



Chief Standing Bear Film Program Manual

State of Nebraska

August 2025 | 1.3

This guidance document is advisory in nature but is binding on an agency until amended by such agency. A guidance document does not include internal procedural documents that only affect the internal operations of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document.

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1 Introduction

This Program Manual is designed to provide guidance and written standards for the applicable components of the Chief Standing Bear Film Program.

This manual is designed to support you and your organization in utilizing leading practices, complying with funding requirements, achieving program goals, and successfully navigating the grant lifecycle.

The Manual includes the following:

1. Program Overview, including its goal and objectives
2. Eligibility Determination for Entity and Costs
3. Award and Potential Matching Requirements
4. Pre-Award, Application, and Submission, including application pre-requisites.
5. Award Determination and Obligation
6. Award Administration Information
7. Post-Award Management, including data reporting requirements
8. Technical Assistance for using Grants Management System

The Application and Program Manual, grant schedule, and other documents can be found at the Chief Standing Bear Film Program webpage available through <https://opportunity.nebraska.gov/programs/recovery/chief-standing-bear-program/>.

2 Program Overview

The Chief Standing Bear Film program is an authorized use of funding from the State of Nebraska – Cash Fund.

The Chief Standing Bear Film program is authorized and further described within Neb. Rev. Stat. §81-12,241. Pursuant to this statute, DED is to provide grants not to exceed \$5,000,000.00 for the purpose of producing a film on Chief Standing Bear, a portion of which is to be filmed in one or more qualified census tracts (QCT) located within the boundaries of a city of the metropolitan class. The grants are to be made pursuant to the purposes of the Nebraska Film Office Fund on or before June 30, 2023. The Nebraska Department of Economic Development strongly believes that investing in arts and culture builds communities and enhances the quality of life for residents. The Nebraska Film Office provides a variety of opportunities that enable arts and culture organizations, schools, and neighborhood groups to carry out high quality public arts programming for all residents.

With this purpose in mind, the Nebraska Department of Economic Development allocated funds for arts & culture through the Chief Standing Bear Film Program. These funds are intended to support investments that help our local economy continue to address COVID-19 impact and recovery. Through this grant the Nebraska Department of Economic Development will support the day-to-day business and operating expenses for the production of a film and providing accessible arts opportunities that strengthen Nebraska communities. In turn, the program aims to serve as a driving force and economic engine, as well as to obtain a viable product to be used as educational material and a promoter of tourism in Nebraska.

2.1 Grant Schedule

GRANT SCHEDULE	
Application Open Date	September 30, 2022 at 9:00 a.m. CST
Application Deadline	October 12, 2022 at 5:00 p.m. CST
Anticipated Award Date	October 2022
Period of Performance	Funds must be expended before December 31, 2026.

2.2 Contact Information

Diamond Cook, Economic Recovery Program Consultant
1313 Farnam St., Suite 305
Omaha, NE 68102
531-207-5020
diamond.cook@nebraska.gov

3 Eligibility

3.1 Eligible Use

The Chief Standing Bear Film Program will provide necessary funding to a production company filming at least 51 percent of the total principal photography days in qualified census tracts located within the boundaries of a city of the metropolitan class in the State of Nebraska. The expectation is that their product will promote tourism, increase employment opportunities, and provide education to the public in general.

3.2 Eligible Applicants

Chief Standing Bear Film Program grant application will be open to entities producing a film on Chief Standing Bear, with at least 51 percent of total principal photography dates to be filmed in one or more qualified census tracts located within the boundaries of a city of the metropolitan class within the State of Nebraska.

3.3 Funding Restrictions & Allowable Costs

Through this grant DED will reimburse costs that are incurred during film production within qualified census tracts within the State of Nebraska. Applicants will be required to provide an estimated budget for costs expected to be incurred within qualified census tracts. Funds will only be utilized for activities allowed under the state grant.

