

International Film Festival Assistance Program (IFFAP) Guidelines

1. The following must be submitted no-later-than 15 days before the festival start date:
 - a. Official letter or request
 - b. Copy of official invitation from festival
 - c. Copy of passport
 - d. Copy of VISA (if necessary)
 - e. Travel itinerary
 - f. Press kit of film invited (w/ trailer)

* Mode of submission: via email (assistance@fdcp.ph) or hard-copy delivered to the office
2. Period of approval (maximum of 3 days after the submission of requirements)
3. FDCP will issue an official approval letter, together with airfare ticket reservations
4. Upon approval, the filmmaker will also be asked to enter into an Undertaking Agreement with FDCP for its mentorship program.
5. Post-festival requirements

The following must be submitted via hard-copy to FDCP within 10 days from arrival:

 - a. Brief travel report (of purpose of travel, activities undertaken, etc.)
 - b. Original boarding passes (going and returning)
 - c. Copy of Festival Badge

* In the case of reimbursement:

 - d. Flight ticket
 - e. Official airfare ticket receipt
 - f. Official hotel billing receipt

* FDCP will only reimburse the applicant up to the official amount approved by FDCP in Step 3
6. Release of reimbursement funds to applicant (in the case of reimbursement)