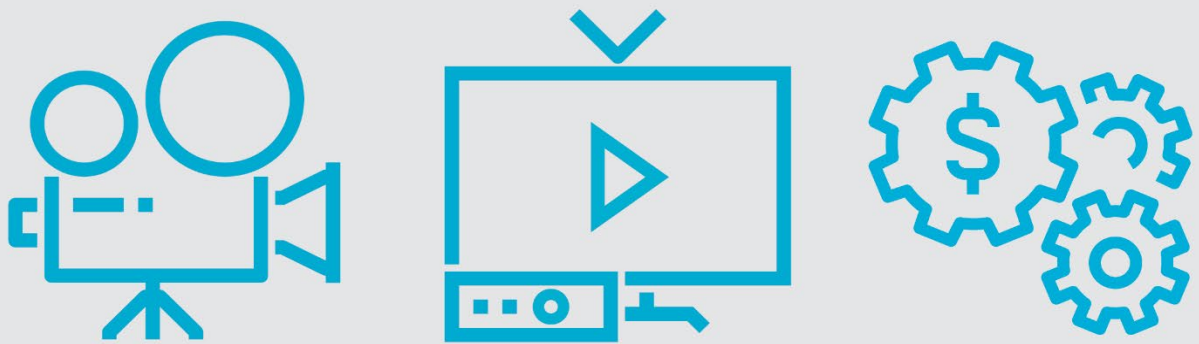


Film and Television Tax Credit (FTTC)



Application Companion Guide

Alberta ■

Application Companion Guide

To get started

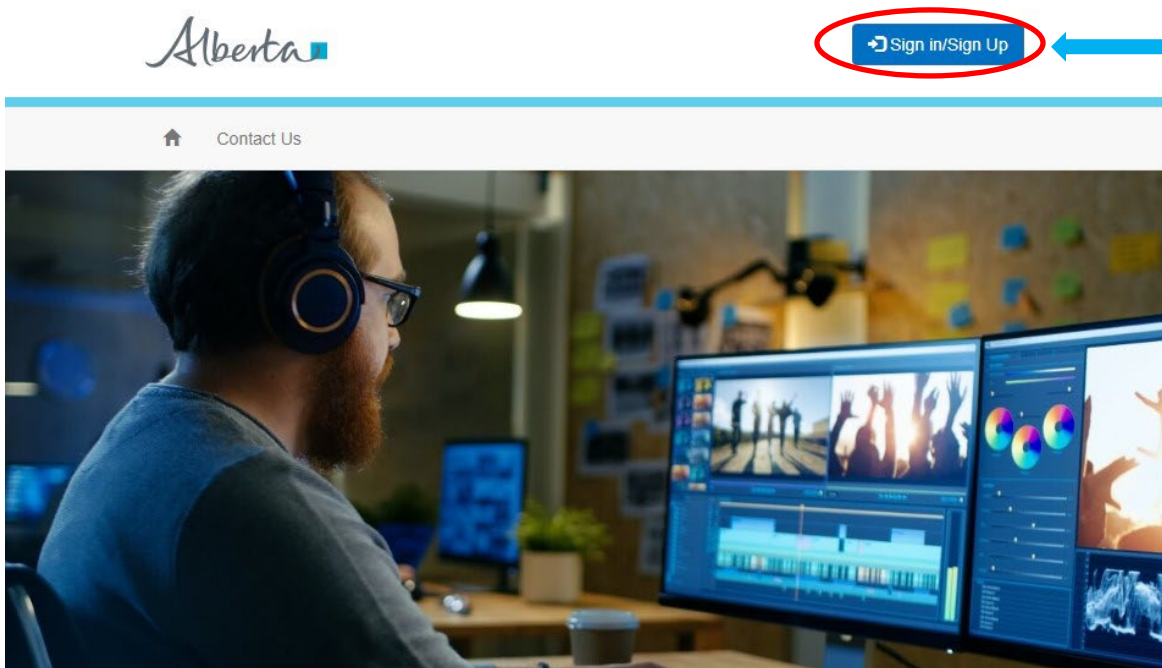
Access the Application Portal

Open your browser (Google Chrome or Microsoft Edge is recommended) and access the online application portal: <https://funding.alberta.ca/>

Or, you can access the portal via the [FTTC webpage](#).

