



SAN ANTONIO FILM INCENTIVE PROGRAM

OVERVIEW

The San Antonio Film Incentive program (SAFI) provides a rebate to professional film and television productions that film primarily in the city of San Antonio; hire locally from San Antonio-based cast, crew, and department heads; promote San Antonio-based vendors and services; increase tourism to the San Antonio area; and make San Antonio a more desirable production destination.

The base incentive and uplifts can be combined for a maximum San Antonio Film Incentive rebate of 14% of eligible expenditures.

Incentive Type: Rebate, issued *after* project completion

Base Incentive Rate: 10% of approved expenditures within the greater San Antonio Metropolitan Area, as verified by the City of San Antonio

Additional Uplifts: Projects can earn an extra 2% rebate by hiring more San Antonio crew and cast than the minimum required, see details below. Another 2% rebate is available if at least 5% combined paid crew and cast—including paid extras—are San Antonio residents who are military veterans.

PROGRAM ELIGIBILITY

To be eligible, the project must meet the following requirements:

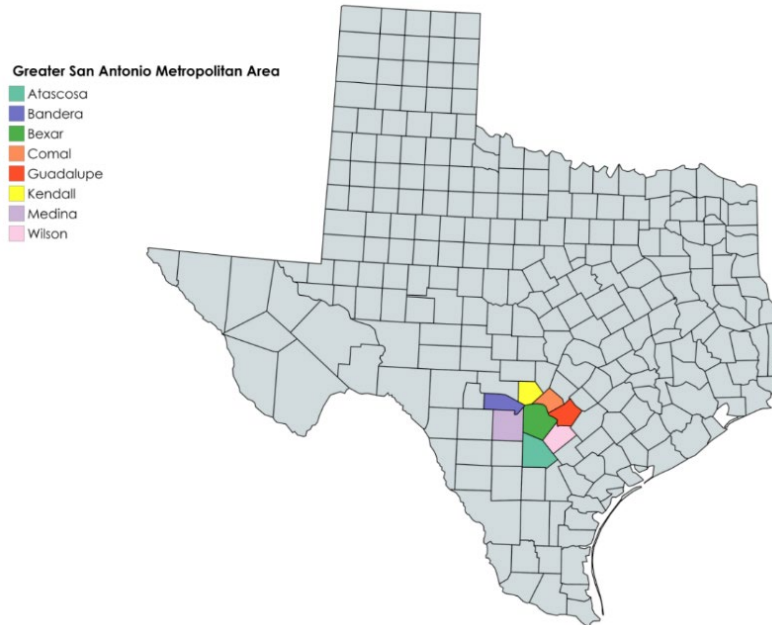
Eligible Project Types	Ineligible Project Types
Feature Films	News or Current Events Programming
Short Films	Talk Shows
Documentaries	Sports or Sports Programs
TV Movies/Movies of the Week	Galas, Presentations, or Award Shows
TV Pilots	Infomercials
TV Series/Miniseries	Political Ads
TV Episodes	
Webisodes/digitally distributed motion picture	
Music Videos	
Commercials*	

*Subject to additional review: Infomercials and Political Ads are not eligible project types.

By applying for this incentive program, applicants agree that completed projects will comply and adhere to industry standards as relates to content rating and regulations including but not limited to: MPAA ratings system, FCC Rules & Regulations, Platform Safety Content Regulations, as applicable.

Minimum Spend: **\$100,000** in the Greater San Antonio Metropolitan Area, an 8-county area. See map provided in these guidelines.

Production Days: At least 60% production days must occur within the Greater San Antonio Metropolitan Area (GSAMA). Counties comprising the GSAMA are detailed below.



Production Office: Production office must be located within City of San Antonio city limits.

Hotel: Primary hotel lodging accommodations must be within City of San Antonio city limits

Minimum Residency: Texas hire requirements will mirror the requirements of the Texas Moving Image Industry Incentive Program requirements as outlined in the table below. In addition to the Texas hire requirements, at least **10% of paid crew AND 10% of paid cast**, including paid extras, must be greater **San Antonio metro area residents**. Residency must be documented using Declaration of Texas Residency (DTR) forms.

