



California Film & Television Tax Credit Program 4.0

APPLICATION CHECKLIST

Non-Independent Productions

Carefully review **Guidelines**, **Budget / Tagging Instructions**, and [Video Tutorials](#) regarding this list. Applicants should prepare ALL items listed prior to submitting an application. **If your project is selected, all required materials must be uploaded via the online portal within 3 business days.**

Applicants who fail to provide the requested documentation will be ineligible.

APPLICATION PHASE II REQUIRED DOCUMENTS	
<input type="checkbox"/> 1	<p>Qualified Expenditures Budget(s): Must be tagged properly, as indicated in the Budget / Tagging Instructions. DO NOT REMOVE HEADERS. Qualified Expenditure Chart is available on the CFC website. See tips on Page 3.</p> <p><i>Submit in an industry-standard budget program.</i></p>
<input type="checkbox"/> 2	<p>Fringe Benefits Matrix: Download the online template and fill in. Overstatement of fringe rates is NOT allowed. <i>Submit as Excel file.</i></p>
<input type="checkbox"/> 3	<p>One-line shooting schedule: Must include scene descriptions. Indicate Shoot, Out of Zone, Hiatus, Holidays, Idle and Travel days that match the shooting script. TV series must be in a production calendar format indicating Hiatus, Holiday and Travel dates. <i>Submit as a PDF file.</i></p>
<input type="checkbox"/> 4	<p>Screenplay: Must <u>include scene numbers</u> that match the shooting schedule. Scripts not required for Recurring TV Series. <i>Submit as a PDF file.</i></p>
<input type="checkbox"/> 5a	<p>Detailed Narrative Statement: Must be on letterhead specifying the jurisdiction where the project will be relocated in absence of the credit, or whether the project is at risk of not being filmed at all. The statement must be signed by an officer or executive of the applicant. -OR -</p>
<input type="checkbox"/> 5b	<p>Relocation Statement: for Relocating TV Series only: Must be on letterhead certifying that the tax credit is the primary reason for relocation to California and attesting that the project have filmed at least 75% of principal photography for at least one episode outside of California but not more than 25% of principal photography days inside California. <i>Submit as a PDF file.</i></p>

APPLICATION PHASE II REQUIRED DOCUMENTS	
<input type="checkbox"/> 6	<p>Proof of Financing: Must include evidence of at least 60% of the financing for the total production budget e.g., commitment letters, financial statements. <i>Submit as a PDF file.</i></p>
<input type="checkbox"/> 7	<p>Unlawful Harassment Policy: Provide your written policy against unlawful harassment which includes procedures for reporting and investigating harassment claims. Must include how policy will be distributed to employees and include education training resources and remedies</p>
<input type="checkbox"/> 8	<p>Diversity Initiative: Provide a copy of your initiatives and programs to increase the representation of women and minorities; including a description of what the program is designed to accomplish and information about how the programs are publicized to interested parties. <i>Submit as a PDF file.</i></p>
<input type="checkbox"/> 9	<p>Pickup Order: Applicable only to TV Pilots and New or Relocating Series. Must indicate the number of episodes. <i>Submit as a PDF file.</i></p>



APPLICATION TIPS

Carefully review **Budget / Tagging Instructions**, **Qualified Expenditure Chart**, and [Video Tutorials](#).

TOPIC / ISSUE		INSTRUCTIONS / COMMENTS
BUDGET		
Headers		Must include headers to indicate job position or type of expenditure.
Groups Setup		Default status for non-grouped detail lines – EXCLUDE.
		Status if there is a Group status conflict – EXCLUDE.
		Fringe amounts in Group totals – INCLUDE.
Fringes Setup		Do not include Federal Fringes. Combined Fringes must be detailed on the <i>Fringe Benefits Matrix</i> .
Globals Setup		Do not include any expenditures prior to CAL issuance date.
QE or QW?		There are now two versions of the QEC (“Qualified Expenditure Charts”) – sorted by <u>Category</u> and sorted <u>Alphabetically</u> : https://film.ca.gov/tax-credit/qualified-expenditure-charts/
Budget – Fringes		Must fill out Fringe Benefits Matrix and indicate individual fringe amounts; aggregate fringe totals in budget must match matrix.
Fringe updates		Be aware of current/upcoming Fringe rate changes; As of July 1, 2021 DGA Pension fringe has risen from 8% to 8.5%
Background Performers Casting Fee		Do not include in fringes – insert in budget as % of costs; tag QE. Acceptable rates 10%–12%
Additional Units		Splinter / 2nd Units / Tests: unless detailed, split 80%QW; 20%QE.
Construction		Unless detailed, split 70% QW; 30%QE.
Construction Strike		Unless detailed, split 90% QW; 10% QE.
Music Scoring		Unless detailed, split 70% QW; 30%QE.
Covid-19 related expenses		All stipends are QE, even if fringed or paid through payroll; Unless detailed split 40%QW; 60%QE. See end of QEC for details;
CAL Issuance Date		Do not include any expenditures or salaries (including box/car rentals) prior to CAL issuance date.
3rd Party or Direct Hire		For costs such as security, sound editorial, etc. – must indicate direct hire or will be tagged QE.
Insurance		Indicate E&O costs as NQ.
Contingency		If not included as contractual item in budget, will not be included in budget total.