

FILM CREW ADVANCEMENT PROGRAM GUIDELINES

FCAP application must be submitted 30 calendar days to commencement of any FCAP eligible training. The FCAP grant agreement can be amended within the 1st week of filming. Training dates begin when the FCAP grant agreement is fully executed and will not include dates prior to the contract date. FCAP process must be completed via the Salesforce portal.

Phase I – during NM Prep:

- The portal works best with Chrome, Safari, and Firefox. If the “user” has created an account with another project - we recommend that the “user” create a new online account with a new email address (i.e., create a production email).
 - [Email](#) the company’s current [W-9 form](#).
 - Once the production has decided to participate in FCAP, it is recommended that the company notify department heads / keys that the company is participating in FCAP.
 - There are additional requirements if the total NM budget is over \$2M. Production must provide crew names, titles and NM driver’s licenses of [8 NM residents employed in head / key level positions in a minimum of 6 different craft departments](#) - these crewmembers are not required to be program participants or mentors to [NMFO](#).
 - Additional FCAP positions may be available for NM Veterans through Operation Soundstage.
 - NMFO can provide a list of PA’s who may be eligible for FCAP. Please email [NMFO](#).
1. The company must create an online account (“user id” and “password”) through the online portal. [CLICK HERE](#) to register and create an online account. Once an online account is created, the company may start the process to fill out the FCAP Application Part I through the portal. If you’ve already created an account, [CLICK HERE](#).
 2. Once the portal application has been submitted, the company will receive the FCAP grant agreement from NMFO and will need to email the signed PDF of the FCAP grant agreement for review and approval before principal photography commences. (*Note: UPM or higher will need to sign the FCAP grant agreement*).
 3. When all signatures are affixed, NMFO will email the signed document to company with a link and instructions to begin Phase II.

Phase II – during NM principal photography:

- Within the first week of principal photography, the company must email participating crewmembers the [FCAP trainee application](#).
- NMFO may reach out to the trainee, mentor and may send the company questions for clarification. NMFO also may schedule a set visit during production.
- FCAP trainee applications will not be accepted after principal photography has ended.
- The company may request an amendment of FCAP trainees during principal photography only.
- All contractual obligations with unions must be met by the company for applicants applying for FCAP job positions under that union or guild’s jurisdiction.

1. Once the FCAP trainee application is filled out, signed/dated and all contact information for both the participant and mentor are included – the company must:
 - a. enter the FCAP Participant Application information via the online portal
 - b. attach PDFs of the trainee’s current resume, FCAP trainee application, current NM driver’s licenses, and start paperwork.
 - c. the crewmember must have been a resident of NM for a least 1 year prior to employment.
 - d. the FCAP trainee job title must correspond with the [FCAP Job Title list](#):
 - e. the job title on the application is consistent with start paperwork, call sheets, crew lists and detailed earning reports
 - f. attach the preliminary crew list and call sheet - production will need to highlight trainees in yellow and mentors in another color. Highlight documents before scanning and submitting.
2. NMFO will send the company a list of the approved FCAP trainees and a link to complete Phase III.

Phase III – during NM wrap:

- The company shall submit updated post-production contact information to NMFO.
 - A company is typically reimbursed approximately 60-70% of the estimated grant agreement amount (Application Part II / Example Exhibit B).
 - The NMFO will request confirmation from company that all NM vendors/crew with outstanding obligations have been paid prior to submitting FCAP reimbursement for payment.
1. The company submits final crew list to NMFO and call sheet. Production will need to highlight trainees in yellow and mentors in another color. Highlight documents before scanning and submitting.
 2. The company must submit the [estimated FCAP reimbursement sheet](#) and PDFs of detailed earnings reports generated from the production’s payroll company for each approved participant.
 3. NMFO will conduct an audit of the trainees and to ensure the project complies the program. NMFO may reach out to the production with any questions from the audits.
 - a. only wages from hours physically worked by participants apply towards the reimbursement, i.e., straight, time-and-a-half, double, golden, 6th and 7th day hours.
 - b. hours and wages where participants did not physically work in their position do not qualify, i.e., benefits, fringes, kit rental, per diem, travel, holiday, meal penalties, idle time, forced time, mileage, etc.
 - c. hours worked out-of-state do not qualify.
 - d. FCAP participant job titles must be consistent on the detailed earnings reports from payroll
 4. NMFO will mail the check and a copy of the claim to the production company per the address information submitted on the Federal W-9.

