



## **Television Production Funding** Guidelines

### **How we make a funding decision**

NZ On Air's mission is to fund programmes that reflect the diverse nature of New Zealand and its culture. We look for strong ideas that have a clear New Zealand identity and are supported by a solid investment case.

You can read more about our current funding priorities on our Television Strategy page on our website.

### **Checking Funding Levels**

Our financial year runs from 1 July to 30 June. If your application is intended for late in the financial year, you should contact the Television Manager to check if we have sufficient funds remaining.

### **Information we need in your application**

See the Application Checklist overleaf, this is also attached to the funding application form. Please also note that funding applications are subject to the Official Information Act (as is any information you supply to us) and may be released to third parties.

### **Budget**

Please attach a detailed budget to the Budget Summary Sheet. We pay careful attention to this and look for competitive budgets that ensure the best use of funds. Factors we consider include whether the budget is realistic and how much broadcasters and third parties will contribute. Once the budget is set, NZ On Air will not agree to increase it unless extraordinary circumstances exist.

#### Above and Below-the-Line Costs

Budgets should be split between above-the-line and below-the-line costs as per the categories in the Budget Summary Sheet. Once contracted, the producer may not vary the above-the-line categories without the written consent of NZ On Air. Above-the-line costs exclude the Production Company Overhead and Contingency (see below).

#### Production Company Overhead (PCO)

The PCO is the margin the production company takes on the production and may not exceed 10% of the below-the-line costs. The producer may not increase the PCO once it has been set, unless extraordinary circumstances arise and written permission is obtained from NZ On Air.

#### Contingency

Contingency may not exceed 10% of the below-the-line costs unless otherwise agreed by NZ On Air to acknowledge extraordinary circumstances. A lesser contingency is expected for large budget or long-running series. Unspent contingency must be returned to NZ On Air in accordance with the funding contract.



## Television Production Funding Checklist

**Your proposal must include:**

- A written statement of interest from a New Zealand broadcaster, including the broadcaster's financial contribution and proposed timeslot,
- NZ On Air Television Production Funding Application Form (must include a target % rating and proposed broadcast rights),
- NZ ON Air Television Production Funding Budget Summary Sheet,
- A full production budget supporting the Budget Summary Sheet,
- A clear explanation of the nature of the content including synopsis, treatment, proposed formats and platforms,
- Names of key personnel involved in the production, with brief CVs,
- For returning series, details on how the last series rated,
- Production Schedule,
- A brief explanation of how the programme helps NZ On Air achieve its [strategic objectives](#),
- Details of any other funding sources, and
- Any supporting audiovisual material.

**Please email your application to [tv@nzonair.govt.nz](mailto:tv@nzonair.govt.nz)** in as many documents as is required. Please ensure that each document is suitably named so we can identify it. When designing proposals please bear in mind that they will be read on ipads or PCs. Audio visual material can be submitted as a link to a webhost (such as Vimeo or Youtube). Alternatively you can post or courier eight DVD's to our physical address.

**We must receive all of the above information by the Application Deadline stated on our [funding calendar](#).**

**Information received after the 5pm deadline may not be considered.**