To start your application, click on “Sign in/Sign Up” (Option 1) or “How to apply” and then “Online Application Portal” (Option 2).

Option 1:



Option 2:

On this page:

[Important dates](#)

[Overview](#)

[Tax credit rates](#)

[Eligibility](#)

[How to apply](#)

[After you apply](#)

[Requesting a tax credit](#)

[Additional program details](#)

[Supplementary forms](#)

[Contact](#)

[Related](#)

[Online Application Portal →](#)

Alberta.ca Account

You will be taken to the Alberta.ca Account login page and prompted to create a user account OR sign in if you have an existing account.

Alberta.ca Account

Available services Get help Contact

Sign in

Username

Password

Sign in

[Forgot your username or password?](#)

New here?

Create account

[Terms of Use](#)

If you have an existing account, sign in here.

If you need to create an account, click here.

Once an account has been created, you will gain access to the online application portal that hosts the forms and templates required for application.

If you have forgotten your Alberta.ca Account login information, or have difficulties logging in, please try one of the following options:

- Contact the Alberta.ca Account team at 1-844-643-2789 or alberta-ca.account@gov.ab.ca
- Fill out the online form at: <https://www.alberta.ca/alberta-ca-account-contact.aspx>
- For forgotten user ID and/or password, go to <https://account.alberta.ca/login> and click on the “Forgot your username or password?” link. You will then be e-mailed the reset and/or recovery information.

After creating a new account, you will be asked to complete registration details for the user profile. Please complete the requested information and click “Submit”.

Registration

Companion Guide

Profile

My Applications

The personal information in this form is being collected under section 33(c) of the Freedom of Information and Protection Act for the purpose of funding under Alberta Jobs, Economy and Innovation's programs. If you have any questions regarding the collection of this information:

- For the Community and Regional Economic Supports program, please email CARES.program@gov.ab.ca
- For the Alberta Export Expansion Program, please email AEEP.program@gov.ab.ca
- For the Film and Television Tax Credit program, please email FTTC.program@gov.ab.ca
- For the SME Relaunch Grant, please email SMErelaunch.program@gov.ab.ca
- For the REP Implementation Grant, please email REImplementation.grant@gov.ab.ca

INFORMATION

First Name *	Last Name *
<input type="text"/>	<input type="text"/>
E-mail *	
<input type="text"/>	
Title	Phone Number
<input type="text"/>	<input type="text"/>

BUSINESS INFORMATION

Legal Name of Business Corporation *

Submit

Once a new account and user profile has been created/you have logged in using an existing account, you will be taken to the main Application page. On this page, you will find all submitted applications under “My Applications”.

Applications

This website has been designed to work properly in the following browsers:
- Google Chrome
- Microsoft Edge
To submit an application, you need to use one of these two browsers.

My Registrations

My Applications

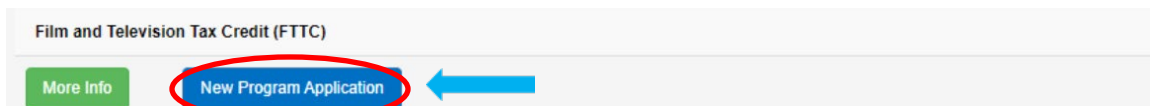
You can apply for multiple programs from this dashboard. All the programs available for application will be listed under the “Programs” header of the dashboard.

