



Visit Broken Arrow

Film Incentive Application

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GUIDELINES

To complete initial eligibility requirements, applicant shall provide the following items:

- o This signed and completed application
- o Completed Film in BA Permit Application (if applicable)
- o Project budget, including anticipated percentage of budget to be spent in the City of Broken Arrow must be submitted along with this application for the application to be considered complete
- o Signed IRS form W-9 for the applicant/production company

Upon successful receipt of the above documentation, applicant will be invited to a Visit Broken Arrow Board Meeting to present and request pre-approval for film incentive rebate. Meetings are generally held the second Tuesday of each month at 3:30 p.m.

Notes:

- Production must meet with Visit Broken Arrow staff prior to applying for the Rebate.
- Rebate availability is on a first come, first served basis as funds allow and not guaranteed.
- The City of Broken Arrow has the right to reject any incentive application without reason or cause.
- After a pre-approved project is complete, applicant must submit the Post-Project Report and attend a subsequent Visit Broken Arrow Board Meeting for final rebate approval by the Visit Broken Arrow Board. Failure to adhere to this provision shall be grounds for denial of the Rebate in full.
- All funding approvals are subject to the City of Broken Arrow's annual appropriations. While it is understood that start and end dates may change, please note that all requests for reimbursement must be received by May 30 of the FY in which the application was approved in order allow time for final approval of Visit Broken Arrow Board by FY end on June 30. If the project is delayed into a future fiscal year, the application shall be required to go through the approval process again.
- Any changes to the Application or change affecting the Rebate sought shall be submitted for approval to the Visit Broken Arrow staff immediately. Failure to do so, shall lead to the pre-approval being revoked.
- Production shall begin principal photography no later than 6 months from the application being approved.
- Only one production company per project may receive certification for the rebate. In the instance of a work-for-hire, the work-for-hire company will not be eligible for the rebate.

APPLICANT INFORMATION

Application for fiscal year (6/30-7/1): _____

LEGAL NAME AND ADDRESS OF APPLICANT

Legal Name: _____

Address: _____

City/State/Zip: _____

Contact Person: _____ Title: _____

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Email Address: _____ Phone: _____

Date of Incorporation or Formation: _____ Federal Tax ID Number: _____

PRODUCTION COMPANY (if different than applicant):

Legal Name: _____

Address: _____

City/State/Zip: _____

Contact Person: _____ Title: _____

Email Address: _____ Phone: _____

Date of Incorporation or Formation: _____ Federal Tax ID Number: _____

PARENT COMPANY (if applicable):

Legal Name: _____

Address: _____

City/State/Zip: _____

Contact Person: _____ Title: _____

Email Address: _____ Phone: _____

Date of Incorporation or Formation: _____ Federal Tax ID Number: _____

PROJECT INFORMATION

Title of Project: _____

Type of Production:

_____ Feature Film:

_____ Cable TV Series, number of episodes? _____ Season Number: _____

_____ Network TV Series, number of episodes? _____ Season Number: _____

_____ Streaming Series, number of episodes? _____ Season Number: _____

Is this project fully funded? _____ yes _____ no

Is the production company applying for certification as a 'work for hire' for another production company?
_____ yes _____ no

Did the production company applying for certification hire another production company as a 'work for hire'?
_____ yes _____ no

Script Attached?: _____ yes _____ no

Please provide a description of this project (storyline): _____

Name of talent attached: _____

Where in Broken Arrow are you planning to film your project (list locations): _____

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PRODUCTION INFORMATION

Estimated total number of Broken Arrow residents to be hired on the Production:

_____ cast, crew, extras

Wrap Date: _____ Number of proposed shooting days in Broken Arrow: _____

Pre-Production Project Start Date: _____ Principal Photography Start Date: _____

Post Production Start Date: _____

NOTE: To qualify, 25% of the shooting days must be in the City of Broken Arrow

Total Budget of Project: _____

Distribution Plan: _____

If television and commercial projects, which network? _____

Theatrical distribution plan in place? _____

Producer: _____ Phone: _____

Producer: _____ Phone: _____

Producer: _____ Phone: _____

Line Producer: _____ Phone: _____

Location Manager: _____ Phone: _____

Unit Production: _____ Phone: _____

CREDITS AND PROMOTIONAL MATERIALS

To complete eligibility requirements, applicants will provide the following items:

- o Five production still photos in electronic format with rights cleared for promotional use by the City of Broken Arrow/Visit Broken Arrow.
- o Behind the scenes photos/videos, if available
- o The Visit Broken Arrow logo must be used in the end credit roll of a full-length picture
- o One (1) poster of the type designed for promotion of the finished project, if applicable
- o A digital copy of the finished project
- o An electronic press kit

I agree (Print Name and Signature) _____

The above information will be provided by: _____

Name: _____ Title: _____

Company: _____

Company Address: _____

City/State/Zip: _____

Email Address: _____ Phone: _____

The end credit roll of a full-length picture that utilizes the Visit Broken Arrow Film Incentive rebate must recognize the City of Broken Arrow and requires use of the Visit Broken Arrow logo. The City of Broken Arrow/Visit Broken Arrow reserves the right to refuse use of its logo(s) in the credits of a motion picture filmed or produced in the City of Broken Arrow.

Authorized Signature: _____ Date: _____

Contact Information:

Legal Name: _____

Address: _____

City/State/Zip: _____

Contact Person: _____ Title: _____

Email Address: _____ Phone: _____

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REBATE DETAILS

Incentive	Requirements	Rebate
Local Spending Incentive	<ul style="list-style-type: none"> • Minimum budget of \$5,000 • Minimum spend equal to 10% of total budget amount in Broken Arrow City Limits (hotels excluded due to separate hotel room incentive, below) • 25% of shooting days/time must be in Broken Arrow • Pre-completed/approved Visit Broken Arrow filming permit, if applicable • Display the Visit Broken Arrow logo in end credits 	10% rebate of qualified spend
Hotel Room Incentive	<ul style="list-style-type: none"> • In <i>addition</i> to the above, all project types above are eligible to receive \$500 for every 12 room nights stayed in a Broken Arrow hotel. 	\$500 for every 12 room nights
Production Office Incentive	<ul style="list-style-type: none"> • Local Spending Incentive Requirements (above) apply • 20% rebate on cost of production office space at any Broken Arrow hotel • 10% rebate applies for cost of any production office space other than a Broken Arrow hotel but within city limits 	10-20% rebate on production office spend

Other Information

- Preference given to family friendly films.

Areas of production which qualify for Local Spending

Site rentals	Labor	Rentals	Purchases
Production Office Space	Gas and Oil	Catering	Craft service
Gratuities	Animals	Security, police	Health care professionals
Any crew that is hired locally and is paid, not volunteer.			

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CERTIFICATION BY APPLICANT

I/we have read and understand the City of Broken Arrow/Visit Broken Arrow Film Incentive Guidelines.

Applicant is responsible for accuracy of all data and documentation included in this application. Initial applications are submitted to Visit Broken Arrow staff. Once submitted, applications become the property of the City of Broken Arrow. It is the applicant’s responsibility to inform Visit Broken Arrow staff in the event there are changes to any information on the application. Amendments must be sent via email Visit Broken Arrow staff.

Upon written request, applicants shall issue any necessary authorization to the appropriate Federal, State or local authority for the release of information concerning a production being considered under these administrative rules, including but not limited to financial reports and records relating to the applicant or to the production for which this rebate is requested.

By signing below, the applicant certifies that all the information contained herein and exhibits attached hereto are true to the best of their knowledge and are submitted for the purpose of obtaining rebate through the City of Broken Arrow.

_____ Date: _____

_____ Phone: _____

Applicant Signature:

Title:

Submit Applications to: Visit Broken Arrow

Email:
visitba@BrokenArrowok.gov

Mail:
c/o Visit Broken Arrow

123 N Main Street
Broken Arrow, OK 74012

In Person: 123 N. Main St. Broken Arrow, OK