

## **HOW TO SUBMIT YOUR PRE-SALE (PS) CO-FUNDED (CF) FULLY FUNDED (FF) PROPOSALS**

- Draft your proposal
- Complete the required forms.
- E-mail your proposal submission as **ONE** document with submission forms on the 1<sup>st</sup> page to: [commissioning@sabc.co.za](mailto:commissioning@sabc.co.za)
- The Commissioning office registers your proposal and issues you with electronic receipt
- The proposal gets distributed to the relevant Genre, Channel and Industry Development for evaluation
- You will receive invitation letter for pitching session, if accepted you will receive letter of interest, if rejected you will receive a rejection letter from the Genre. Producers can request reasons for rejection from the Commissioning office by sending an email to [nyembet@sabc.co.za](mailto:nyembet@sabc.co.za)

**• BE ADVISED THAT UNSUCCESSFUL PROPOSAL WILL BE DISCARDED AFTER PITCHNG SESSION**

## **YOUR PROPOSAL FOR ANY OF ABOVE STATED MODELS MUST INCLUDE:**

- Detailed Finance plan providing information on how you intend to fund the production; How much you requesting from the SABC: return on investment structure and the total production value
- Company Profile, should include ownership, stakeholders and BEE Profile
- Any related intellectual property or copyright information relevant to the proposition and the type of legally required venture (if applicable)
- You proposal should provide the SABC with an understanding of the roles you see the SABC playing in your venture
- If it is a fully funded production, a letter of interest from your funders confirming their commitment to the concept and the exposure needs and requirements.

All queries can be directed to Thami Nyembe:  
[nyembet@sabc.co.za](mailto:nyembet@sabc.co.za)



**PS/FF/CF PROPOSAL SUBMISSION FORM**

<b>PS/FF/CF</b>		<b>Genre:</b>		<b>Channel:</b>	
<b>Working Title:</b>					
<b>Company Name:</b>					
<b>Contact Name:</b>		<b>Position:</b>			
<b>Telephone :</b>		<b>Cell:</b>			
<b>E\mail:</b>		<b>Fax:</b>			
<b>Postal Address:</b>					
<b>PROPOSAL SYNOPSIS:</b>					
<b>No. of Episodes:</b>		<b>Minutes per Episode:</b>		<b>Total Minutes:</b>	
<b>Cost per Episode:</b>				<b>Total Budget:</b>	
<b>Production/Delivery Timeline:</b>					
<b>Pre-Sale Finance Model</b>					
<b>Funding Requested from the SABC</b>					
<b>SYNOPSIS OF COMPANY PROFILE:</b>					
<b>(A) Number of Permanent Employees</b>					
<b>(B) Number of Permanent Black (African, Indian, Coloured) Male Employees</b>					
<b>(C) Number of Permanent Black (African, Indian, Coloured) Female Employees</b>					
<b>(D) % of Shareholders Equity owned by Black Males (African, Indian, Coloured)</b>					
<b>(E) % of Shareholders Equity owned by Black Females (African, Indian, Coloured)</b>					
<b>(F) % of Shareholders Equity owned by White Male</b>					
<b>(G) % of Shareholders Equity owned by White Female</b>					
<b>(H) Number of Black Creatives (African, Indian, Coloured)</b>					
<b>(I) Number of disabled employees</b>					
<b>Company Registration Number:</b>					
<b>VAT Registration Number:</b>					
<b>Name:</b>				<b>Date:</b>	



<i>Signature:</i>		<i>Receipt Number:</i>	
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## PROPOSAL SUBMISSION AGREEMENT

### 1. OWNER OF NEW IDEA

SABC will receive only submitted material that is embodied in written form in hard copy. Couriered, mailed, facsimiles and e-mail submissions will not be considered. SABC will consider your submission only at your request and only with your assurance that to the best of your knowledge you are the sole originator of the idea and that you have the legal right to submit it to SABC for evaluation.

