

**GRANT GUIDELINES
MILITARY DOCUMENTARY GRANT
NOTICE**

This guidance document is advisory in nature, but is binding on the Nebraska Department of Veterans' Affairs (NDVA) until amended. A guidance document does not include internal procedural documents that only affect the internal operations of NDVA and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document.

OVERVIEW & CONTACT INFORMATION

Jennie Gies
Nebraska Department of Veterans' Affairs
Administrative Programs Officer
P.O. Box 95083
301 Centennial Mall South
Lincoln, NE 68508
(531) 739-9680

The funding for this production is authorized and described in Neb.Rev.Stat. §55-901(1).

Application Portal and Grants Management System

The Military Base Development and Support Fund, established by the Nebraska Legislature, includes funding for a documentary that is administered through NDVA. NDVA has partnered with the Department of Economic Development to access the grants management system (GMS), AmpliFund. GMS User Guides with instructions for accessing and using the system to apply for the NDVA grant, and other resources, are available on the [NDVA website](#). The following sections of the [DED Grants Help Center](#) are applicable to the NDVA grant: 1) How to Apply 2) User Management 3) Request Help. You can also access the [AmpliFund Application User Guide](#) for assistance.

Nebraska Department of Veterans' Affairs

Military Documentary Grant

The Military Base Development and Support Fund, established by the Nebraska Legislature, includes documentary funding that is administered through the Nebraska Department of Veterans' Affairs. The funding is being offered as a Documentary Grant to assist in the creation of a documentary or miniseries that recognizes U.S. Strategic Command (USSTRATCOM), its rich history, the importance of its mission, and its presence as a military resource in Nebraska and beyond. The Military Base Development and Support Fund is authorized and further described in Neb. Rev. Stat. §55-901.

Eligible Applicants

Any public or private, resident or nonresident, production company that will produce a film, documentary or miniseries that highlights the rich history of STRATCOM, its strategic mission and the major bases that support the mission, including but not limited to Offutt Air Force Base, that provide national security and protection.

Eligible Projects

Documentaries (in the form of a film, miniseries, or similar) are eligible to apply for the Military Documentary project grant. The production shall include a story or location that highlights Nebraska's alignment and/or contribution to the national military mission.

Award Amount

NDVA, through the Military Base Development and Support Fund, will award up to \$5,000,000 through this grant. The minimum grant award is \$2,500,000. While there is no formal match requirement, preference will be given to Applicants who demonstrate that other funds have been secured for the production.

Important Deadlines

Applications for the funding through the Military Development and Support Fund will be accepted through February 21, 2023. A review and evaluation of all eligible applications which are submitted will be conducted at that time. If a successful application is identified, a grant will be awarded. If a successful application is not identified, the Application Portal will be re-opened and additional applications will be received. Please monitor the [NDVA site](#) for additional information.

Grant Schedule

Application Open Date: January 31, 2023 at 9:00 a.m. CST
Application Deadline: February 21, 2023 at 5:00 CST
Anticipated Award Date: March 2023
Period of Performance: Funds must be expended before December 31, 2026

SECTION A: PURPOSE AND GENERAL INFORMATION

This Documentary Grant is funded through NDVA. This is a competitive grant, and NDVA shall have the sole discretion of awarding these grants, in furtherance of the best interests of the State of Nebraska.

The application and guidelines can be found at veterans.nebraska.gov/documentary or by contacting the Administrative Programs Officer.

GMS User Guides, with instructions for accessing and using the system to apply for the NDVA Grant, and other resources, are available on the [DED Grants Help Center](#).

1. Terms & Definitions:

- **Feature Film:** A production of a film intended for commercial distribution in the United States and has a running time of at least seventy-five (75) minutes in length.
- **Miniseries:** A set of two (2) or more filmed projects or episodes produced for commercial distribution in the United States and based on a single theme or storyline that are verified for distribution as a package or slate by executed agreement.
- **Post-production:** The final activities in a qualified production, including but not limited to editing, foley recording, ADR, sound editing, negative cutting, color correction and sound mixing.
- **Pre-production:** The process of preparation for actual physical production. This customarily includes but is not limited to activities such as location scouting, hiring of key crew members, and establishment of a dedicated production office.
- **Television Series:** A set of no less than six (6) interrelated episodes of regularly occurring production intended for commercial distribution in the United States.