Allowable costs include costs associated with the development, pre-production, production, or post-production of an eligible project within one or more qualified census tracts located within the boundaries of a city of the metropolitan class within the State of Nebraska, and may include, but are not limited to:

- Wages, salaries, and or benefits paid to Nebraska residents
- Lodging
- Leasing of motor vehicles
- Commercial airfare purchased through Nebraska-based travel agencies for travel to and from Nebraska attributed to the production
- Meals and catering services for cast and crew
- Rentals of equipment and facilities
- Set design, construction, and dressing
- Props

- Wardrobe, makeup, hairdressing, and accessory services
- Location fees
- Photography, sound, lighting, and editing related services
- Fees paid to Nebraska residents to compose, orchestrate, and perform music that is specifically created for the production
- Insurance when purchased through a Nebraska vendor and purchased specifically for a qualified production
- Legal fees paid to Nebraska-based lawyers or law firms that are directly attributable to the physical production of the production
- Other costs of production in accordance with generally accepted entertainment industry practices

In determining whether a cost meets these criteria, DED may refer to the Cost Principles of 2 C.F.R. Part 200, Subpart E – Cost Principles (2 C.F.R. 200.400 through 200.476 and Appendices I through XII) as a persuasive uniform standard for grant administration.

Funding spent on any activities performed by the Recipient determined to be unallowable by DED, State Oversight Monitors, or Auditors must be returned to the DED.

See also Section 7.7, Cost Principles.

3.4 Award

Grant amount will be determined based on eligible expenses incurred within a qualified census tract throughout film production up to \$5 million.

4 Pre-Award & Application Submission

4.1 Pre-Award

The following actions are required prior to submission of an application for this program.

4.1.1 Unique Entity Identifier

The following steps are required to obtain a Unique Entity Identifier (UEI):

1. Type www.sam.gov in your internet browser address bar.
2. Create an account
 - a. Select “Sign In” located in the upper right-hand corner to create an account.
 - b. There will be a “pop up” asking you to accept the U.S. Government System terms to sign into the website.
 - c. If you accept the terms, you will be asked to “create an account”.
 - d. Enter any required information and language preferences and submit.
 - e. You will then receive an email message to validate your email address.
 - f. Follow the instruction to continue the registration process. For assistance with the registration process, please use the Help or Contact Links located at the bottom of the page.
3. Once you are logged in, make sure you are on the “Home” page.
4. Select “Get Started” from the “Register Your Entity or Get a Unique Entity ID” sub-window.
5. This will not fully register you with Sam.gov but will get you the UEI you will need to participate in this grant program.
6. Next, click “Get Unique Entity ID” button.
7. Fill in the form exactly as the name you registered with your state filing office and your physical address. When all required fields are complete, click the next arrow. Note: the next arrow will not display until the information is complete.

8. You will see this pop up as the system searches. When complete, this pop-up box goes away, and any results will be displayed.
 - a. If the information you entered was unable to be validated, then a No Match found message will appear at the top of the form. You will need to review and correct the information or click Create Incident for help.
 - b. The progress bar across the top allows you to see where you are in the request process.
9. During the Validate Information step, the system shows what you entered and will list all matches found. Select the one that matches and then the next button to Request the UEI or if you are unable to see your information, select Start Over to retype in your information or Create Incident to request help.
10. Once you have selected the correct listing, you will need to Validate Additional Information by entering your Year of Incorporation and the State of Incorporation. Once entered you may select Next.
11. At the bottom of the page there is a selection that defaults to allow that the selected record be a public display record.
12. Once you have your match and made your choice on public display, click next.
13. During the Request UEI (SAM) process, you will need to check the box to certify that you are authorized to conduct transactions on behalf of the entity and select "Request Unique Entity ID".
14. During the Receive UEI (SAM) process (final process), you will receive your UEI. Keep this information for your records.