Programs

Alberta Investor Tax Credit (AITC) - Eligible Business Corporation (EBC)
More Info New Registration
Community Economic Development Corporation (CEDC)
More Info New Registration
Alberta Export Expansion Program (AEEP)
More Info New Program Application
Community and Regional Economic Support (CARES)
More Info New Program Application
Film and Television Tax Credit (FTTC)
More Info New Program Application
Northern and Regional Economic Development Program
More Info New Program Application
Small Medium Enterprise Relaunch Grant
More Info New Program Application

Film and Television Tax Credit (FTTC) Application

When applying for the FTTC program, please select “Film and Television Tax Credit (FTTC)” from the program listing to begin the application process.



Helpful tips:

- Please have all documentation ready for upload prior to beginning the application. The application will require document upload at the final step of the application process.
 - The following documents are required and can be found at the bottom of the [program webpage](#):
 - Capitalization Table
 - Estimated Total Production Costs
 - Related Party Transaction Form
 - Summary of Production Financing
 - Production schedule with dates and shooting locations
 - Distribution Agreement
 - Evidence of Production Financing
 - *Producer Declaration (required if eligible for 30% Alberta owned stream)
 - *Supporting document for shooting locations (required if eligible for rural and remote area stream)
- When you click on “Next” after you fill in a page, the application will automatically save the data inputted up to this point.

- The “Program Overview” tab provides instructions on how to complete the application. Please review this information thoroughly prior to beginning.
- Please note that applicants must notify the program area of any changes to the production within 30 days of the change.

Once the program application instructions have been reviewed, select “Next” to begin the FTTC application.

The screenshot shows a sidebar on the left with the following items: Program Overview (highlighted), Corporation Information, Contact Information, Production Plan, Attachments, Disclosure, Certification, and Submit Form. The main content area is titled 'Program Application Instructions' and contains the following text:

Film and Television Tax Credit (FTTC) Application

This application is completed by a Film and Television Tax Credit(FTTC) corporation. Upon acceptance into the program, the Minister confirms that the corporation meets the requirements under the *Film and Television Tax Credit Act* and regulations and may provide an Authorization Letter for FTTC-related costs.

As per FTTC legislation, applications for the FTTC program may be submitted **either before** Alberta principal photography begins **or up to 120 days** after commencing filming in Alberta. Productions will not be able to apply if they already started principal photography prior to June 7, 2024.

A blue arrow points from the text 'or up to 120 days' to a 'Next >' button which is circled in red.

Corporation Information

Corporation Information

To be eligible, a corporation must:

- be primarily engaged in film, television, and/or digital media production;
- be incorporated in Alberta under the *Business Corporations Act*, registered as an extra-provincial company in Alberta, and/or continued as an Alberta company through a Certificate of Continuance; and
- not be exempt from paying taxes under the *Alberta Corporate Tax Act* (or be controlled by a corporation that is).

Please Note: Applications to the program may be submitted by an ineligible parent corporation on behalf of an eligible corporation that will be established in the future.

However, an Authorization Letter will only be issued to an eligible corporation that meets all the criteria above.

On this page, you will be asked to either select an existing organization (if you are a previous applicant) or to create a new organization (if you are a new applicant). Click “Next” to continue.

The screenshot shows the 'Corporation Name' form page. The sidebar on the left has 'Corporation Information' highlighted. The main content area has a blue header 'Corporation Name' and a section titled 'Select Existing Organization' with a dropdown menu. Below this is a 'Create New Organization' button and '< Back' and 'Next >' buttons. A blue callout box at the bottom contains the text: 'If your corporation has previously applied, please select it from the drop down. If not, create a New Organization.'

Please complete the requested information on the second “Corporation Information” page. If the Corporation does not have an operating name, please leave this field blank.