Company Qualifications:

- The company must be a temporary film or television production company that was formed to produce one (1) film or multimedia product.
- The minimum total budget of the project must be \$200,000.00 (two hundred thousand dollars).
- For qualifying projects that have a total budget over \$2,000,000.00 (two million dollars) additional requirements apply (see Phase I).
- Post-production companies and digital production projects do not qualify for FCAP for physical production; however, if a company in these areas of specialty operates year-round and has full-time employees, contact the Job Training Incentive Program Manager at 505-827-0323 or visit the [New Mexico Economic Development Department/JTIP webpage](#) to determine if the company qualifies for JTIP under the manufacturing category.

Participant Qualifications:

- Applicants must be NM residents who have resided in NM for 1 year prior to hire date.
- Applicants must be raising their film or television position to a higher classification or be adding a new skill set in the hired job position.
- Applicants must work in standard crew positions and perform the job responsibilities associated with these job positions per industry standards. **Note: Additional positions available for NM veterans through FCAP Operation Soundstage (OSS).**
- Applicants must have previous experience in the department for advanced positions.
- For applicants to qualify in an advanced position within a department, at least one crewmember must be employed in the job level directly under the FCAP participant. For instance, participants that will be working in the “Best Boy” position must have a third-tier crew member consistently working in the department.
- Applicants are allowed to have a maximum of one (1) previous film or television credit in the hired position as defined by this program. Exceptions may be requested for those with two (2) credits depending on the complexity of the new job position and the total budget of the previous productions from which those credits were accrued. **Note: A film or television credit for the purpose of this program is defined as work on a film or television production for more than (1) one week where the project was not a student film, an internship, an unpaid position, a documentary, a commercial or film where the budget was under \$200,000 and the production company did not participate in this program.**
- Applicants must not have a film or television credit in a higher position within the department of employment.
- If the applicant has participated in FCAP previously and did not exceed the one thousand and forty (1040) hours available per position, the applicant, mentor or company representative may email [NMFO](#) to check on the number of available, unused hours (“open hours”) of a specific person in a specified job position. **Note: The NMFO is not permitted to give out a list of previous program participants.**

FCAP trainee requirements:

- There is a maximum of one thousand and forty (1040) hours for each person who qualifies in a specified position. As they work on a film or television project, the hours are deducted accordingly.
- Participants must work at least eighty (80) hours in their hired position to qualify.
- The hours of the qualifying participants only apply to their hired position as approved by the NMFO per their FCAP trainee application.
- Participants cannot be mentors simultaneously on a production.
- The responsibilities for the qualifying position must meet the industry standards.
- No more than two (2) crewmembers may participate in the FCAP per department. Exceptions *may* be made upon approval by the NMFO if, for example, a department has more than ten (10) crewmembers or a company is based in a rural location.
- In departments where a crewmember participates in FCAP, only one (1) crewmember may have the title of and work in the capacity of the following job positions: Supervisor, Head, Key and Best.
- The qualifying participant's hourly pay rate must be consistent with their job position per their contract or deal memo with the company. In addition, the participant's pay rate must be higher in comparison to the job positions in the lower tier within that department. Union/guild contract agreements with the company may be referenced when applicable.
- Participants may qualify for an additional one thousand and forty (1040) hours if the training received through this program is used to progress from their current job to a higher job classification or to move laterally into a new skill set and the individual meets program qualifications.
- Participants may apply any unused hours to future on-the-job training work opportunities in the specified job position until the one thousand and forty (1040) hours are exhausted. (Unused hours are also referred to as having "open hours" in the job position.)
- Unused training hours in a lower-level position are forfeited once a trainee moves to a higher level within that skill set and that department.
- Participants and their mentors are recommended to be safety certified.

FCAP mentor requirements:

- Mentors must be approved by the NMFO.
- New Mexico residents are preferred as mentors.
- Mentors cannot be FCAP participants simultaneously during the production.
- A mentor must work in the same department as their participant (trainee) and have previous experience in their participant's position of employment.