4.1.2 Debarment and Suspension

Applicants and any sub-awardees that are debarred, suspended, or otherwise excluded from Federal assistance programs or activities are ineligible for this program.

Additionally, during the application process, Applicants must disclose information about any and all proceedings involving the entity, its principles, or employees that are ongoing or reached final disposition within the most recent 10-years that:

1. Is or was in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the State of Nebraska of the Federal Government; or
2. Is one of the following:
 - a. A criminal proceeding that resulted in a conviction under verdict or plea;
 - b. A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages;
 - c. An administrative proceeding that resulted in a finding of fault and liability and your payment of a fine, penalty, reimbursement, restitution, or damages;
 - d. A bankruptcy proceeding; or
 - e. Any other criminal, civil, or administrative proceeding if:
 - (i) It could have led to an outcome described in paragraph 2(a)-(c) of this subsection;
 - (ii) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and
 - (iii) This requirement to disclose information about the proceeding does not conflict with applicable laws and regulations.

Failure to disclose may result in Applicant being determined ineligible for this program.

4.1.3 Acknowledgement of terms and conditions for grant

Awardee must attest to DED in the grant application and agreement that funds will only be utilized for activities allowed under the grant. The Awardee must acknowledge and will agree to in the grant application and agreement that any activities performed by the Awardee determined to be unallowable by DED or State oversight monitors or auditors must be returned to the DED.

4.2 Application Submission

Applications are submitted electronically through DED's Grant Management System (GMS) at any time after the application live date and on or before the application due date.

4.2.1 Documentation Required for Application – Content & Forms

To successfully apply, you will need to complete all required fields and sections of the applications. Applicants may view the application at the program webpage – <https://opportunity.nebraska.gov/programs/recovery/>

Applications will have the following sections:

- Opportunity Details
 - Provides an overview of the program, basic requirements, and DED contact information
- Project Information
 - You will input a primary contact for the application and award
- Forms
 - You will answer specific questions about the program
- Budget
 - You will provide a proposed budget divided into categories and line items. If you receive an award, expense will be tracked against the line items you proposed.

Applicants must provide the following:

1. Budget
2. Estimated Expenditures in Nebraska QCT's
3. Estimated Expenditures in Nebraska
4. A complete copy of the screenplay
5. Resumes for the Director(s) and Executive Producer(s)
6. A list of proposed Nebraska shooting locations
7. List of key personnel
8. Nebraska Cast and Crew Information
9. Production Schedule
10. Distribution Plan
11. Financing
12. Nebraska Secretary of State – Certificate of Good Standing
13. Charter or Article of Incorporation, Articles of Organization, or Partnership Agreement
14. Bylaws, Operating Agreement, or Partnership Agreement
15. Letter from IRS for 501C Designation (if applicable)
16. Evidence of Board Approval for grant request (if applicable)
17. Nonprofits: IRS Form 990 filed for 2019, 2020 and 2021 as applicable.
18. Small Businesses: Income Statement, Statement of Cash Flow and Balance Sheet for 2019, 2020, and 2021 as applicable.

4.2.2 Timely Receipt and Completeness Requirements

Applications must be submitted by the Application Deadline indicated in Section 2.1. Applications must be completed via DED's GMS and must fully comply with all requirements within the time period specified. Applications that do not include all of the documentation or attachments required or have not been fully completed, will not be considered. At its discretion, DED may request supplemental materials from applicants. Please utilize links and other information found in section 8 of this document to assist with your application submission.

