



# Edmonton Screen Location Scouting Support Program

Please reference the guidelines and complete all applicable portions of the form. The application must be completed on a computer. Printed or scanned versions will not be accepted. Submit the completed form to [locations@edmontonscreen.com](mailto:locations@edmontonscreen.com).

## Applicant Information

Production Company (Alberta)	Production Company (foreign)
Production Company (Alberta) Address	Production Company (foreign) Address
Main Contact (include title)	Email
Phone Number	Link to CV/IMDB

## Project Details

Project Name	Total Number of Filming Days
Estimated Production Timeframe	Number of Filming Days in the Edmonton Metro Region
Genre/Format	Total Estimated Production Budget (CAD)
Total Estimated Alberta Budget (CAD)	Total Estimated Edmonton Budget (CAD)

Will the project engage post-production services in the Edmonton Metro region?

Will the project engage key creative positions in the Edmonton Metro region?

If yes, please list

## Scouting Request Details

Number of Days Requested (Maximum of Three (3))	Date Frame Requested
<input type="checkbox"/> One (1) <input type="checkbox"/> Two (2) <input type="checkbox"/> Three (3)	

(con't)



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## Scouting Request Details (Continued)

Estimated Arrival Times to Edmonton

Estimated Departure Times From Edmonton

Will you be renting a vehicle?

Production Representatives/Scout Attendees (List with titles)  
(Note: Usually a max of three (3))

Are you supplying a script? (Please attach if yes)

Locations You Would Like to Scout (List in order of importance)

## Reporting Information

Original receipts are required for reimbursement of all expenses except for per diem. These expenses include:

Credit Card Receipts

Detailed Merchant Receipts

Receipts must be accompanied by a summary which outlines:

The Nature of the Expense

The Name and Title of the Individuals Involved

The Purpose of the Expense

All expenses and summaries must be submitted within 30 days of the scouting activities.

The following list includes examples of non-reimbursable expenses:

In-room Movies or Video Games

Alcohol or Controlled Substances (must not be on any of the receipts submitted)

Travel to the Edmonton Metro Region



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## Disclaimer

I understand that any false statement, omission, or misrepresentation on or related to this application is sufficient cause for refusal to allow for the approval or acceptance of the application, and may result in the termination of the application process now and in the future, no matter when discovered by the ESIO.

I agree and understand that it is the full and sole responsibility of the Applicant to provide the ESIO with any and all new or updated, information, as it becomes available, which differs or would be considered an amendment to the information provided within this Application.

I understand that the ESIO is subject to the provisions of the Personal Information Protection Act (Alberta), as may be amended from time to time.

I understand that I am able to read the **ESIO Privacy Policy**, at my sole discretion. I further confirm that I have been provided with sufficient time and opportunity to review the ESIO Privacy Policy.

I release and authorize the ESIO to discuss and disclose any and all information and documentation related in any way to the Application and the Application process and the Project, as required to investigate, assess and evaluate the Application, to the employees of the ESIO, its agents and advisors including but not limited to independent analysts contracted by the ESIO to review Applications for Funding, legal counsel, and auditors, in accordance with the ESIO Privacy Policy.

I authorize the ESIO to thoroughly investigate all statements contained in the Application, without giving me prior notice of such disclosure.

I acknowledge that, the ESIO takes the protection of the confidential and private data of each applicant seriously. I understand and acknowledge that the ESIO implements, employs and has certain data security measures in place which are consistent with industry standards to protect the private and confidential information as provided within this Application. I acknowledge, understand and agree that the ESIO cannot guarantee that unauthorized third parties will never be able to defeat the security measures the ESIO has put into place. I release and indemnify, on behalf of the Corporation, the ESIO from any and all claims, demands, losses, costs, charges, actions and other proceedings, in respect of any loss, damage or injury, resulting from a third party's unauthorized access to the Applicant's information, except if caused by the ESIO's negligence, or willful misconduct the ESIO.

I understand and agree that the ESIO shall be entitled to amend or impose such additional terms and conditions in its approval for Funding, in its sole discretion as it deems necessary and shall be entitled to impose such terms and conditions on any consent granted pursuant to this application, as it deems necessary.

I acknowledge that the ESIO has full discretion in administering its programs and the application guidelines to ensure that funding provided to those projects meets the mandate of the ESIO. The Applicant further acknowledges that in all questions of interpretation of the ESIO Guidelines and review of this Application the objectives of the ESIO and its interpretation shall prevail.

If a dispute arises concerning the Application or interpretation of this Application, the parties will attempt to resolve the matter through good faith negotiation and each party may appoint senior representatives to meet and pursue resolution through negotiation before resorting to litigation.

These terms and conditions will be appended and incorporated into any additional or supplemental grant or contribution agreement executed between the Applicant and the ESIO, in the event such an agreement is required, except for any specific deviations or exclusions outlined therein.