

Madhya Pradesh Tourism Board



Subsidy Application for
Shooting (Feature Film/TV Serial/Show/Web Series/Original show/Documentary)/ MP based
Casting/Location Fee Reimbursement
(Under Madhya Pradesh Film Tourism Policy – 2020)

To,
The Chairman,
Film Facilitation Cell (FFC),
Madhya Pradesh Tourism Board (MPTB),
6th Floor, Lily Trade Wing, Jahangirabad
Bhopal - 462008

Sir/Madam,

I request you to sanction subsidy for my Project titled.....released on dated..... as per Madhya Pradesh Film Tourism Policy - 2020. The Project has been shot for total.....days in Madhya Pradesh out of total..... shooting days, that ispercent of total shooting days in Madhya Pradesh. The Total Cost of Production of complete project is Rs..... (in words)as per Annexure "A" of Madhya Pradesh Film Tourism Policy - 2020.

The details of the Project are as follows: -

Part A: Basic Information

1. Name of Applicant/Producer/s.....
2. Name of Production house.....
3. Details of PAN/TAN /GSTIN
4. Address.....
Mobile NoLandline No.....
Email ID:
Website:
5. Name/Title of Project

6. Details of project (Select) –

a) Category:

- Indian
- International

b) Type of Project:

- Feature Film
- Web Series/ Original show
- TV Serial/Show
- Documentary

c) Language of the project:

- Hindi
- English
- Tamil
- Telugu
- Kannad
- Malyalam
- Any Other(Specify)

d) Certification (enclose):

- Censor Board Certificate
- Cinema Hall Release Certificate
- GEC Certificate along with the telecast schedule
- OTT Platform Release Certificate (OTT specified by FFC)

e) Number of screens/Episodes.....(enclose proof)

f) Length of the Project:.....Minutes (Episode wise in case of TV series/Web series/Original show)

7. Name & Details of Director, Writer/s, DOPs and Lead Actors of the project (details like Experience, Awards received and other, enclose details)

8. Registration certificate of Story/Script (please enclose)

9. Format of applied project (35 MM/16 MM/HD/3D/others)

10. Target Audience (Geographically & Demographically)

11. Power of attorney for authorization (if required - enclose)

12. Total Number of shooting days..... (Enclose proof like Permission copies, payment receipts, bills etc.)

13. Total Shooting days in Madhya Pradesh.....(Enclose shooting days Certificate)

14. Details of Publicity & Marketing done during the shoot of project, that give extra advantage/visibility to the State:(Please enclose the details as per format given below)

Sr.	Medium of Publicity (Print, Audio/Visual, OOH, Digital, Social media etc.)	Description	Enclose Supporting Docs& Digital Links
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15. CA Certificate of COP (in INR) as per prescribed Format.

16. Copy of the Script/screen play of the Project. (enclose)

Processing Fee:

The processing fee of Rs. 15,000/- + 2,700/- (GST@ 18%) = Rs. 17,700/- have been deposited to MPTB Bhopal through NEFT/DD ref. no.....dated.....(Enclose document)

Bank Details of MPTB:

Name: Madhya Pradesh Tourism Board
Bank: HDFC
A/c type: Govt. Saving Account
Account No. 50100158647595
IFSC: HDFC0003662
MICR: 462240009,
Branch: New Market, TT Nagar, Bhopal.

Seal & sign of Applicant/Production House

Place:

Date:

Seal:

Part B: Project Specific Information

Application for Feature Film

1) Series of Film in MP (Please select) –

- First
- Second
- Third
- Forth & above

2) Eligibility & claim for subsidy under clause 10.1.10 for Southern Language Films-

- Yes
- no

If Yes,

- Please enclose the script in Hindi/English language of the film.
- Description in 200 words with screen time log, about how Madhya Pradesh is showing in the Film.
- Screen time log for proof that more than 25% of total screen time given to MP locations.

3) Eligibility & claim for subsidy as per Special clause 10.1 (for additional subsidy of Rs. 50 Lakh) of MP Film Policy 2020- Film in which Madhya Pradesh is prominently featured with more than 75 percent shooting days in the state through which tourism of the state gets direct benefit:

- Yes
- no

If Yes,

- Description of 200 words stating that How Tourism of the state will get direct benefit along with proof (in script/digital form along with the screen time log)

Application for Web Series/OTT

- 1) Release platform (select) –
 - Netflix
 - Amazon Prime
 - Hotstar Disney
 - Zee5
 - Sony Liv
- 2) Does the Web Series has Minimum 05 Episodes of minimum 30 minutes each or total 120 minutes. –
Yes/No (enclose proof)
- 3) Age Rating of Web Series given by OTT platform –
 - 7+
 - 13+
 - 16+
 - 18+
- 4) Please enclose the -
 - Script in Hindi/English language of the web series/project.
 - Description in 200 words with screen time log, about how Madhya Pradesh is showing in the web series/project.
 - A final digital copy of web series/project for proof.