4.3 Conflicts of Interest in the Administration of Awards

Applicants must disclose to DED any financial conflicts of interest that arise and are required to be managed during the life of the award. Such a conflict of interest may arise when an applicant has a relationship with an employee of DED's immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

5 Award Determination & Obligation

5.1 Application Evaluation Criteria

Applications will be scored and evaluated using the following criteria:

Criteria	Description	Weighting Factor
Economic Impact	The impact of the proposal on the local economy and qualitative and quantitative benefits to the local community.	30%
Capacity	The ability of the Recipient to complete the program activities within the program period of performance and efficient and effective use of funds.	50%
Financial and Administrative Readiness	Experience of the Recipient in managing federal grant funds and developing program internal controls, established procurement processes, and adhering to reporting requirements.	20%

5.2 Applicant Risk Assessment

DED will perform a risk assessment to identify the potential risks associated with this particular award and address those risks by including mitigating terms and conditions in the sub-agreement as well as additional subrecipient monitoring procedures for grantees requiring special conditions. This process differs based on the potential subrecipient's organization type (ex., non-profit, for-profit business, academic institution, etc.). The risk assessment will be performed by collecting and reviewing information about the organization and assigning an appropriate risk level.

5.3 Application Review and Selection Process

Applications will be evaluated to determine if they meet eligibility criteria and minimum qualifications. Once this threshold is met, applications will be scored by a committee based on the scoring criteria in section 5.1. Awards will be determined by the review committee.

Following the award decision by the review committee, a recommendation will be provided to the DED Director. Once approved, notices of award and notices of non-select will be sent to the applicants.

6 Award Administration Information

6.1 Notice of Award

DED issues written Notice of Award (NOA) to Recipients of an award. The NOA will outline the anticipated grant amount. These funds will be reserved for the potential Awardee until the grant agreement is signed by both DED and the Awardee or until such time it is determined that a grant agreement cannot be entered between Awardee and DED.

6.2 Grant Agreement Terms and Conditions

Following DED's NOA, DED issues an electronic copy of the Chief Standing Bear Film Award Agreement via DocuSign. Unless otherwise directed, the executed agreement and any special conditions are available within the GMS, under Tools > Documents. The Chief Standing Bear Film Award Agreement is entered into between DED and the Awardee. If the Awardee is an organization or other legal entity, an authorized representative of the Awardee must sign the contract.

The Awardee must review, sign, date, and return the agreement via DocuSign to accept Chief Standing Bear Film awards. DED signs the contract after it is signed by the Awardee. Once all parties have signed the agreement and met all required conditions specified in the contract, Awardees will be required to provide a completed State of Nebraska W-9 and ACH Enrollment Form.

Awardee must attest to DED in the grant application and agreement that funds will only be utilized for activities allowed under the grant.

6.3 Award Disbursement

Upon full execution of the agreement and the meeting of any required conditions specified in the contract, the Awardee must submit the First Payment Request. This award will be disbursed on an advance basis using the GMS. To receive payments, the Awardee must create one expense for each supporting document. Proof of payment must also be included on each expense. Expenses will be tracked against the Awardee's budget line items.

The Awardee will then compile all expenses into a Payment Request, which will be submitted to DED. DED may reject the payment request and require resubmission if documentation is incomplete, funds are requested for ineligible costs, match contribution is not sufficient, or other issues are identified. Upon DED's approval of payment requests, DED will disburse grant funds in accordance with the advance payment schedule.

An email from the AmpliFund Administrator will give notice to the Grant Manager that DED has approved or denied the request for payment. Funds are transferred electronically to the account designated on the State of Nebraska ACH Enrollment Form. If an email address was provided on the State of Nebraska ACH Enrollment Form, it will be notified once the payment has been processed.

Awardees can find detailed instructions for how to submit payment requests in the user guides and other information found in section 8 of this document. Disbursement of payments is subject to Awardee's submission of compliance materials (e.g., paid invoices, receipt of expenditures, required supporting documentation, proof of payment, etc.) for review and approval by DED.

7 Post-Award Management and Implementation

7.1 Financial Management

Awardees are required to properly manage their financial resources. DED has established a financial management framework that allows for the appropriate recording and reporting of the receipt and expenditures of grant funds.