The screenshot shows a web form titled "CORPORATION INFORMATION". On the left is a sidebar menu with options: Program Overview, Corporation Information (selected), Contact Information, Production Plan, Attachments, and Disclosure. The main form contains the following fields and instructions:

- Are you a registered Alberta corporation?** (checked)
- Have you applied to FTTC for this production previously?** (unchecked)
- Legal Name of Business Corporation *** (text input)
- Operating Name of Business Corporation** (text input)
- Fiscal / Taxation Year End *** (text input)
- Corporate Access Number *** (text input)
- Mailing Address** section with sub-fields: Street 1, Street 2, City *, Province *, and Postal Code.
- Is this corporation Alberta-owned? (i.e., has more than 50% financial control of the project) *** (radio buttons: No selected, Yes)
- Are you affiliated with or a subsidiary of a different corporation?** (radio buttons: No selected, Yes)

Callout boxes provide the following instructions:

- Blue box on the left: "Please provide a mailing address for official program correspondence. Please ensure that the address provided is not temporary."
- Blue box pointing to Fiscal / Taxation Year End: "Enter your Fiscal/Tax year-end date here."
- Blue box pointing to Corporate Access Number: "Enter your Corporate Access Number."
- Blue box pointing to the affiliation question: "If your corporation is affiliated with, or a subsidiary of another corporation, please provide any applicable details of this relationship."
- Large blue box at the bottom: "Alberta owned means that an Albertan individual, partnership, or corporation (or some combination thereof) has at least 50% financial control of the project. Applicants must provide substantiation in the form of a Capitalization Table."


At the bottom right of the form are buttons for "< Back" and "Save and Next >".

If you have applied to FTTC previously for the same production, additional information will be required.

Have you applied to FTTC for this production previously?

Title of previous production *

Date of previous application *



Contact Information

Contact Information

Please provide the name and contact information of a Director who has signing authority in the corporation, as per the corporation's Articles of Incorporation.

Program Overview	CORPORATE DIRECTOR INFORMATION Per the corporation's articles of incorporation Title <input type="text"/> Director Name * <input type="text"/> Director Address * <input type="text"/> Director Home Phone * <input type="text"/> Director Work Phone * <input type="text"/> Director Email Address * <input type="text"/>
Corporation Information	
Contact Information	
Production Plan	
Attachments	
Disclosure	
Certification	
Submit Form	

Please provide the name and contact information of the individual responsible for administration of the application. The Primary Contact may be the Director or another individual. Should any follow-up be required, the Primary Contact will be the FTTC Program's first point of contact.

Primary Contact Information

The individual who will be the first point of contact for the administration of this application


Title	Contact Name *
<input type="text"/>	<input type="text"/>
Contact Email *	Contact Phone number *
<input type="text"/>	<input type="text"/>
Business Website *	
<input type="text"/>	

Additional Contacts

You may also provide up to five additional contacts who may be contacted/involved with respect to the evaluation and processing of the application. Please note that information about the application will not be shared or discussed with anyone who is not listed in this section.

To add an additional contact, please click the "Create" button in the top-right corner of the "Additional Contact" section.

Additional Contact

 Create

Full Name ↑


E-mail

Mobile Phone

Website

There are no records to display.

A pop-up box will appear with the word “Create” again in the top left-hand side of the pop-up.

 Create x



Once you click on the “Create” button in the top-left corner of the pop-up, editable fields will appear where the additional contact details may be inputted. Once you have completed all the additional contact fields, click “Submit”.

 Create x

Additional Contact Information

Title

Name *

E-mail

Phone Number

Business Website

 Submit

Once you have finished adding any additional contacts for the production and clicked submit, the pop-up box will close, and you will be brought to the Contact Information page once again. Click “Save and Next” to continue to the next page of the application.

Production Plan

Production Plan

The Production Plan provides information regarding your production.

If you have already received funding from Alberta Production Grant or Screen-Based Production Grant for the production you are applying for and choose “Yes”, the production is ineligible for this program. This applies only to productions who have already received the funding (not to productions that have only applied to these programs).

Have you received funding from the Alberta Production Grant or Screen-Based Production Grant for this production?

No Yes

For the production to be eligible for the program, the total production costs must be \$500,000 or more. If “No” is selected, the application will be ineligible.

