



# Miami-Dade County Television, Film and Entertainment Production Incentive Program GRANT APPLICATION



The TV, Film and Entertainment Production Incentive is a performance-based grant program that is based on Miami-Dade County-centric criteria. Each project's eligibility will be determined on a case-by-case basis and each project/grant agreement will be required to go before the Board of County Commissioners (BCC) for individual approval. This process requires a timeframe of two or more months for approval. After the grant is approved, the rebate will be distributed after the production provides proof of their local spend, hires, etc. through a professional audit.

There are two tiers with different requirements. Please read carefully and apply for the proper tier.

**PLEASE READ ALL OF THE REQUIREMENTS OF THE PROGRAM BEFORE SUBMITTING AN APPLICATION.  
INCOMPLETE OR ERRONEOUS APPLICATIONS WILL NOT BE ACCEPTED.**

## QUALIFYING PROJECTS

- A project must be either a production or a digital media project, as defined herein. Production shall mean a theatrical or direct-to-video motion picture; a made-for-television motion picture; visual effects or digital animation sequences produced in conjunction with a motion picture; a commercial; a music video; an industrial or educational film; an infomercial; a documentary film; a television pilot program; a presentation for a television pilot program; a television series, including, but not limited to, a drama, a comedy, a soap opera, a telenovela, a reality show, a game show or a miniseries production. One season of a television series is considered one production.
- A digital media project shall mean a production of interactive entertainment that is produced for distribution in commercial or educational markets. The term includes a video game or production intended for Internet or wireless distribution, an interactive website, digital animation, and visual effects, including, but not limited to, three-dimensional movie productions and movie conversions.
- **EXCLUSIONS:** The project does not include: a weather or market program; an award show; a sporting event or a sporting event broadcast; a gala; a production that solicits funds; a home shopping program; a political program; a political documentary; political advertising; a gambling-related project or production; a concert production; a local, regional, or Internet-distributed-only news show or current-events show; a sports news or sports recap show; a pornographic production; or any production deemed obscene under Chapter 847, Florida Statutes.



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**Tier One: \$1,000,000 Miami-Dade County spend for a \$100,000 grant**

**MINIMUM REQUIREMENTS – NOTE: Requirements have changed. Indicated in bold**

The production project must spend a minimum of \$1,000,000 in Miami-Dade County on qualifying payroll and qualifying expenses. Qualifying payroll is defined as payment of salary to Miami-Dade County residents for work performed from the first day of production to the last day of production (“Duration of Project”). Additionally, each project can include qualifying ancillary expenditures from businesses that are located within the Miami-Dade County boundaries.

- The maximum grant amount that will be awarded per production project is \$100,000.
- Each project is required to hire a minimum of **70% main cast and crew (employees)** that are Miami-Dade County residents\*\*. The employment of the 70% main cast and crew is for a majority of the project. Additionally, productions that have a cast and crew of 110 personnel or more will be required to have at least 60 percent of the total cast and crew (employees)\*, be Miami-Dade County residents\*\*. The count of main cast and crew is excluding extras/background talent\*.

- Qualifying Payroll and Qualifying Expenses:

Qualifying Payroll shall mean payment of salary to Miami-Dade County residents for work performed from the First Day of Pre-Production to the Last Day of Post-Production (“Duration of Project”), excluding salary in excess of \$75,000 for any resident. Qualifying Expenses shall mean payments for such goods and services from the date of submission of the application through the Last Day of Post-Production, excluding all expenditures in an amount less than \$20. Proof of Miami-Dade County residency requires a copy of the Florida driver’s license and one (1) other supporting document. A list of supporting documents are available at <http://www.flhsmv.gov/ddl/address.html>. **(passports not accepted)**

*\*Extras/background actor is a performer defined as one who appears in a non-speaking or non-singing (silent) capacity, usually in the background in a film, television show, or any production project.*