TEXAS MINIMUM HIRE REQUIREMENT TABLE

Principal photography begins on/after and ends before:	Texas Residents as Crew	Texas Residents as Cast	San Antonio Residents Cast & Crew
September 1, 2025 – September 1, 2027	35%	35%	10%
September 1, 2027 – September 1, 2029	40%	40%	10%
September 1, 2029 – September 1, 2031	45%	45%	10%
September 1, 2031 and future	50%	50%	10%

Workforce Development: As a condition of eligibility for the San Antonio Film Incentive, all productions must demonstrate a commitment to supporting local workforce development. This may be achieved through activities that provide experiential learning or support career development for individuals pursuing a path in film or television. Examples may include, but are not limited to, offering entry-level opportunities (e.g., Production Assistant), on-set learning or shadowing experiences with Department Head or Key Crew, or other forms of professional development for emerging talent based in San Antonio.

Alternatively, productions may choose to collaborate with local educational institutions to deliver training, workshops, or informational sessions that help prepare participants for careers in production.

The specific approach should be appropriate to the size and scope of the project and must be reviewed with Film Commission staff prior to implementation. All workforce development efforts must be documented and submitted with the final compliance report. While in-person opportunities are preferred, virtual alternatives may be considered in special circumstances.

Notes on Program Eligibility:

- 1. Projects in receipt of any other production investment funding from The San Antonio Film Commission or the City of San Antonio are not eligible for a SAFI award.
- 2. A project must have its production budget secured before applying for a SAFI award and provide proof of funding. The SAFI award must not form part of an applicant’s production budget.
- 3. Projects that applied for but were not accepted into the Texas Moving Image Industry Incentive Program are still eligible to apply to the SAFI. These projects must provide proof of correspondence with the Texas Film Commission and the office’s reason for denying the project’s participation in the Texas Moving Image Industry Incentive Program.
- 4. Projects that are patently offensive, lewd, immoral, indecent, obscene or illegal as defined by the laws of the United States, the State of Texas, and the City of San Antonio, are not eligible.

ADDITIONAL UPLIFTS

- 1. **Local Hire Uplift** - Projects exceeding the minimum hire requirement percentage of San Antonio residents may be eligible for an additional 2% rebate on eligible expenditures.

Principal photography begins on/after and ends before:	San Antonio Cast & Crew
Sept 1, 2025 – Sept 1, 2027	35%
Sept 1, 2027 – Sept 1, 2029	40%
Sept 1, 2029 – Sept 1, 2031	45%
Sept 1, 2031, and beyond	50%

- 2. **Veterans Uplift:** An additional 2% rebate is available for projects that hire San Antonio Resident Veterans as 5% of their combined total paid Crew and Paid Cast, including paid extras.

- A Veteran is a person who served in and has been honorably discharged from the United States Army, Navy, Marine Corps, Air Force or Coast Guard; the National or Air National Guard of the United States; the Texas Army National Guard; the Texas Air National Guard; or a Reserve component of any of these military organizations.

- In addition to a valid Declaration of Texas Residency (DTR) form, productions must submit documentation confirming the Veteran's status, including but not limited to military-issued discharge documentation, DD214 Form.

ELIGIBLE EXPENDITURES

1. Compensation for wages, employer-paid taxes, fringes, and per diems paid to Texas residents for work performed in San Antonio.
 - a. Examples: Employer-paid Social Security, Medicare, Federal Unemployment Insurance, State Unemployment Insurance, Pension, Health and Welfare, Vacation and Holiday payments.
 - b. Box/Kit rentals are eligible if paid to a Greater San Antonio Metro Area resident and the appropriate backup documentation is provided (e.g. box/kit invoices)
 - c. Note: Total compensation (including wages, per diems and eligible fringes) is capped at \$1 million per worker, per project.
2. Workers compensation insurance payments paid may be included only if the premiums are paid to a San Antonio-based company or broker.
3. Payroll service or handling fees paid to San Antonio-based payroll companies.
4. Payments made to San Antonio companies for goods and services domiciled and used in the Greater San Antonio Metro Area that are directly attributable to the physical production of the project.
5. Payments for shipments originating in San Antonio.
6. Vehicle rentals and leases from San Antonio-based companies if the vehicles are licensed and registered in the State of Texas.
7. Fees paid to San Antonio residents hired to create, orchestrate, and perform the music that is specifically created for the project.
8. Legal fees paid to a San Antonio-based lawyer or law firm that are directly attributable to the production.
9. Costs associated with workforce development opportunities are eligible if paid to a San Antonio-based individual or company and directly support the approved workforce development activity.