7.2 Internal Controls

Awardees must agree to comply with applicable laws, regulations and provisions of grant agreements which includes the requirement to maintain internal controls to provide reasonable assurance of compliance with these requirements.

7.3 Cost Sharing and Matching

No matching funds are required for participation in the Chief Standing Bear Grant Program. DED may treat the availability of matching funds as a factor in evaluating applications. Awardees must comply with any requirements included in the grant agreement related to matching funds.

7.4 Insurance

The Awardee must comply with any insurance provisions included in the grant agreement.

7.5 Procurement

All procurement transactions for property or services must be conducted in a manner providing full and open competition. Awardees must ensure adherence to all applicable local, State, and federal procurement laws and regulations.

7.6 Competition and Conflicts of Interest

Competition - All written procurement policies will include procedures to conduct all procurement transactions in a manner providing full and open competition consistent with the standards. DED considers “full and open” competition to mean that a complete requirement is publicly solicited (except if specifically, not required) and all responsible sources that are interested in doing so, are permitted to compete.

There are numerous benefits to full and open competition, such as increasing the probability of reasonable pricing from the most qualified contractors and helping discourage and prevent favoritism, collusion, fraud, waste, and abuse.

Conflict of interest - Recipient must disclose to the DED any financial conflicts of interest that arise and are required to be managed during the life of the award. Such a conflict of interest would arise when the employee of Recipient or any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for an Award Agreement. Recipient employees may neither solicit nor accept gratuities, favors, or anything of monetary value from the Award Agreement or be parties to Award Agreement. Upon written request, exceptions may be granted by the Department on a case-by-case basis when it is determined that such an exception will serve to further the purposes of the Project.

7.7 Cost Principles

Costs pertaining to the state award must be allowable, allocable, and reasonable and treated consistently.

A cost is allowable if it is permitted as a cost within general state regulations and/or the terms of the Award Agreement. Costs expressly unallowable or mutually agreed to be unallowable should be identified and excluded from any billing, claim, invoice, or proposal related to the Award Agreement. Inclusion of an unallowable cost in an invoice does not make the cost allowable. Adding a justification to an unallowable cost in an invoice also does not make the cost allowable.

A cost is allocable to a particular Award Agreement if the goods or services involved can be directly charged to the Award Agreement based on the benefit provided.

A cost is considered reasonable if the nature of the goods or services, and the price paid for the goods or services, reflects the action that a prudent person would have taken given the prevailing circumstances at the time the decision to incur the cost was made.

A cost is treated consistently when all costs are incurred for the same purpose and in like circumstances are treated uniformly either as direct costs or as indirect costs.

7.8 Records Retention and Access

Awardees must maintain grant-relevant records and financial documents for five years after all funds have been expended or returned. Treasury or DED may request transfer of records of long-term value at the end of such period. Wherever practicable, such records should be collected, transmitted, and stored in open and machine-readable formats. Awardees must agree to provide or make available such records to the State of Nebraska, DED, and the U.S. Department of Treasury upon request, and to any authorized oversight body, including but not limited to the Government Accountability Office (“GAO”), Treasury’s Office of Inspector General (“OIG”), the Pandemic Relief Accountability Committee (“PRAC”), and the Nebraska Auditor of Public Accounts.

7.9 Noncompliance Termination

If DED determines that the grantee materially fails to comply with any term of this grant agreement, whether stated in a federal or state statute or regulation, an assurance, in a state plan or application, a notice of award, or any other applicable requirement, DED, in its sole discretion may take actions including:

1. Temporarily withholding payments pending correction of the deficiency or more severe enforcement action by DED;

2. Disallowing or denying use of funds for all or part of the cost of the activity or action not in compliance;
3. Disallowing claims for reimbursement;
4. Wholly or partially suspending or terminating this grant;
5. Requiring return or offset of previous reimbursements;
6. Prohibiting the grantee from applying for or receiving additional funds for other grant programs administered by DED until repayment to DED is made and any other compliance or audit finding is satisfactorily resolved;
7. Reducing the grant award maximum liability of DED;
8. Terminating this Grant Agreement;
9. Imposing a corrective action plan;
10. Withholding further awards; or
11. Taking other remedies or appropriate actions.

