



## Loan Application Form

**THIS APPLICATION FORM MUST BE COMPLETED IN FULL.  
INCOMPLETE APPLICATION FORMS WILL NOT BE ACCEPTED.**

### **SECTION A: GUIDELINES**

**A1: The Fund:** This is a sector specific loan product from the Youth Enterprise Development Fund. It targets youths in the film Industry.

**A2: Loan:** The fund is issued as an interest bearing loan. Those applying will pay back the loan with an 8% interest, flat rate. The repayment period is up to a maximum of 6 years.

#### **A3: Eligibility and criteria:**

- Youth: Kenya citizens who are 18 years and above who have not yet attained 35 years of age.
- Registered Business: The applicant must have a registered business entity whose shareholding and membership is a ratio of 70:30, in favor of youth or 100% youth.
- Projects: Feature films and Television series
  - Feature films: The script must be a good Kenyan story capable of being developed as a feature film
  - Television series: This fund is primarily for feature film production. However, any exceptional TV Series script submitted may be considered. The series should have a minimum 13 episodes, each 30 minutes long
- The script is intended to be developed in English, Kiswahili or any Kenyan local language.
- There is, in the story, significant representation of Kenyan culture
- At the minimum 80% of the locations and the cast are Kenyan
- The story is dramatic and engaging.

- Scripts: Must be registered with Kenya Copyright Board and evidence of the registration submitted together with the script.

### **Initial Stage**

The following must be submitted with the application form for this stage:

- Logline
- Synopsis (max 200 words)
- Treatment (max 1000 words)

*Use font type Times New Roman, size 13 with 1.5 line spacing*

### **Final Stage**

The following must be submitted for the final stage:

- A full script for feature projects
- A comprehensive production schedule
- Distribution and marketing plan
- A detailed budget with proof of commitment from other financiers where applicable.

In addition to the above, those submitting for TV series projects must provide:

- Provision of Letter of Intent from a Broadcaster
- Evidence of potential buyers of the show – Resale/Letter of offer

**A5: Application Process:** There are seven steps to this application process.

*Step 1* Call for applications through media after which applicants send in their story Synopsis, Logline and Treatment.

*Step 2* Close of applications receipt and commencement of evaluation.

*Step 3* Selection of long list of successful applicants. They will be notified via email/website/telephone and requested to send the following within a 2 week deadline;

- a) Full length feature film scripts or
- b) 13 TV episodes of 30 minutes each

*Step 4* The successful applicants will be invited to a workshop on pitching and industry orientation. The project's core team of Producer, Script Writer, and Director will be vetted on the strength of the team and interpretation of the story submitted.

*Step 5* Further shortlisting and invitation to a script development workshop for the successful applicants.

*Step 6* Participation in the Script Development Workshop.

*Step 7* Successful applicants are contracted and funded

**A6: Collateral:** Flexible collateral will be required depending on the amount borrowed. Collateral will be in the form of: Assignment of cash flows, script copyright, Chattels Mortgage over business assets, log books, title deeds and Deeds of guarantee.

**A7: Submission Deadline:** The 2013 submission deadline is **20 December, 2013**

**SECTION B: APPLICANT DETAILS**

<b>B1 Project and Applicant Names</b>	
Name of Applicant	
Project Title	
Length of film/TV series	
Genre	
Language	
Estimated Budget	
Is the story original or based on other works?	

<b>B2 Applicant Details</b>	
Production Company/Business Entity Name	
Date of Incorporation/Registration	
Business Postal Address	
Business Physical Address	
Business Telephone No.	
Business email address	
Producer's Mobile No.	
Producer's email address/website	

<b>B3 Shareholders</b>					
	Name	Date of Birth	ID Number	Designation (producer, director, script writer)	Shareholding percentage

*(Attach copies of IDs and directors' letter of consent to borrow)*

<b>B4 Team Composition</b>			
	<b>Production Role</b>	<b>The proposed Team Member's Name</b>	<b>Gender</b>
1	Producer		
2	Script Writer		
3	Director		

**B5 The company/ Producer film production Experience**

Please Enclose:

- Summary of company and producer profile (Maximum 300 words)
- Two (2) copies of CVs of Producer, Director and Script writer
- A show reel and or *a You-Tube link may be provided*

**SECTION C: PROJECT DETAILS**

**C1 Please attach the following:**

- The logline
- Story synopsis (Maximum 200 words)
- Treatment (Maximum 1,000 words)

<b>C2 Projects with other funding partners</b>			
1	Do you have any other funding partners committed to this project?	Yes	No
2	Provide proof of money committed to this project. E.g. Bank Guarantee ( <i>attachment</i> ) if applicable		

**SECTION D: COPY RIGHT DETAILS**

<b>D1</b>	Have you registered the script with Kenya Copyright Board?		<b>Yes</b>	<b>No</b>
Certificate Date of Issue		Certificate No		
Who is the holder of the certificate?				

**SECTION E: DECLARATION**

We..... declare that we have read and understood the Take 254 Loan Application Guidelines. We acknowledge that the application to The Fund is made at our own risk and that the Youth Enterprise Development and other partners will not be liable for loss, damage or costs arising directly or indirectly from the application process.

We acknowledge and consent that the information given in this application and in any supporting materials may be shared with the Take 254 Committee in helping the Fund assess my application, to monitor its activities and to prepare statistics.

We understand that The Fund will endeavor to keep all information provided by me secure and confidential except as may be required by law

We hereby confirm that the information given in this application and any supporting materials is true and correct. We acknowledge that the decision of the Fund shall be final and cannot be contested

We.....confirm that we are authorized to make this application on behalf of .....and accept all the terms and conditions herein.

<b>Designation</b>	<b>Name</b>	<b>Signature</b>	<b>Date</b>
Producer			
Director			
Script writer			

*(Affix company stamp/seal)*