INELIGIBLE EXPENDITURES

1. Wages and fringes paid to non-Texas residents.
2. Per diems paid to non-Texas residents.
3. Employee-paid taxes and fringes such as federal withholding and employee benefits premiums.
4. Payments to non-San Antonio vendors.
5. Payments for goods and services not directly attributable to the physical production of the feature film or television program including, but not limited to, entertainment, gifts, and client expenses.
6. Fees for story rights, music rights or clearance rights.
7. Expenses related to distribution, publicity, marketing or promotion of the project, including expenses related to test film screenings and premieres.
8. Rental or mortgage payments, utility fees and insurance costs on facilities that are overhead expenses and part of a permanent/continuous business operation.
9. Payments made to pass-through companies.
10. Alcohol and tobacco purchases.

11. Tips and gratuities.
12. Air travel.
13. Pre-production costs, including all affiliated costs with development, pre-production location scouting, and pre-production meetings.
14. Deferred payments or in-kind payments.

APPLICATION PROCESS

Earliest possible application date: **180 days prior** to first day of principal photography

Latest possible application date: **5th business day prior** to first day of principal photography

How to Apply

1. Review these guidelines to ensure minimum eligibility requirements are met. Determine if project meets uplift options.
2. Fill out the SAFI application found at www.filmsanantonio.com/Funding.
3. Email the following items as *PDF attachments* to FilmSA@FilmSanAntonio.com with the subject line: SAFI Application: [Project Name]
 - A completed SAFI application
 - An itemized budget detailing only estimated Greater San Antonio Metropolitan Area expenditures.
 - A content document: film and television projects should submit a script, and reality television projects and music videos should submit a detailed story outline or treatment.
 - Any additional content documents outside category requirements, including storyboards.
 - A project schedule detailing the number of production days and types of sets and/or locations that will be used.
 - If applicable, a copy of your Texas Moving Image Industry Incentive Program acceptance letter from the Texas Film Commission reflecting the approved grant amount.

An application is not considered complete until all required documents have been received. Please do not submit original materials, as they will not be returned. Once the application is properly submitted, the applicant will receive an email confirmation acknowledging receipt.

Common Reasons for Application Rejection:

- The project does not meet eligibility requirements
- Missing Greater San Antonio Metropolitan Area budget
- Required content document not submitted
- Application submitted more than 180 days before principal photography
- Application submitted less than 5 business days before principal photography
- Incomplete application

APPLICATION ASSESSMENT PROCESS

SAFI applications will be evaluated on a first come, first considered basis. The City of San Antonio will determine, on an annual basis, the amount of funds available for the SAFI, if any.

The SAFI Committee, a three-member subcommittee of the San Antonio Arts Commission's Performing Arts, Film and Music Committee, which includes the chair of the committee, will review completed applications within 30 days of receipt. An alternate will also be designated for this committee in case any member of the subcommittee is unavailable. SAFI award applications may take up to 90 days for review.

1. SAFI Committee will meet to review the application and a vote on acceptance into the SAFI program within 30 days of receipt of an application.
2. If an application is approved, the Performing Arts, Film & Music Committee will receive a briefing of the project.
3. Before a contract will be issued, for project awards under \$50,000, the San Antonio Arts Commission will receive a briefing at the next scheduled meeting.
4. Should the project award exceed \$50,000, it will require an additional step of approval by San Antonio City Council/City Manager.