The grantee costs resulting from obligations incurred during a suspension or after termination of this grant are not allowable unless DED expressly authorizes them in the notice of suspension or termination or subsequently.

DED, at its sole discretion, may impose sanctions without first requiring a corrective action plan.

7.10 Reporting

7.10.1 Financial Reporting Requirements

All Awardees must complete and submit financial reports as required by the Chief Standing Film Grant Program Award Agreement. Expenditures may be reported on a cash or accrual basis, as long as the methodology is disclosed and consistently applied.

7.10.2 Program Performance Reporting Requirements

All Awardees must complete and submit performance reports as required by the Chief Standing Bear Film Grant Program Agreement.

Performance Reports will be required as expressed in the Award Agreement. At a minimum, Awardee will be expected to report on their progress towards meeting the proposed schedule and budget. The Awardee will need to report the following items, as a minimum:

- Notify DED 5 days prior to the start of filming in qualified census tracts located within the boundaries of a city of the metropolitan class in the State of Nebraska
- Location Schedule Documentation: Productions are required to complete at least 51 percent of their principal photography days in qualified census tracts located within the boundaries of a city of the metropolitan class in the state of Nebraska. As verification of this requirement, Recipients must submit a completed Principal Photography Verification Worksheet upon completion of production and prior to final reimbursement. Applicants must submit copies of all call sheets, production reports and/or a production schedule as supporting documentation. The Principal Photography Verification Worksheet will gather the total number of principal photography days completed in qualified census tracts within the boundaries of a city of the metropolitan class in Nebraska, as well as the number of days outside those areas.

7.11 Department of Economic Development Monitoring and Reporting

DED is entrusted with the responsibility for the management, disbursement, and accountability of the Chief Standing Bear Grant Program. This responsibility extends to managing risks associated with the grants management process to facilitate efficient operation and compliance with regulatory and programmatic requirements. Monitoring and reporting are critical. DED must have up-to-date information on awards, and it is equally important for Recipients to meet performance goals and ensure compliance with applicable rules and regulations.

Recipient will:

- Be responsible for oversight of the operations of the state award-supported activities;
- Monitor its activities performed under the state award to ensure compliance with applicable state requirements and performance expectations are being achieved. Monitoring will cover each program, function and activity;