*\*\*Proof of cast and crew size will be required, and proof of Miami-Dade County residency requires a copy of the resident’s Florida driver’s license, or Florida REAL ID, or Voter Registration Card; and at least one (1) other supporting document. A list of supporting documents are available at <http://www.flhsmv.gov/ddl/address.html>. **(passports not accepted)***



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- Each project must hire at least (1) one student/recent graduate who:
  - is enrolled in an entertainment production educational program at a Miami-Dade County college or university on the date of the commencing of prep of principal photography of the production; or
  - graduated less than one year prior to the date of the commencement of prep of principal photography from a Miami-Dade County college or university with a Bachelor's or Master's degree in film, video, media or digital media production, motion pictures or similar study, and currently resides in Miami-Dade County.

*\*\* Students will need the University/College to submit an email from their Professor's professional email account to prove a qualifying student and a recent (within one year graduate) will need to provide proof by submitting copy of diploma and college transcripts.*

- Each project must pay qualified Miami-Dade County residents hired a minimum of the Living Wage per County Code Section 2-8-9, as may be amended from time to time.  
<http://www.miamidade.gov/smallbusiness/living-wage-reports.asp>
- Each project is required to utilize at least **70 percent of vendors** that are registered in Miami- Dade County to do business.
- Each project is required to produce 70 percent of the entire production project be produced/filmed in Miami-Dade County. This will be determined by a combination of a final production schedule and the final edited, ready-for-distribution project.
- All paperwork must accompany application to be deemed complete by the Office of Film & Entertainment prior to 1st day of principal photography.
- All decisions made to approve or deny applications are final.
- Each final project will need to include Miami-Dade County as a sense of place.
- Each project must start principal photography or commence digital development (for digital projects) within 120 days of the Board of County Commissioners approving the grant agreement. **An extension may be granted at the discretion of the Office of Film & Entertainment.**
- Insurance coverage will be required, including but not limited to: worker's compensation, commercial general liability insurance on a comprehensive basis in an amount not less than \$1,000,000, and automobile liability insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage.

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- Each project is required to include the official specialty “Miami-Dade County” identifier in the end credits on projects that include credits in their project. The identifier will be provided by the Miami-Dade Office of Film & Entertainment (OFE), which will require proof that it has been placed in the credits in the final distributed project. Additionally, the production is requested to provide promotional stills and marketing materials prior to the release of production project for use by the OFE on their website and other marketing.
- No production company, including a parent company and any of its subsidiaries, may receive a grant for more than **two production projects** in a one-year period from time of first application, unless the production project is continued for a following season.
- Production projects must demonstrate compliance with all required criteria. The production audit must be submitted to the OFE within six months of the production project being completed. With the submission of the audit, the production must include a final crew list, final vendor list, final call sheets, final production reports, and payroll reports. The production must retain and maintain records, including auditor working papers, books, documents, and other evidence, including, but not limited to, vouchers, bills invoices, requests for payment, and other supporting documentation, which, according to generally accepted accounting principles, procedures, and practices, sufficiently and properly demonstrate compliance with all grant requirements and reflect all project costs expended in the performance of this agreement.





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- Each project must start principal photography or commence digital development (for digital projects) within 120 days of the Board of County Commissioners approving the grant agreement.
- Insurance coverage will be required, including but not limited to: worker's compensation, commercial general liability insurance on a comprehensive basis in an amount not less than \$1,000,000, and automobile liability insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage.



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- No production company, including a parent company and any of its subsidiaries, may receive a grant for more than two production projects in a one year period from time of first application, unless the production project is continued for a following season.
- Production projects must demonstrate compliance with all required criteria. The production audit must be submitted to the OFE within six months of the production project being completed. The results of the production audit must be submitted to OFE within 300 days of the last day of post-production. With the submission of the audit, the production must include a final crew list, final vendor list, final call sheets, final production reports, and payroll reports. The production must retain and maintain records, including auditor working papers, books, documents, and other evidence, including, but not limited to, vouchers, bills invoices, requests for payment, and other supporting documentation, which, according to generally accepted accounting principles, procedures, and practices, sufficiently and properly demonstrate compliance with all grant requirements and reflect all project costs expended in the performance of this agreement.