2. Eligible Expenses

Qualified expenditures are costs associated with the development, pre-production, production, or post-production of an eligible project, including, but not limited to:

- Wages, salaries, and or benefits
- Lodging
- Leasing of motor vehicles
- Commercial airfare purchased for travel attributed to the production
- Chartering of aircraft for travel attributed to the production
- Meals and catering services for cast and crew
- Rentals of equipment and facilities
- Set design, construction, and dressing
- Props
- Wardrobe, makeup, hairdressing, and accessory services
- Fees paid to compose, orchestrate, and perform music that is created specifically for the production
- Insurance purchased specifically for the qualified production
- Legal fees directly attributable to the physical production of the production
- Costs associated with obtaining and meeting the requirements of a Production Assistance Agreement
- Other costs of production in accordance with generally accepted entertainment practices

3. Ineligible Expenses

The following are examples of common expenditures incurred by production companies that are not eligible for the grant. This is not intended to be a complete list and is only provided as reference for typical productions:

- The optioning or purchase of intellectual property that is not used in the production

- Alcohol and tobacco, including use as props
- Cell phone reimbursements
- Payments to adult oriented businesses
- Payments for entertainment, including but not limited to, parties, event tickets, movies, hotel mini-bar items, meals unrelated to the production and personal gifts
- Costs or fees associated with advertising, marketing, distribution, or financing of the production
- Profit-share agreements
- Payments for penalties or fines, payments to nonprofit organization, and payments to federal and state entities that do not pay state taxes

SECTION B: APPLICATION REVIEW AND APPROVAL PROCESS

1. Submission Instructions

Applications are submitted using AmpliFund. Applicants follow the “Apply Now” link on the NDVA webpage. Applicants will be directed to a DED webpage, create a user profile in the AmpliFund application portal, and complete the application form. The user profile allows for saving of a partially completed application until the Applicant is ready to submit their form.

Applications will not be accepted more than 180 days prior to the start of filming. Instructions for completing and submitting the application must be carefully followed to ensure accuracy and avoid unnecessary correction post-award.

Questions regarding the application process should be sent to:

Jennie Gies

jennie.gies@nebraska.gov

(531) 739-9680

Application: [NDVA Grant Application](#)

Individuals who are hearing and/or speech impaired and have a TTY, may contact NDVA through the Statewide Relay System by calling 711 In-State or by calling (800) 833-7352 (TTY) or (800) 833-0920 (voice). The relay operator should be asked to call NDVA at (531) 739-9680. Additional information can be found at the Nebraska Relay website <http://www.nebraskarelay.com/>.

Nebraska Relay offers Spanish relay service for our Spanish-speaking customers. Spanish-to-Spanish 711 or 1-888-272-5528/ Spanish-to-English 711 or 1-877-564-3503. Nebraska le ofrece el servicio de relevo a nuestros clients en español. Los consumidores de TTY pueden escribir por máquina en español y las conversaciones serán retransmitidas en español y inglés.

2. Required Documentation

The following documentation is required to be submitted electronically with the online application:

- Qualifications and Experience of the Director(s) and Executive Producer(s)
- An itemized budget detailing total budget

The title of each document should include the name of the Applicant.

3. Application Review Criteria

Applications must meet all program eligibility requirements and all required documentation must be received for an application to be reviewed. Submission of an application does not guarantee a grant will be awarded. Grants will be awarded based on the following general criteria:

Characteristic
Organizational Readiness
Financial and Administrative Readiness
Capacity
Project Readiness

SECTION C. AWARD PROCESS

1. Awarded Grant Overview

NDVA will issue a written Notice of Approval (NOA) to the grant award Recipient. The NOA will be sent to the Recipient at the email address provided in the Application. The NOA will outline the approved estimate of qualified expenditures and provide the anticipated grant amount. These funds will be reserved for the production company applying for the grant.

The NOA will be followed by issuance of an NDVA Grant Agreement, typically within 10 business days of the NOA. The Successful Applicant (Recipient) must review, sign, and submit the NDVA Grant Agreement and meet any required special condition items before disbursement of any funds.

All costs charged to the grant must be incurred within the NDVA Grant Agreement effective dates. All such costs shall be supported by documentation (e.g., invoices, timesheets, etc.) and proof of payment/transfer to be considered allowable costs.

Recipient will receive additional instructions related to the management of the grant, including the various steps of grant implementation (e.g., sign agreement, submission of completed ACH form, submission of payment request, reporting, etc.). Recipient will be required to identify a Grant Manager who will receive, via email, additional information and notifications on required actions related to the implementation of the grant. The Recipient Grant Manager is the primary point of contact for all grant-related matters and all communication from NDVA related to the grant will be directed to the Grant Manager.