Factors and elements considered by the SAFI Committee include:

- The amount of total expenditure in San Antonio approved elements of the Project's budget.
- The level of employment of San Antonio and Texas cast, crew and heads of departments.
- The benefit of the production to the economy of the City of San Antonio, not limited to but including, employment, purchase of goods and services, rentals, etc.
- Current and likely future effect on the promotion of San Antonio's historic, cultural, natural or man-made resources.
- Current and likely future economic impact on San Antonio through direct production spending, public relations and tourism.
- The significant involvement in the project by San Antonio residents in prominent roles or positions of significance.
- The creative or economic influence, such as executive producer, producer, writer, director or investor.

APPLICATION APPROVAL PROCESS

Applications may take up to 120 days to be approved. The San Antonio Film Commission will notify the project by email if approved. Once approved, the applicant will be provided with instructions to setup a vendor account with the City of San Antonio. The applicant's City of San Antonio vendor number must be provided to the San Antonio Film Commission within 14 days of application approval.

DURING PRODUCTION

Projects are required to keep the San Antonio Film Commission updated throughout production. **If you have submitted an application but it is still in the assessment or approval process, you must continue to follow the steps below:**

1. Submit a copy of the final (sign-off) budget by the 5th business day prior to the first day of principal photography.
2. Send copies of call sheets for every production day (email CC or BCC is acceptable).
3. Provide the San Antonio Film Commission with a production point-of-contact for any media requests.
4. Coordination with the San Antonio Film Commission regarding a potential behind-the-scenes set visit. The production must grant the City of San Antonio permission to capture behind-the-scenes photographs and agree on appropriate timing and usage of these images for promotional purposes.
5. Host a workforce development opportunity, with prior review and approval by the San Antonio Film Commission.

In addition, the San Antonio Film Commission may periodically review production activity and request documentation related to SAFI relevant benchmarks such as in-city spending, shooting locations, number of residents hired. This is not an exhaustive list, and the office may request additional documentation.

Production Delays

If production is delayed, the production must inform the San Antonio Film Commission via email of the project's new start date along with the reason for the change. If the start of principal photography is delayed for more than 60 days, the application may be withdrawn from the SAFI program and the project may be asked to reapply.

POST-PRODUCTION AND DELIVERABLES

Projects are required to keep the San Antonio Film Commission updated throughout post-production. If post-production is being completed in the greater San Antonio area, payments may be eligible. The project must submit the following deliverables to the San Antonio Film Commission **within 60 days of the final payment made to a business or resident in the greater San Antonio metro area**. The method of electronic submission will be coordinated with San Antonio Film Commission.

- A completed and signed Final Summary Confirmation form.

San Antonio Production Day Deliverables

- Daily production reports, if completed.
- Signed Call Sheets for each day of production.
- Shooting schedule showing the project has achieved the agreed production days in San Antonio.

Residency Deliverables

- Crew, Cast, and Extras Lists
- Crew list that includes both Texas resident and non-resident paid crew.
- Cast list that includes both Texas resident and non-resident paid cast.
- If applicable, Extras list that includes both Texas resident and non-resident paid extras.
- Declaration of Texas Residency forms for each Texas-based employee, filed alphabetically.
- If applicable for the 2% Veteran Hire uplift, military discharge DD214 forms or other necessary documentation.

San Antonio Spend Deliverables

- Expenditures Worksheets. Worksheets contain only SAFI-eligible expenses. These Excel files must be set up and formatted according to the Expenditure Worksheet Templates found at <https://www.filmsanantonio.com/Funding>. Several worksheets may be submitted together in one Excel file.
- Payroll Backup. Backup may be a report from a 3rd party payroll provider, or timecards and check copies, or independent contractor invoices and check copies.
- Vendor Expenditures Backup. Typical backup would be invoices or itemized receipts, and copies of checks paid to vendors.
- Credit Card Backup. Typical backup would be invoices or itemized receipts that show payment via credit card.
- Petty Cash Backup. Typical backup would be petty cash envelope top sheets and their corresponding receipts.
- If applicable, written notice of an independent audit by a CPA verifying that the San Antonio Expenditures.