## **RENEWAL** (Television series)

If the project is a television series which is continued for a following season, grantee shall have the option to automatically renew this agreement. To renew, grantee must apply to the OFE within 365 days of the effective date of the approved grant agreement. With respect to the following season, if grantee satisfies all the requirements of this agreement then grantee may be eligible to receive a second grant award in the same amount as the grant. The County’s performance and obligation to pay under this contract for a following season is also contingent upon an annual appropriation by the BCC.



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## COMPLIANCE

- Failure to satisfy any of the above requirements will result in the applicant receiving no grant award.
- Compliance with all of the above requirements does not guarantee a grant award. Grants will be recommended to the BCC and be subject to review and approval by the BCC.
- Grants will only be disbursed after the project is completed and proof of the satisfaction of all requirements has been submitted to the Miami-Dade County Office of Film and Entertainment and approved via an internal audit.
- Additional rules and guidelines can be added to each individual grant agreement depending on project.

## PUBLIC RECORDS

All documents related to the grant Agreement, including but not limited to all exhibits, the application, audit results, financial documents, and certificates of insurance are public records and subject to Chapter 119, Florida Statutes.

## APPLICATION PROCESS

A qualifying application and required accompanying paperwork must be completed in full and submitted via email to the Miami-Dade Office of Film and Entertainment prior to principal photography.

Incomplete applications and paperwork will NOT be accepted.

The only email address where applications may be submitted is [filmgrants@miamidade.gov](mailto:filmgrants@miamidade.gov)

If by USPS please send to:

Miami-Dade Office of Film & Entertainment

Attn: FILM GRANTS

111 NW 1 Street, 12th Floor

Miami, FL 33128

The application and required paperwork will be reviewed for accuracy and will be vetted.





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## PAPERWORK REQUIRED TO BE INCLUDED WITH APPLICATION

- A content document such as a final script (feature films, television series, pilots for television series, documentaries, etc.), storyboards (television commercials), and digital media projects (summary of project).
- Story synopsis.
- An itemized budget detailing estimated Miami-Dade County expenditures.
- A production schedule reflecting pre-production, production and post-production schedule for entire project, including Miami-Dade County, other Florida counties and other states, U.S. territories or countries.
- **Please note: No paperwork that has personal information, including and not limited to Social Security numbers, medical records, etc. will be accepted. All personal information must be redacted.**
- Proof of Financing: Production will be required to provide proof of financing when submitting the grant application along with the additional required paperwork.

Upon submission of the application, the applicant will receive by email a confirmation message acknowledging receipt of the application.

***When emailing documents, please send via Adobe PDF. Application package is complete only when all required documents have been received. If required paperwork is not received within the 30-day time (mandatory) period, then the paperwork will be disqualified and the production will need to reapply when all the required and completed paperwork is available.***



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## GRANT AGREEMENT APPROVAL PROCESS

After an application has been submitted and all paperwork has been reviewed for criteria and additional vetting, a grant agreement will be presented to the production company for signature. After the production company has signed the grant agreement, the grant will need to be presented to the BCC for approval. The following is the approval process for the BCC:

- The grant agreement is presented to a BCC committee for review and forwarded to the full BCC for final approval. A production executive must be available to make a presentation during the committee meeting.
- At the full BCC meeting, a production executive must be available to address concerns and or make a presentation.
- Please see link below for all BCC meetings  
<https://www8.miamidade.gov/global/calendar/clerk-of-the-board.page>
- After grant agreement has been APPROVED by the BCC, the productions has 120 days to begin principal photography.
- After the grant is approved by the BCC, please apply as a registered vendor with Miami-Dade County. This is required in order for Miami-Dade County to issue the grant check of \$100,000. This process takes 4-6 weeks for approval. To register go to:  
<http://www.miamidade.gov/procurement/vendor-registration.asp>