Application for Subsidy on Documentary Film

- 1) Category/Type of documentary: (Please select)
 - Tourism of the State
 - wildlife of the State
 - culture of the State
 - Tribe/ Local People of the State
 - heritage/ history of the State
 - Others (Please Specify)
- 2) Please specify Release Channel (as per approved list of FFC):
 - Name of TV Channel -
 - Name of OTT Platform -

3) Level of Release (enclose details/documents)–

- National
- International

4) Please enclose the -

- Description in 200 words about how Madhya Pradesh is showing in the documentary, in terms of tourism, culture, heritage etc. of the state.
- Detailed biodata, experience & recognitions of the documentary filmmaker.

Application for subsidy Local/MP based Artist hiring

1) Name & Details of Primary & Secondary Artists: (Enclose details)

2) Total number of artists in the project:

a) Primary -

b) Secondary -

3) Details of the Artists (Please enclose the details as per format given below)-

Category	Name of Artists	Name of Character he/she playing	Document (please select & enclose)	Enclose Proof of fees payment (Artist Vise)	Enclose Agreement/ contract copy (Artist Vise)
Primary/ Secondary			Domicile certificate/Birth Certificate/ Education Certificate (minimum 5 Years)/Aadhar Card/ Driving license		

Application for Govt. Location Permission fee Reimbursement

If applying for subsidy under clause no. 10.1.8 for Permission fee Reimbursement (Please enclose the details as per format given below) -

Sr.	Name of Locations	Name of Department	Indoor/ outdoor (describe)	Date & Time	Fee Payment (in rupees)	Enclose receipts with permission letters	Screen time log (proof of shooting location)
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Place:
Date:
Seal:

(Seal & sign of Applicant/Production House)

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Instructions:

- 1- All the names should be filled in capital letters
- 2- All the columns should be filled. Name of Applicant (along with the signature of the applicant)
- 3- The Script & Screenplay (including dialogues) should be enclosed in one copy and it should be clear and readable.
- 4- Script synopsis and language should be only in Hindi/English.
- 5- Total Cost of Production (COP) must be certified by a chartered accountant as per prescribed format.
- 6- All the documents are enclosed with the form are to be self-attested.
- 7- It is necessary to attach the certificate/permission issued by the concerning department/authority regarding the shooting done in M.P.

Declaration (On Letter Head)

- i. I/we.....of M/s..... hereby undertake that all the facts and details/documents mentioned in the application are true to the best of my knowledge and belief. If any fact or detail is found incorrect/false, Film Facilitation Cell (FFC) will be free to recover all the amount sanctioned as subsidy with interest from me and also initiate legal proceedings as per the laws and regulations.
- ii. I declare that this project (film/web series/TV Serial/Documentary) has been shot in Madhya Pradesh according to the Madhya Pradesh Film Policy - 2020 and it has not been produced by dubbing.
- iii. I declare that we have mentioned the logo of MP Government and Madhya Pradesh Tourism Board at the starting of the Film/TV Serial/Web series/ Documentary with the statement of credit.
- iv. I declare that I have full knowledge that the subsidy will be admissible to the limit of the first print only.
- v. I declare that the project does not contain any strictly mature subject which may be inappropriate for below 18 years audience for the reason of violence, nudity, sex, explicit language, defamation of the state, false claim etc.
- vi. I also declare and fully aware that the Film Facilitation Cell (FFC) will examine the matter of subsidy payable on my project and decide regarding granting/non-granting of subsidy on the basis whether the rules, directives and objectives as mentioned in the Madhya Pradesh Film Tourism Policy 2020 and rules-regulations of the policy. I will have no objection on the decision taken by Film Facilitation Cell and the decision taken by Film Facilitation Cell will be final and acceptable to me, on which I will not file any dispute in this regard on any other forum.
- vii. I declare that I have full knowledge that the subsidy is given on the expenditure heads as given in Annexure A of Madhya Pradesh Film tourism Policy -2020 and the heads allowed by the FFC.
- viii. I declare that I have not taken any subsidy from any other state government for the applied subsidy as per given information in the form.
- ix. I declare that no dues are pending from any vendor of Madhya Pradesh against any services taken.

Place:

Name of the Applicant

Date:

Official Seal & Signature of the Applicant

List of Required Documents with respect to the Subsidy Application Form:

Part "A"