Promotional and Marketing Deliverables

To support the San Antonio Film Commission's marketing, archival, and promotional efforts, selected materials may be requested depending on the nature of the project and distribution format. The San Antonio Film Commission and City of San Antonio reserve the right to use the production's name, logo, and promotional imagery for City-related marketing purposes.

Once your project is approved, we will communicate specific expectations and deliverables accordingly. City reserves the right to amend, with notice, Deliverables after project completion. Deliverables may include, but are not limited to:

- Inclusion of the Film San Antonio logo and/or the phrase "Made in San Antonio, Texas" in the end credits.
- Listing San Antonio, Texas as a filming location on IMDb or similar industry database
- A selection of high-resolution production stills
- Marketing assets such as key art, official poster, rack cards, flyers, etc.
- An Electronic Press Kit (EPK), if available
- Opportunities for social media collaboration and cross-promotion

Workforce Development Deliverables

To fulfill the workforce development requirement, productions must provide documentation demonstrating completion of the agreed-upon activity or opportunity. Required documentation may include any or all of the following:

- A brief written summary of the workforce development activity, including the type of opportunity provided, date(s), and duration.
- A list of participating individuals, including their name, role (e.g., intern, trainee, workshop attendee), city of residence, and the San Antonio-based college or university they attend, if applicable.
- Copies of any relevant materials used during the activity (e.g., workshop agendas, training outlines, call sheets, or schedules).
- Photographic documentation of the activity (e.g., photos from on-set experiences, training sessions, etc.).
- Copies of invoices, receipts, or payroll records showing proof of payment to San Antonio-based individuals or vendors involved in delivering the workforce development activity (if applicable).

- Proof of coordination with a San Antonio-based college or university, if applicable.
- If the activity was conducted virtually due to exceptional circumstances, a recording or summary of the session and attendee list with confirmed participation.

Completed Project Deliverables

- Additionally, an external drive containing the high-resolution final project file must be delivered to the Film Commission. When available, please also include DVD copies for archival purposes.
- A digital copy of the film, game or commercial OR a link to content that DOES NOT expire.

Notes on Final Deliverables:

- If applicable, a copy of your Texas Moving Image Industry Incentive Program acceptance letter from the Texas Film Commission reflecting the approved grant amount, or a proof of final grant payment from the Texas Film Commission.
- If a project applied for the Texas Moving Image Industry Incentive Program the applicant could provide a duplicate set of the delivery materials submitted to the Texas Film Commission and any additional materials required as listed above. Please review the list below carefully to ensure all required materials are provided.
- In order to receive a SAFI award payment, the project must achieve the agreed production days in San Antonio, the applicant must deliver the delivery materials to San Antonio Film Commission upon completion, and the information provided to the San Antonio Film Commission about the project must remain true and correct.

REIMBURSEMENT PROCESS

Payments are processed after project completion and after a thorough review of required final deliverables. The San Antonio Film Commission will review all deliverables to ensure the submitted materials match all SAFI program guidelines and regulations, the agreed production days in San Antonio were accomplished, and the information provided about the project is true and correct. The review process time can vary depending on the number of projects in the queue and the complexity of each project. The City of San Antonio financial services division may take up to 30 days to process payments. The maximum award for any single project is \$250,000.00, depending on available funds. The distribution of funds is entirely at the discretion of the City of San Antonio. Note that disorganized or incomplete deliverables may delay the audit process and/or result in the rejection of submitted expenditures.

CONFIDENTIALITY

If the applicant is successful in obtaining a SAFI award, the applicant agrees to keep confidential and not disclose the SAFI award amount. The San Antonio Film Commission undertakes not to release or make public details of the SAFI application or Project budget without prior approval of the applicant, subject to the requirements of the Texas Public Information Act. In the event that a public information request related to the applicant is submitted to the city, the City will:

1. Promptly notify the applicant of the request.
2. Take all appropriate actions with the San Antonio City Attorney to prevent release of confidential information, including asserting exemptions under the Act.
3. Provide the applicant with an opportunity to participate in such process.