

April 2009

JTIP for Film & Multimedia Film Crew Advancement Program Process

FCAP CHECKLIST

PAPERWORK DEADLINES

DATE SUBMITTED TO NMFO

START of PREP
<input type="checkbox"/> FCAP APPLICATION PART ONE (online)
<input type="checkbox"/> MEETING WITH PROGRAM MANAGER
<input type="checkbox"/> NM SUBSTITUTE W-9 (DFA Tax Form)
<input type="checkbox"/> FCAP APPLICATION PART TWO
<input type="checkbox"/> JTIP WORKFORCE AGREEMENT For FCAP (two signed originals)
FIRST WEEK of PRINCIPAL PHOTOGRAPHY
<input type="checkbox"/> FAX FCAP CREWMEMBER APPLICATIONS
<input type="checkbox"/> EMAIL CORRELATING SPREADSHEET OF TRAINEES
<input type="checkbox"/> FAX/EMAIL DAY ONE CALL SHEET
<input type="checkbox"/> FAX/EMAIL PRELIMINARY CREW LIST
DURING PRINCIPAL PHOTOGRAPHY
<input type="checkbox"/> FAX ANY ADDITIONAL FCAP APPLICATIONS
DURING NM WRAP
<input type="checkbox"/> DELIVER/MAIL ORIGINAL FCAP BINDER/FOLDER (alpha by trainee)
<input type="checkbox"/> DELIVER/MAIL FINAL CREW LIST
<input type="checkbox"/> DELIVER/MAIL NOTARIZED INVOICE (information per DFA tax form)
<input type="checkbox"/> SUBMIT PAYROLL REPORTS
<input type="checkbox"/> VERIFY ADDRESS FOR REIMBURSEMENT CHECK (if different from invoice)

The Film Crew Advancement Program (FCAP) is a development workforce training program funded through the Job Training Incentive Program for Film & Multimedia and is administered by the New Mexico State Film Office (NMFO), a division of the Economic Development Department. Program policy and guidelines are available online at nmfilm.com under "workforce advancement".