- 1) Certificate of Incorporation of the Production House.
- 2) Power of Attorney for Authorization
- 3) Censor Certificate/Release Certificate/GEC Certificate/OTT Certificate/Telecast Schedule
- 4) Proof/certificate of Number of screens/Episodes
- 5) Detailed Biodata of Director, Writer/s, and Artist/s of the project.
- 6) Registration certificate of Story/Script.
- 7) Affidavit for total no. of shooting days of the project along with the relevant document (i.e. shoot permission copies, payment receipts, Daily Production Report etc.)
- 8) DM Certificate for total shooting days in MP.
- 9) Copies of all Shoot Permission at government locations with payment fee receipt. Details of the shooting permission and shooting charges paid on government owned locations.
- 10) CA Certificate along with the total COP as per Annexure "A" of M.P. Film Tourism Policy -2020 (As per prescribed Format)
- 11) Copy of the Script/Screen Play of the Project in Hindi/English in one copy
- 12) Final digital copy of the project along with Screen log of MP locations
- 13) Processing fee payment online receipt or non-refundable demand draft amounting INR 17,700/- (including 18% GST) in favor of "Madhya Pradesh Tourism Board" will have to be submitted to Film facilitation Cell (FFC) as processing fee.
- 14) Copy of GSTIN registration certificate & PAN
- 15) Vendor Registration Form (to be filled in Capital letters as per prescribed format)
- 16) Details of Credit to the State/ Tourism department and locations shown in the projects in digital format.

Part "B"

- 1) Description of 200 words, as required in Part B of the form.
- 2) Supporting documents of MP specific film
- 3) Local Artists fee payment Receipt and agreement
- 4) Proof of Local Artist Hiring(Domicile Certificate/Birth Certificate/ Education Certificate of minimum 5 Years/Aadhar Card/Driving License)
- 5) Shoot permission copy & Payment receipts of shooting permissions at government locations of MP.
- 6) Any other document required in the subsidy application form.

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Certificate by Chartered Accountant for Cost of Production (COP)
Eligible for subsidy for Feature Film/T. V. Serial/ Web Series/ Documentary
(Under Madhya Pradesh Film Tourism Policy – 2020)

Certified that the applicantfromproduction house has completed the shooting project of(project type- Feature Film/T. V. Serial/ Web Series/ Documentary).....titled..... is eligible for subsidy under clause no 10 of the Madhya Pradesh Film Tourism Policy 2020. The(project type..).... is released oninstates/OTT on totalscreens / Global Release.

The expenditure incurred on the project (COP) is as under:-

Sr.	Heads of the Expenditure	Amount in INR
A		
1	Manpower Hiring Cost	
1.1	Lead Actors fees (other than MP Residents)	
1.2	Producer fees	
1.3	Director & Writer fees	
1.4	Supporting Cast Charges (other than MP Residents)	
1.5	Dialogue/Story Writer fees	
1.6	Extras & Features Charges	
1.7	Direction Department Fees	
1.8	Production Department Including Line Producer Fees	
1.9	Art Department Fees Including Wages	
1.10	Choreographer & Photographer Fees	
2	Equipment & Production Cost	
2.1	Camera & Equipment Hire Charges	
2.2	Sound Equipment Hire Charges	
2.3	Light & Grip Hire Charges	
2.4	Generator Hire Charges	
2.5	Vanity Van , Walkies & Picture Vehicles Hire Charges	
2.6	Costume Purchase & Hire Charges	
2.7	Art, Set & Props expenditure	
2.8	Camera, Grip & Light Fees	
2.9	Sync Sound & Sync Security	
2.10	Costume Department Fees	
2.11	Make-up & Make-up Material	
2.12	Production Office Cost	
2.13	Post Production, Legal & Auditor fees/ Charges	
3	Lodging Boarding & Transport	
3.1	Entourage Charges	
3.2	Transport Charges	
3.3	Flights & Hotel Accommodation expenditure	

Sr.	Heads of the Expenditure	Amount in INR
A		
3.4	Food & Beverage expenditure	
4	Location Cost	
4.1	Location Charges (except govt. locations charges of MP state)	
Total A		
B		
5	Primary Artists (MP Resident only)	
6	Secondary Artists (MP Resident only)	
Total B		
C		
7	Location Charges (govt. Location charges in MP state only)	
Total C		
D		
8	Other particulars (If Any)	
8.1		
8.2		
8.3		
Total D		
Total Expenditure (A+B+C+D)		
9	Arrangement of Fund	
9.1	Loan : if any: Name of the bank / financial institution and amount of loan	
9.2	Contribution from other Sources	
9.2.1		
9.2.2		
9.2.3		
9.2.4		
Total		

The total COP is Rs..... (in words).....

Certified that the expenditure given in this certificate have been verified from the ledgers, book of accounts and bank accounts of the production house. Separate lists of head-wise expenditures are appended with the certificate.

This is also certified that this project carried by(No.) production houses. Agreement for the same is attached. (If applicable)

Date of issue of certificate:

Place:

Signature

Name, registration No. Membership no., Address, Seal & UDIN No

Annexure A:

Details of the Lead Actors fee is to be furnished as per following format: -

Sr.	Name	Fee
A. Artists from MP		
i. Primary Artist		
1		
2		
3		
Total (i)		
ii. Secondary Artist		
1		
2		
3		
4		
Total (ii)		
Total A (i + ii)		
B. Artists outside of MP		
1		
2		
3		
4		
5		
Total B		
Grand Total (A + B)		