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Name of Business Entity / Production Company

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Project Title

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Project Type



FOR INTERNAL USE ONLY

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Date Received    Date Revised    Date Completed

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Project Number



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Check correct tier:

Tier One: \$1,000,000 minimum spend for \$100,000 grant  Tier two: \$500,000 - \$999,999 minimum spend for a \$50,000 grant

Project Number: \_\_\_\_\_

BUSINESS INFORMATION	
NAME OF PRODUCTION COMPANY	
MAILING ADDRESS (street address)	
CITY, STATE AND ZIP CODE	
NAME OF PARENT COMPANY	
COMPANY WEBSITE	
PRODUCTION COMPANY CONTACT	TITLE
MAILING ADDRESS (street address)	
CITY, STATE AND ZIP CODE	
TELEPHONE	EMAIL
COMPANY FEDERAL EMPLOYER IDENTIFICATION NUMBER	IS THE BUSINESS UNIT MINORITY OWNED? <input type="checkbox"/> Yes <input type="checkbox"/> No
WHAT IS THE PROJECT'S PROPOSED PRODUCTION OFFICE LOCATION ADDRESS?	

APPLICANT (PAYEE) INFORMATION
NAME
MAILING ADDRESS (street address)
CITY, STATE AND ZIP CODE
PHONE
EMAIL



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LOCAL COMPANY INFORMATION (if different from above)
NAME
MAILING ADDRESS (street address)
CITY, STATE AND ZIP CODE
PHONE
EMAIL

MANAGEMENT INFORMATION
PRODUCER(S)
DIRECTOR
PRODUCTION MANAGER
PRODUCTION ACCOUNTANT
LOCATION MANAGER

PREPARER'S INFORMATION (must be an authorized representative of the applicant)
NAME
MAILING ADDRESS (street address)
CITY, STATE AND ZIP CODE
PHONE
EMAIL



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PROJECT INFORMATION	
PROJECT/WORKING TITLE	
Feature film (30 min. or more) <input type="checkbox"/> 1/2 hr <input type="checkbox"/> 1 hr <input type="checkbox"/> 1+ hrs <input type="checkbox"/> Episodic Series <input type="checkbox"/> 1/2 hr <input type="checkbox"/> 1 hr <input type="checkbox"/> 1+ hrs <input type="checkbox"/> Miniseries <input type="checkbox"/> 1/2 hr <input type="checkbox"/> 1 hr <input type="checkbox"/> 1+ hrs <input type="checkbox"/> Television movie <input type="checkbox"/> 1/2 hr <input type="checkbox"/> 1 hr <input type="checkbox"/> 1+ hrs <input type="checkbox"/> Television pilot <input type="checkbox"/> 1/2 hr <input type="checkbox"/> 1 hr <input type="checkbox"/> 1+ hrs <input type="checkbox"/> Television episode <input type="checkbox"/> 1/2 hr <input type="checkbox"/> 1 hr <input type="checkbox"/> 1+ hrs <input type="checkbox"/> Television commercial <input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/>	Educational/Industrial film <input type="checkbox"/> 1/2 hr <input type="checkbox"/> 1 hr <input type="checkbox"/> 1+ hrs <input type="checkbox"/> Documentary film <input type="checkbox"/> 1/2 hr <input type="checkbox"/> 1 hr <input type="checkbox"/> 1+ hrs <input type="checkbox"/> Digital Media project <input type="checkbox"/> 1/2 hr <input type="checkbox"/> 1 hr <input type="checkbox"/> 1+ hrs <input type="checkbox"/> Reality show <input type="checkbox"/> 1/2 hr <input type="checkbox"/> 1 hr <input type="checkbox"/> 1+ hrs <input type="checkbox"/> Game show <input type="checkbox"/> 1/2 hr <input type="checkbox"/> 1 hr <input type="checkbox"/> 1+ hrs <input type="checkbox"/>
PRINCIPAL PHOTOGRAPHY START DATE (mm/dd/yy)	PRODUCTION DAY(S) #
MIAMI-DADE COUNTY DAY(S) #	PRODUCTION DAYS OTHER THAN MIAMI-DADE COUNTY #
ESTIMATED DATE OF PRE-PRODUCTION START (mm/dd/yy)	WHAT IS THE ANTICIPATED CAMERA WRAP DATE? (mm/dd/yy)
ESTIMATED FINAL WRAP DATE (mm/dd/yy)	