2. Agreement Requirements

Following the NOA, NDVA will issue an electronic copy of the NDVA Grant Agreement. The NDVA Grant Agreement is entered into between NDVA and the production company (i.e. Recipient). An authorized signatory for the production company must sign the agreement.

Recipient must review, sign, date, and submit the agreement to receive the NDVA Grant. NDVA signs the agreement after it is signed by the Recipient.

Within 30 days of the executed grant agreement, the following schedule notifications and requirements must be provided to NDVA:

- Proof of funding for the full production budget
- A copy of the insurance policy for production, including agent insurance company(s) and policy amounts
- Updated script (if applicable)

Recipients are to notify NDVA immediately of any scheduling changes. If the start of filming is put on hold or indefinitely pushed back more than 60 days past the start date under which applied, Recipient should notify NDVA for potential review of the application.

Putting filming briefly on hold due to a holiday, crew/cast injury or illness, or other unforeseen circumstance will not affect the status of the agreement so long as a revised completion date is submitted to NDVA as soon as possible. However, if filming is put on hold indefinitely and no completion date is imminent, then the agreement will be terminated.

Recipient must notify NDVA of the completion of production within five (5) days of concluding post-production activities. This notification will start the 90-day timeline for submission of the final budget.

3. Budget Reporting Requirements

Throughout the production, Recipient is to maintain accounting and financial records related to the production. In general, throughout and at the completion of the production, it should be possible to compare estimated/budgeted production costs as identified at the time of application with the actual production costs. Recipient Reporting will be required quarterly, in a format provided by NDVA, and will be submitted directly to the NDVA Grant Manager.

4. Final Award and Payment

NDVA will issue the payment of the grant on a reimbursement basis. A final budget report must be submitted to demonstrate compliance with the grant. The final budget must be submitted within 90 days of completing production. Recipient must submit source documentation including receipts, invoices, or similar documentation verifying qualified expenditures.

Additionally, the Recipient must submit an [Affidavit of Completion](#) to NDVA after production is completed certifying the following:

- a. All requirements in the grant agreement have been met;
- b. An agreement with a distribution company has been finalized;
- c. The credits include an acknowledgement that the production or a portion thereof was paid for by the Nebraska Department of Veterans' Affairs.

Recipients must complete all reports on a form or manner provided by NDVA. Upon submission, NDVA reviews Recipient's reports for compliance and performance, initiating the closeout process.

Upon Recipient's submission of materials meeting the terms of the NDVA Grant Agreement, NDVA may process a full or, in the case of a production arriving under budget or similar situation, a partial payment of the remaining grant award total.

If the submitted information is incomplete or requires clarification by Recipient, NDVA will request missing items and/or request clarification from Recipient. To avoid delays, be sure to submit complete source documentation, which may include but may not be limited to paid invoices and check images (or other proof of transfer).

Payments will be made by direct deposit upon completion of the review process. NDVA will complete the review process within 30 days of having a complete submission; however, actual transmittal of payment may take up to 45 days.

The Recipient will initiate Grant Closeout by completing all reports and tasks that are outstanding under the Grant Agreement.

To the extent that it is discovered that grant funds already disbursed to a Recipient were expended ineligibly, or Recipient failed to conform to any applicable grant requirements as outlined in the Agreement, NDVA shall have the ability to recapture all grant funds disbursed to Recipient and de-obligate any additional grant funds not yet disbursed.

SECTION D: CONFIDENTIALITY

1. Public Records Requests

Applicants should be aware that NDVA is subject to public records requests under the Nebraska Public Records Statute. Neb. Rev. Stat. § 84-712.01. Certain information exchanged with NDVA, including application materials, communications, agreements, and funds received pursuant to the NDVA Grant, may be subject to public records requests. To the degree such information is deemed responsive to a public records request, NDVA will respond with documents including, but not limited to the following information:

- a. Production company name and address;
- b. Where principal photography was filmed;
- c. Expenditures on goods and services for the production;
- d. Number of crew employed for the production.

Neb. Rev. Stat. §84-712.05 exempts certain information, including trade secrets and other proprietary or commercial information which if released would give advantage to business competitors and serve no public purpose. Neb. Rev. Stat. §84-712.05(3). Applicants may request that certain information shared with NDVA be exempted from public disclosure pursuant to Neb. Rev. Stat. §84-712.05(3), or any other applicable basis under the statute. Such a request must be made in writing to NDVA, it must specify the information to be withheld and state the reasons for the requested exemption. NDVA reserves the right to determine whether information submitted by the

Applicant will be withheld from disclosure. Applicants may submit a request for non-disclosure of information with their application via the [Request for Non-Disclosure Exemption](#) form.