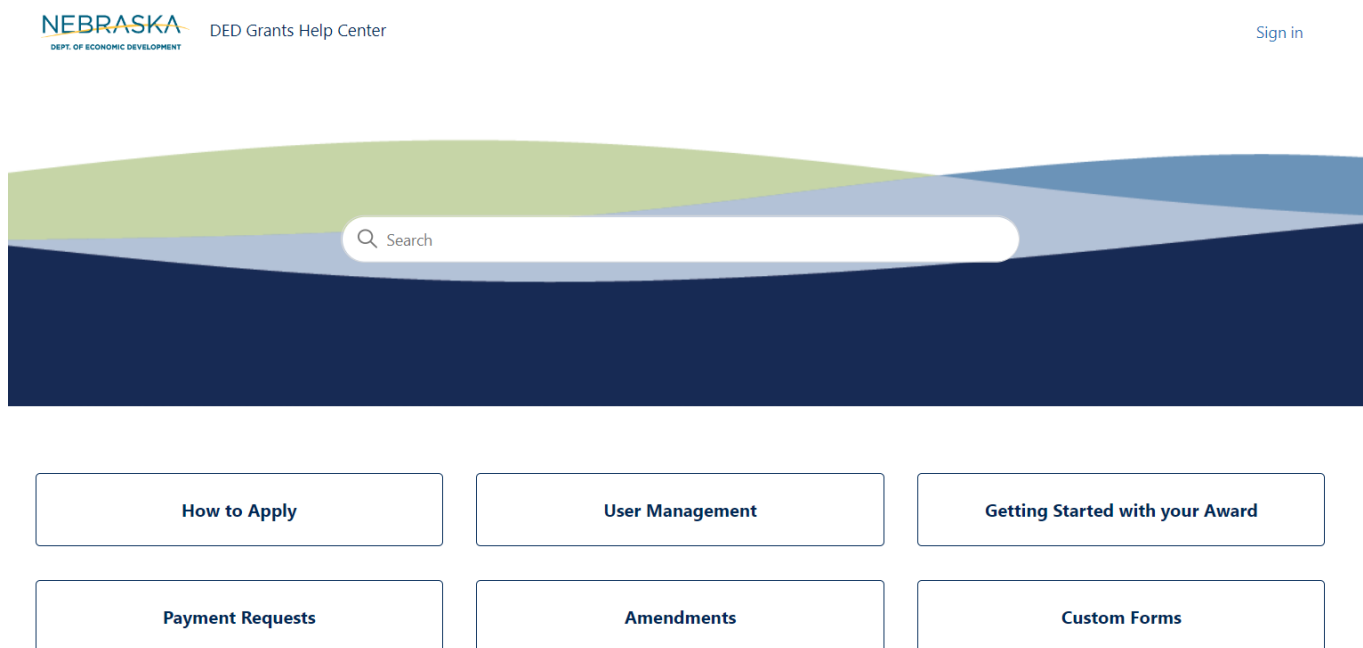
- Submit performance report for each open project to DED within 15 days of the reporting period end date, which will include, but not be limited to, the following:
 - Information indicated in the Performance Report section above.
 - Comparison of actual accomplishments to the objectives of the state award established for the period. Where the accomplishments of the state award can be quantified, a computation of the cost.
 - The reason for not meeting established goals, if appropriate; and
 - Additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high cost units;
- Inform DED if the following occur between performance reporting dates:
 - Problems, delays, or adverse conditions which will materially impair the ability to meet the objective of the state award. This disclosure must include a statement of the action taken, or contemplated, and assistance needed to resolve the situation and;
 - Favorable developments which enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned; and

8 Technical Assistance for Using the Grants Management System

To administer this program, the Nebraska Department of Economic Development (DED) uses a grants management system (GMS), AmpliFund. Applications will be submitted, and awards will be managed through the GMS.

8.1 DED Help Portal

User guides about DED’s specific business processes for accessing and using the GMS to apply and facilitate the grant are available on DED’s website, <http://opportunity.nebraska.gov/amplifund/>. The help portal is organized by topic. You can enter key words into the search bar to find specific articles.



8.1.1 Application User Guides

For instructions on registering to apply, please see **User Management** (<https://dednebraska.zendesk.com/hc/en-us/categories/7865709789851-User-Management>).

For instructions on applying through the GMS, please see **How to Apply** (<https://dednebraska.zendesk.com/hc/en-us/categories/7542920001051-How-to-Apply>).