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**PROJECT OVERVIEW**

1. Is this project a new production in Miami-Dade County?  Yes  No
2. When will the final location decision anticipated (date)? \_\_\_\_\_
3. Is this Production a long-term (multiple seasons) project?  Yes  No
4. Is there distribution? If so, what is the named platform?  Yes  No  
 \_\_\_\_\_
5. Do you have proof of complete financing of project?  Yes  No
6. If YES, would you be willing to submit the proof of financing ASAP?  Yes  No

**PROJECT DESCRIPTION AND SUMMARY (attach additional pages)**

Give a full description of this production project, including the name of project, signed cast and one-page description of storyline. Additionally, a submission of a final script is required for consideration within 30 days of application submission.





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JOB AND WAGE OVERVIEW
Will you be able to PAY Miami-Dade County residents, at a minimum, the same rate as provided in Miami-Dade County Code Section 2-8.9? <input type="checkbox"/> Yes <input type="checkbox"/> No
How many individuals that will be employed for the majority of the project from principal photography through principal wrap, will be Miami-Dade County residents?
How many individuals that will be employed NOT BE Miami-Dade County residents?
What will the total percentage of cast and crew ( <u>excluding background extras</u> ), will be Miami-Dade County residents?

LOCAL SPEND / INVESTMENT
TOTAL PROJECT BUDGET
TOTAL EXPECTED LOCAL EXPENDITURES
WHAT PERCENTAGE OF THIS PRODUCTION PROJECT WILL BE PRODUCED/FILMED IN MIAMI-DADE COUNTY
WILL YOU BE SHOOTING OUTSIDE OF MIAMI-DADE COUNTY? <input type="checkbox"/> Yes <input type="checkbox"/> No
IF YES, WHERE?
IF YES, WHAT IS THE ESTIMATED PERCENTAGE OF SPENDING OF THIS PRODUCTION PROJECT WILL BE MADE OUTSIDE OF MIAMI-DADE COUNTY?
WHAT PERCENTAGE OF HIRED VENDORS PER PRODUCTION PROJECT WILL BE MIAMI-DADE COUNTY BASED BUSINESSES?
PLEASE INDICATE WHERE YOUR HOTEL ROOMS USED DURING PRODUCTION WILL BE LOCATED (City and name of hotel if known)
PLEASE INDICATE WHERE YOUR PRINCIPAL PRODUCTION OFFICE WILL BE (City address if known)
<b>Please provide a budget breakdown of local expenditures. More information will be required within 30 days of application.</b>





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CAPITAL INVESTMENT
Will there be any capital investment made during the duration of the project? <input type="checkbox"/> Yes <input type="checkbox"/> No
If YES, will this facility be: <input type="checkbox"/> Leased space with renovations or build out <input type="checkbox"/> Land purchase and construction building
What is the estimated square footage of the new or expanded facility?
Where is the facility located?

COMPETITIVE LANDSCAPE
What role will grant play in production's decision to produce the project in Miami-Dade County?
What other cities, states, or countries are being considered for this project?
What advantages or incentives offered by these other locations do you consider important in your decision?
Indicate any additional internal or external competitive issues impacting this project's location decision.