### 2. CONCEPTION BY SABC

SABC and its employees have many ideas of their own for the development of programs, some of which may be similar to yours. An idea that is new to you may be old to SABC, or similar, or identical ideas may be conceived independently. Accordingly, you hereby waive any claim that SABC misappropriated any ideas or portions of your submission in any activities in which SABC may engage in the future.

### 3. DISCLOSURE NOT CONFIDENTIAL

You acknowledge that SABC may disclose the idea to its employees, including freelance readers, to determine the value of the idea to the channel. It is understood that no confidential relationship is entered into by any reason of the consideration of your submission to SABC or by reason of any oral discussions between the SABC and yourself. The SABC however undertakes not to share your proposals with other independent producers.

### 4. MODIFICATION

The foregoing conditions may not be modified or waived except in writing signed by an officer of SABC.

### 5. LITIGATION

The SABC will not consider proposals from companies or individuals who are litigants against the corporation until those matters are finalized. It will still remain the SABC's right to determine whether or not to do business with such entities in future.

### 6. TERM

This release shall be valid for a period of five (5) years from the date of signature and shall apply to any further ideas submitted by you to SABC during such Term.

**I HAVE READ THE SUBMISSION AGREEMENT, AND I AGREE TO  
THE CONDITIONS CONTAINED THEREIN:**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date:

## IDENTIFICATION LABEL

<i>Pre-Sale:</i>		<i>Genre:</i>		<i>Channel:</i>	
<i>Receipt no:</i>					
<i>Working title:</i>					
<i>Company name:</i>					
<i>Co Funders</i>					
<i>Contact name:</i>			<i>Position:</i>		
<i>Telephone:</i>			<i>Cell:</i>		
<i>e-mail:</i>			<i>Fax:</i>		
<i>Postal address:</i>					

## PRE-SALE PROPOSAL CHECKLIST

**PROJECT NAME:** \_\_\_\_\_

**PRODUCTION COMPANY:** \_\_\_\_\_

Check List	Y/N
<b>HOW TO SUBMIT YOUR PROPOSAL</b> <ul style="list-style-type: none"> <li>• Complete the below submission forms</li> <li>• Compile copies of your proposal (concept)with submission forms on the 1<sup>st</sup> page:</li> </ul>	
<b>Programme Synopsis:</b> <ul style="list-style-type: none"> <li>- Include number of episodes &amp; duration</li> </ul>	
<b>Detailed Concept:</b> <ul style="list-style-type: none"> <li>- Include programme structure/format</li> </ul>	
<b>Pre-sale Finance Model:</b> <ul style="list-style-type: none"> <li>- Include Finance Plan with all Co-Financing Partners</li> <li>- Include the funding requested from the SABC</li> <li>- Include SABC return of investment for the funds requested</li> </ul>	
<b>Funder's Letter Of Intent (if applicable):</b> <ul style="list-style-type: none"> <li>- Include Total Amount committed by other funders</li> <li>- Include what the funders expect in return for their contribution</li> </ul>	
<b>Company Compliance Documents:</b> <ul style="list-style-type: none"> <li>- Tax Clearance Certificate and PIN</li> <li>- TV License of all directors of the Company</li> <li>- BBBEE certificate</li> <li>- CSD registration number</li> </ul>	
<b>Production Budget:</b> <ul style="list-style-type: none"> <li>- Include Total Development and Production budget</li> </ul>	
<b>Production/Delivery Schedule:</b> <ul style="list-style-type: none"> <li>- Script Development Schedule</li> <li>- Production and Delivery Schedule</li> </ul>	
<b>Screener/Pilot (if available):</b> <ul style="list-style-type: none"> <li>- 5 minutes promo to be presented during the pitch</li> </ul> <p style="text-align: center;">Submit your proposal as <b>ONE</b> Document to  <a href="mailto:commissioning@sabc.co.za">commissioning@sabc.co.za</a></p>	

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