Are total production (Alberta-based + non-Alberta based) costs over \$500 000?

No Yes

If your production is an international treaty co-production, please indicate “Yes”. You will be required to include a copy of your co-production agreement in the ‘Attachments’ section of this application.

Is this an international-treaty co-production? *

No Yes

Tax Credit and Tax Credit Rate

You may choose “Single Tax Credit” or “Multiple Tax Credits” at the application stage. If Multiple Tax Credits stream is chosen, each tax credit request must be submitted within six months of each taxation year end in which eligible expenses are incurred. Please refer to [Program Guidelines](#) for additional information on the single and multiple tax credit options.

In this section, please indicate which tax credit rate your production is requesting. To be eligible for the 30% rate, a production must satisfy all of the eligibility requirements.

To be eligible for additional consideration for rural and remote filming (30% tax credit rate), at least 75% of Alberta principal photography days must occur in a rural or remote location(s). Please refer to the maps in the Program Guidelines for eligible locations.

The eligibility requirements for each rate are outlined in the [Program Guidelines](#), which can be found on the bottom of the program webpage.

Which tax credit rate are you eligible for? (please refer to [Program Guidelines for eligibility requirements](#))

30% (Alberta owned) 22% 30% (rural and remote area)

Production Platform and Synopsis

Please indicate the distribution platform for the production and provide a short synopsis (a few sentences) of the production.

Platform (check all that apply) *

Film

Television

Digital Media

Production Synopsis *

Production Costs

The Estimated Total Production Costs template can be found at the bottom of the [program webpage](#) or by clicking the live link in the application portal. Please provide the requested information based on your estimated Alberta costs and total production costs.

Use this template for the following four questions: [Total Production Costs template](#)

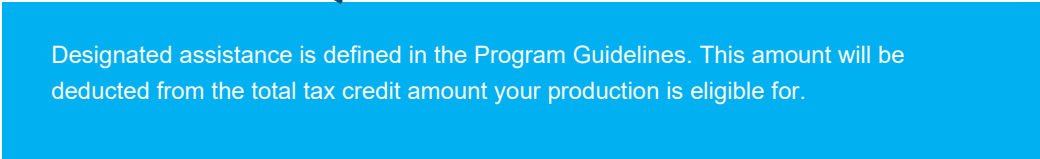
Estimated Eligible (Alberta-based) Labour Costs *

Estimated Eligible (Alberta-based) Production Costs excluding labour and/or salaries *

Estimated Total Eligible (Alberta based) Production costs in rural and remote area *

Estimated Total Production Costs *

Estimated Designated Assistance *



Designated assistance is defined in the Program Guidelines. This amount will be deducted from the total tax credit amount your production is eligible for.

Production Schedule

This section includes key dates, shoot days, and headcounts in the lifecycle of your production. Please note that applicants must update the program within 30 days of the application if there are substantive changes to these dates.

You are allowed to apply to the program up to 120 days **after** commencing principal photography in Alberta (effective on a go-forward basis from June 7, 2024). You will also be asked to upload your production schedule in the 'Attachments' section.

Estimated AB Headcount *

Pre-production start date *

Principal photography start date *

Expected production completion date (final deliverables submitted to request final or only tax credit certificate) *

Expected air/release date *

Number of production shooting days *

Number of Alberta production shooting days *

Number of Alberta production shooting days in rural and remote area *

Alberta shooting locations (specify city/municipality) *

Please indicate all locations where shooting for the production will take place.

Licensing and Financing

Please confirm that your production does not fall into one of the ineligible categories listed below:

- confirm the production in development is not one of the following ineligible categories: *
- A. news, current events or public affairs programming, or a program that includes weather or market reports;
 - B. a talk show;
 - C. professional sporting events or activities;
 - D. a gala presentation or an awards show;
 - E. a production that solicits funds;
 - F. pornography;
 - G. advertising;
 - H. a production that consists all or substantially scenes recorded on private or public surveillance equipment;
 - I. a production that is produced primarily for industrial, corporate, or institutional purposes;
 - J. a production, other than a documentary, all or substantially all of which consists of stock footage;
 - K. a production for which public financial support would, in the opinion of the Minister, be contrary to public policy;
 - L. console or video games.