8.1.2 Award User Guides

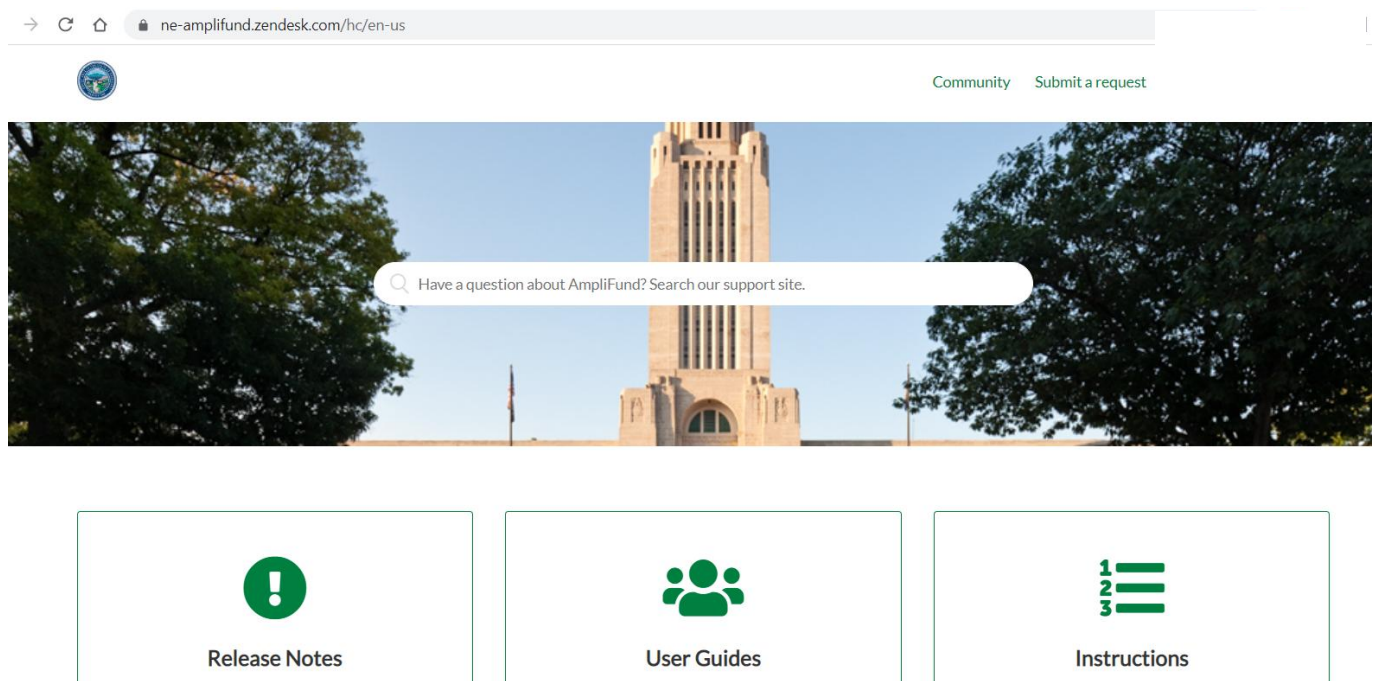
For initial instructions on managing your award, please see **Getting Started with your Award** (<https://dednebraska.zendesk.com/hc/en-us/categories/7865773985307-Getting-Started-with-your-Award>).

Other post-award user guides can be found by topic, such as Payment Requests or Amendments.

For also program-specific user guides, please see **ARPA** (<https://dednebraska.zendesk.com/hc/en-us/categories/7542922996379-ARPA>).

8.2 GMS Help Portal

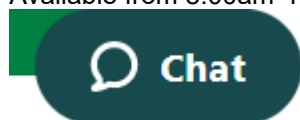
For user guides about using AmpliFund, please visit <https://ne-amplifund.zendesk.com>. This help portal will help you learn how to use the system, navigate the system, and more.



8.3 Customer Support

If you need help using the GMS to apply or manage you award, you can reach out to customer support in year different ways:

1. Call toll-free 1 (844) 735-0239
 - a. Available from 7:00am-7:00pm CDT
2. Online chat
 - a. Available from 8:00am-4:00pm CDT



3. Email support@ne-amplifund.zendesk.com

9 Record of Change

Find the Version identifier on the cover page of this document. Summary of Changes includes a brief description of the revisions.

Version	Date	Summary of Changes
1.1	10/2022	Updated application deadline
1.2	01/2023	Updated Program Manager contact information
1.3	08/2025	Complete revision to reflect funding source change from federal SLFRF funding to Nebraska Cash Fund and resulting change in applicable laws and regulations.