

# UBCP Student Ultra Low Budget Program

The Student Ultra Low Budget Program has been created to allow Union Members and student Producers the ability to work together on low-budget productions while protecting the rights of the performers.

## Application Requirements

Productions must be produced primarily for evaluation, educational, critique or non-commercial use. Such use may include film festivals, showcase screenings, workshops or any other non-commercial venue where no admission fee is charged.

The Producer must provide the Union with a completed application for all the Programs no less than ten business (10) days, not inclusive of Statutory holidays, prior to the first day of principal photography.

**Given the time required to process applications, there will be no exceptions to the time requirements for submissions.**

The production must be produced for course credit and/or part of the school curriculum.

The following documentation must be forwarded to UBCP in order for your application to be processed:

- Completed Application Form
- A copy of your current school identification must be included with all applications.
- **Budget** – The Producer must provide the Union with a budget that declares all expenses and donations. All “in kind” donations do not form part of the Total Production Cash Budget but the known or estimated value of the donations are to be noted in a separate column on the budget. Please do not include marketing costs in the Total Production Cash Budget.
- **Script**
- **Current Crew List**
- **Current Cast List** – Please list the Roles to be cast. It is not necessary to know the names of all the Performers who will be engaged for all of the Roles at the time of your application, a final cast must be submitted prior to the end of principal photography. The cast list does not need to include the names of Performers engaged in Background Performer categories.
- **Insurance** – The producer must obtain both Commercial General Liability Insurance AND AFBS “Accident on Set” Coverage as [per Schedule A](#) of the Ultra Low Budget Agreement:
  - **Commercial General Liability** - The Producer must secure Commercial General Liability Insurance as outlined in [Schedule A](#) of the Ultra Low Budget

Union of B.C. Performers  
(an autonomous local Branch of ACTRA)  
Suite #400 - 1155 West Pender Street  
Vancouver, BC V6E 2P4

Tel: (604) 689-0727 Fax: (604) 689-1145 [www.ubcp.com](http://www.ubcp.com)

Agreement. **Please note that applications will not be completed until the Union receives the certificate of insurance.** And;

- **AFBS "Accident on Set" coverage**– ACTRA Fraternal Benefits Society (AFBS) has extended its "Accident on Set" coverage to Members (which includes Apprentice and Background Extra Members) who are volunteering in Ultra Low Budget productions in lieu of Worker's Compensation\*. The Union requires the Producer to contact:

Charles Northcott  
AFBS "Accident on Set" Administrator  
Extension 304  
cnorthcott@actrafrat.com  
Phone: 416-967-6600 or 1-800-387-8897  
Fax: 416-967-4744 or 1-888-804-8929  
<http://www.accidentonset.com>

- **Worker's Compensation/WorkSafe BC** – Businesses and individuals that hire workers (full-time, part-time, casual or contract) are required by law to register with WorkSafe BC. For clarity, the Producer is required to register with WorkSafe BC when they are paying Performers for their engagement on the Production.

*The processing of applications may be delayed until the Union receives all the above information.*

## Application Process

- All applications must be received by fax or email.
- The Union will confirm receipt of your application within two (2) business days.
- UBCP will contact you if we have any questions.
- Upon acceptance of your application the Union will email the producer an Ultra Low Budget Agreement.
- The producer must execute the agreement and return it to UBCP before the Performer Form is released for use on the production.
- The Performer Form must be signed by all Union and non-Union performers and all Forms must be returned to the Union two (2) business days prior to their engagement on the production, unless special arrangements are agreed to by the Union in advance of principal photography.
- The Union will sign all Performer Forms and provide a copy to the performers as requested.

## Cast

All cast members must be Canadian citizens or have landed immigrant status, with the exception of those international students that are cast members because of their enrollment in the course.

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## Minimum Fees

The Producer is not required to pay the Performers a Minimum Fee at the time of Production. However this does not restrict the right of any Performer to negotiate terms and conditions (including rates and fees).

## Use Fees

If the production is exploited for any purpose other than for evaluation, educational, critique or non-commercial use then the Producer is required to pay Performers, as Use Fees, an amount equal to 5% of Distributors Gross Revenue, as the term is understood in the current BC Master Production Agreement.

**Please Note:** Failure to meet the above terms and obligations may affect your eligibility to be accepted to the Ultra Low Budget Program in the future.

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