Do you have a Distribution Agreement? (if yes, attach agreement in next section) *

No Yes

Licensor Name

License Value

Please provide the Licensor Name and License Value here.

Do you have at least 50% financing secured? (attach financing budget in next section) *

No Yes [Evidence of Production Financing template](#)

What additional economic impacts will your project have on Alberta and/or Alberta's film and television industry?

This may include direct economic impacts such as job creation, Alberta promotional opportunities, tourism impacts, training opportunities, investment opportunities, infrastructure, new technology, and impacts to rural communities, etc.

Please note: The 50% secured financing is **not** inclusive of estimated tax credit received under this program and should not be listed on the Evidence of Production Financing template.

Genre and Distribution

Please use the drop-down menus to select a Genre, Production Type, and Distribution Medium. If the selection you require is not included, please select “Other”. Once this section has been completed, please click “Save and Next” to continue to the next page of the application.

Genre

Production Type

Initial Distribution Medium

< Back

Save and Next >

Attachments

Please upload all required attachments here. Once you have chosen all the files, please click “Upload Files”, and they will appear in the “Currently Uploaded Attachments” section of the page.

The required templates can be found at the bottom of the [program webpage](#).

Attachments with a red asterisks (*) are mandatory fields and are required to submit an application.

ATTACHMENTS

Acceptable file types: excel, pdf, word and maximum size is 20MB

For this section download the GOA-provided templates found [here](#)

Capitalization Table *	<input type="button" value="Choose File"/>	No file chosen
Estimated Total Production Costs *	<input type="button" value="Choose File"/>	No file chosen
Related Party Transaction Form *	<input type="button" value="Choose File"/>	No file chosen
Summary of Production Financing*	<input type="button" value="Choose File"/>	No file chosen

For this section there are no GOA-provided templates

International-treaty co-production Agreement	<input type="button" value="Choose File"/>	No file chosen
Articles of Incorporation	<input type="button" value="Choose File"/>	No file chosen
Production schedule with dates and shooting locations *	<input type="button" value="Choose File"/>	No file chosen
Distribution Agreement *	<input type="button" value="Choose File"/>	No file chosen
Evidence of Production Financing *	<input type="button" value="Choose File"/>	No file chosen
Copyright Documentation	<input type="button" value="Choose File"/>	No file chosen
Producer Declaration (required if eligible for 30% Alberta-owned stream)	<input type="button" value="Choose File"/>	No file chosen
Supporting document for shooting locations (required if eligible for 30% rural and remote area stream)	<input type="button" value="Choose File"/>	No file chosen
Other documents (max. five)	<input type="button" value="Choose File"/>	No file chosen

These additional attachments are required to complete the application under the **30% Alberta owned stream**.

This additional attachment is required to complete the application under the **30% rural and remote area stream**.

Once all of the documents have been uploaded and are showing in the “Currently Uploaded Attachments” section, please click “Save and Next” to move to the next page of the application.

Disclosure

The Authorized Signing Officer will have to sign the disclosure form and choose to either provide consent or not to the Government of Alberta to use the corporation and production’s information only for the purposes of administering and evaluating the FTTC program. Once the appropriate selections have been made, please click “Save and Next” to move onto the next page of the application.

Program Overview
Corporation Information
Contact Information
Production Plan
Attachments
Disclosure
Certification
Submit Form

DISCLOSURE

The Government of Alberta (GOA) is interested in sharing information pertaining to the Alberta Film and Television Tax Credit program (the Program) for the purposes indicated below. Disclosure of information may be made for public awareness, on government websites for information and analysis, in response to inquiries from the media or the public, for reporting to interested MLAs, or other government ministries and agencies.