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ECONOMIC IMPACT AND CORPORATE RESPONSIBILITY
Provide a brief synopsis of the special impacts the project is expected to stimulate in the community and the regional economy
For all production projects with screen credits, would you be willing to display "Filmed in Miami-Dade County" and/or a similar logo in the credits? <input type="checkbox"/> Yes <input type="checkbox"/> No
Would this production be willing to provide required paperwork to Miami-Dade County that would become public information under Chapter 119 of the Florida Statutes concerning public records, including but not limited to: production reports, crew lists, vendor lists, etc.? <input type="checkbox"/> Yes <input type="checkbox"/> No
Would this production be willing to provide the Miami-Dade Office of Film and Entertainment an email address for personnel / vendors to submit resumes/materials for consideration for their hire? <input type="checkbox"/> Yes <input type="checkbox"/> No
Would this production project be willing to hire at least one student/recent graduate who: (1) is enrolled in an entertainment production educational program at a Miami-Dade County college or university on the date of the commencing of prep of principal photography of the production; or (2) graduated less than one year prior to the date of the commencement of prep of principal photography from a Miami-Dade County college or university with a Bachelor's or Master's degree in film, video, media or digital media production, motion pictures or similar study, and currently resides in Miami-Dade County <input type="checkbox"/> Yes <input type="checkbox"/> No

MISCELLANEOUS
Provide any additional information you wish to be considered as part of this incentive application or items that may provide supplementary background information on your project or company.



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APPLICANT
By signing below, I certify the information provided in this application along with any pertinent information included in accompanying material is true, correct and complete.
APPLICANT (Printed Name)
APPLICANT (Title)
APPLICANT SIGNATURE
DATE

REQUIRED APPLICATION PAPERWORK
<ol style="list-style-type: none"> <li>1. A content document such as a final script (feature films, television series, pilots for television series, documentaries, etc.), storyboards (Television commercials), and digital media projects (summary of project).</li> <li>2. Story Synopsis</li> <li>3. An itemized budget detailing only estimated Miami-Dade County expenditures</li> <li>4. A Production Schedule reflecting Pre-production, production and post production schedule for entire project, including Miami-Dade County, other Florida Counties and other States, U.S. territories or Countries</li> <li>5. Notarized Affidavit</li> <li>6. Proof of Financing: Production will be required to provide proof of financing when submitting the grant application along with the additional required paperwork.</li> </ol>
<p>** When emailing documents, please send via Adobe PDF. <b><u>Application package is complete only when all required documents have been received.</u></b> If required paperwork is not received within the 30 day time mandatory period, then the paperwork will be disqualified and the production will need to reapply when all the required completed paperwork is available in hand.</p> <p>Upon submission of the application, the applicant will receive, by email, a confirmation message acknowledging receipt of the application.</p>



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**AFFIDAVIT OF APPLICANT**

STATE OF FLORIDA  
 MIAMI-DADE COUNTY

Before me, the undersigned authority, on this day personally appeared \_\_\_\_\_,  
 who, after being duly sworn, deposes and states:

1. That the Affiant is currently employed by \_\_\_\_\_ Company, as  
 \_\_\_\_\_ (Title).
2. The Affiant is familiar with the \_\_\_\_\_ (Project) and has personal  
 knowledge of the information contained in the Application to Miami-Dade County for a Production/Post Production  
 Rebate.
3. That Affiant is authorized to complete the Application on behalf of \_\_\_\_\_ Company  
 and attests to the accuracy of the information provided therein.

Further Affiant Saith Not.

By: \_\_\_\_\_ (Signature)

The foregoing instrument was sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by  
 \_\_\_\_\_, who is personally known to me or has produced his/her  
 \_\_\_\_\_ driver's license.

**NOTARY PUBLIC**

\_\_\_\_\_  
 Typed or Printed Name of Notary Public

My Commission Expires: \_\_\_\_\_