and services, rentals, etc.



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4. Current and likely future economic impact to Houston region through direct production spending, public relations, and tourism.
5. The involvement in the project by Houston residents in positions of significance.
6. The creative or economic influence by Houston region residents, such as executive producer, writer, director, or investor.
7. Submitting an application does not guarantee approval nor that the project is accepted into the Houston Feature Film Incentive Program.

DURING PRODUCTION

The Houston Film Commission requests:

1. Provide Houston Film Commission call sheets of Day 1 of production and Final Shoot Day of production (email CC or BCC is okay).
2. Provide the Houston 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 **HFFIP** award will only be paid at completion of the project and subject to the applicant's compliance with the terms of the **HFFIP** Agreement. The project must



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submit the following deliverables in an orderly report to the Houston Film Commission within 60 days of the project's completion.

1. An accounts payable spreadsheet, sorted alphabetically by vendor, regional 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 Houston region residents denoted. Include copies of payroll company registers that detail wages and fringes paid or copies of timecards and checks paid to employees.
4. Call sheets with location addresses and zip codes for final verification. The Houston region is defined as locations that fall within a 60-mile radius of City of Houston City Hall (901 Bagby, 77002), as the crow flies.
5. Copies of both the complete crew list and cast list that includes Texas resident employees. A copy of a Texas Driver's License for each Texas-based employee must be provided.
6. Evidence that the project has achieved 60% of production days in the Houston region with a copy of the final shooting schedule.
7. Written notice from production bookkeeper verifying eligible expenses.
8. At least 12 different high-resolution color digital photographs, selected by the applicant showing the film production.
9. The Houston Film Commission logo in the production's end credits.
10. "Houston Feature Film Incentive Program" in production's end credits.



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11. Houston as a location on the project's Internet Movie Database (IMDb) listing.