This Consent to Disclose Information allows the GOA to provide your corporation and production's information to the media, the general public, and Statistics Canada. This information will be shared for the purposes of:

- public identification as a participant of the Program and/or an example of Program success
- research and statistical analysis in Program evaluation
- program promotion

The information that may be shared includes your corporation and production's name, contact information, and location of the business. Except for research and statistical purposes, this consent does not authorize the sharing of financial, shareholder, or other proprietary information. In the event of public promotion, you will be contacted for further coordination and approval by the appropriate parties.

Please note:
Your company's consent is voluntary. Refusal to provide authorization will not impact your application for a tax credit certificate from Alberta Film and Television Tax Credit program.

All information will be managed in accordance with the Freedom of Information and Protection of Privacy Act.

Questions related to the collection, use or disclosure of information should be directed to Program Support at fttc.program@gov.ab.ca.

I am an Authorized Signing Officer in this corporation and have authority to sign this consent form. *

I provide consent and allow the GOA to disclose the corporation and production's information for the purposes outlined above

I do not provide consent and wish the GOA to use the corporation and production's information for the purposes of administering and evaluating the FTTC program only

< Back
Save and Next >

Certification

Please check the box to certify your application. Once the box has been checked, please click "Save and Next" to move onto the next page of the application.

Program Overview
Corporation Information
Contact Information
Production Plan
Attachments
Disclosure
Certification
Submit Form

CERTIFICATION

certify that all information contained within the FTTC program application is true and correct and will be used in accordance with the *Film and Television Tax Credit Act, Film and Television Tax Credit Regulation, and program guidelines.**

< Back
Save and Next >

Sharing of Information

The Freedom of Information and Protection of Privacy (FOIP) Statement provides information on the collection of your personal information and who to contact for questions. Once you have read the FOIP Statement, please click "Submit" to submit the application form.

Program Overview
Corporation Information
Contact Information
Production Plan
Attachments
Disclosure
Certification
Submit Form

SUBMIT FORM

FOIP Statement

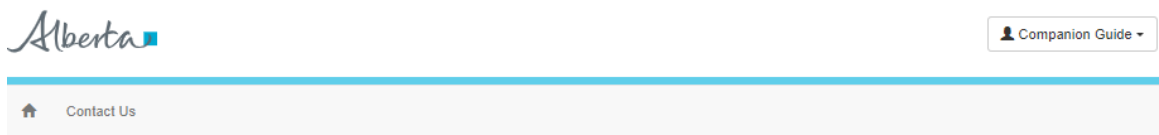
The personal information collected in this application is for the purpose of administering the Alberta Film and Television Tax Credit (FTTC) program, assessing, evaluating, and promoting FTTC, and for use in research and statistical analysis. This collection is authorized under section 33(c) of the Freedom of Information and Protection of Privacy Act. For questions regarding the collection of personal information, please contact the FTTC Program Staff by email at FTTC.program@gov.ab.ca or mail to 10155 – 102 Street, 14th Floor, Edmonton Alberta T5J 4G8.

< Back
Submit

Congratulations! You have completed the application for the Alberta Film and Television Tax Credit program.

Completed Applications

To view your completed application, simply sign into the portal at <https://funding.alberta.ca/> and select “View Application”.



Applications

This website has been designed to work properly in the following browsers:
 - Google Chrome
 - Microsoft Edge
 To submit an application, you need to use one of these two browsers.

My Registrations

My Applications

Title	Organization	Identifier	Published Status	Date Submitted	Date Updated	Action	
FTTC Application	Companion Guide Inc.		Submitted	Tuesday, May 14, 2024	Tuesday, May 14, 2024	View Application	Export

Contact

If you have any questions about the FTTC program or how to complete the online application, please contact us by email at fttc.program@gov.ab.ca or by telephone at 1-833-538-3882.