



**CreatePHFilms**  
Film Development Council of the Philippines

# **FUND FOR FILM DISTRIBUTION**

**GUIDELINES**

V. 4, APRIL 2021



**FILM  
DEVELOPMENT  
COUNCIL OF THE  
PHILIPPINES**

Republic of the Philippines  
Office of the President  
**FILM DEVELOPMENT COUNCIL OF THE PHILIPPINES**

**CreatePHFilms**  
**FUND FOR FILM DISTRIBUTION**

**Guidelines**

CreatePHFilms is a funding program administered by the Film Development Council of the Philippines (FDCP) to encourage the production of quality films and the artistic creation of Filipino filmmakers through financial support for project development, production, post-production, and distribution.

The CreatePHFilms Fund for Film Distribution is a selective fund of **THREE HUNDRED THOUSAND PESOS (Php 300,000.00)** for local and international distribution of Filipino projects.

**I. Disclaimer**

1. The FDCP may decline to accept and/or reject an application if it does not follow and/or comply with the guidelines which are designed to be read in conjunction with the relevant application form. As the guidelines and application form are subject to changes and updates, applicants should ensure that they have the most current version of these documents by checking <http://www.fdcphfilms.com> prior to the submission of their applications.
2. All the information provided by the applicants will be held by the FDCP on a strictly commercial-in-confidence basis. Information will only be provided to the CreatePHFilms Committee, the Philippine government, and consultants if necessary.
3. CreatePHFilms is a selective (NOT ASSURED or AUTOMATIC) awarded fund that is subject to strict evaluation and audit of qualified expenses.
4. All applications are made at the applicant's own risk. The FDCP is not liable for any loss, damage, or costs arising directly or indirectly from the application process, the FDCP's decision to refuse the project, or from dealing with the application in any manner.

**II. Eligibility**

**1. Eligible Formats**

- a. Filipino<sup>1</sup> narrative mid (at least 40 to 79 minutes) to feature-length film (at least 80 minutes) (fiction, documentary, or animation)
- b. In English or Filipino<sup>2</sup> only
- c. Film that already started/finished post-production
- d. The film must never have been broadcasted
- e. With a theatrical, VOD and/or festival release agreement within the Philippines
- f. With at least an overall distribution budget of Five Hundred Thousand Pesos (Php 500,000.00)

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<sup>1</sup> See Annex A

<sup>2</sup> See Annex B

## 2. Eligible Contents

- a. Any genre except for pornography.
- b. The project must not contain issues that insult, offend, and/or portray the Philippines in a negative light as well as threaten national security.
- c. The project must not promote violence.

## 3. Eligible Applicants

Any Filipino production company duly registered as a business in the Philippines and accredited by the FDCP National Registry for Companies: <https://nationalregistry.fdcph.gov.ph/registry-groups/nrc>.

## 4. Project Eligibility Criteria

- a. The project must be an eligible format as set out in Section II.1.
- b. The project must comply with the eligible content as set out in Section II.2.
- c. The applicant must be an eligible applicant as set out in section II.3.
- d. The project must have a Filipino Director.
- e. The fund must not exceed 60% of the overall distribution costs of the film.
- f. The project must show a financing gap for marketing considering the overall cost of the film and the funding already obtained.
- g. The applicant must have all necessary rights to distribute the film.
- h. The applicant must provide a distribution guarantee or deal memorandum for theatrical, VOD and/or Festival release in the Philippines.
- i. The project must apply for the first time to CreatePHFilms Fund for Film Distribution (but may have applied before to the CreatePHFilms Fund for Script Writing and/or Project Development and/or for Small or Large Budget Production and/or Post Production.
- j. The project must apply within 3-10 months before the film's planned release date.

## III. Application Period

1. The Call for Application periods are as follows:

### For 2021

- a. 1st Application Period:  
April to May > Selection in June
  - b. 2nd Application Period:  
September to November > Selection in December
2. In the event that the CreatePHFilms budget for the year has already been spent, the application period of that year will be closed.

## IV. Call for Application Process

1. The applicant must fill in and submit the CreatePHFilms Fund for Distribution - Call for Application Form and all required documents to [createphfilms@fdcp.ph](mailto:createphfilms@fdcp.ph) during one of the two application periods per year.
2. The FDCP will verify all the documents. The FDCP may ask the applicant to provide further supporting documents, should the FDCP decide that the submitted documents contain inadequate details.
3. After confirming the completion of the application, the FDCP will submit the applicant's project to the CreatePHFilms Selection Committee's consideration.

4. The applicant will then be notified of the result of the Selection. He/she will receive either a rejection letter with arguments or an approval with the fund amount.
5. If approved, an e-meeting will be held with the FDCP to discuss the project and sign the Memorandum of Agreement. The applicant will receive the first sixty percent (60%) down payment of the fund within sixty (60) days after the signature of the Memorandum of Agreement.
6. The applicant must submit the complete requirements for the Final Report within a year after the notification of selection of the project. Should there be a delay in the distribution timeline, the applicant must notify the FDCP and give a clear and reasonable explanation for the delay.

## V. Call for Application Checklist

*(See Technical Requirements for the format.)*

### **REQUIRED DOCUMENTS:**

- Filled up CreatePHFilms - Distribution Fund Call for Application Form
- Overall production budget and financing plan showing a gap for distribution financing. *(Template provided)*
- Marketing and distribution strategy within the Philippines and abroad setting out the target audience and how to reach them, as well as the box office expectations
- Evidence of a distribution agreement or deal memorandum for a theatrical release, VOD and/or festival distribution in the Philippines
- Secured screening link to the finished film
- Distribution schedule *(Template provided)*
- Statutory Declaration signed by the applicant company and notarized *(Template provided)*

### **IF APPLICABLE:**

- Evidence of an international sales agent
- Existing communication material (i.e. poster(s), flyer(s), press release kits, etc.)

## VI. Progress Development Report

The applicant must send a Progress Development Report within six (6) to eight (8) months after the notification of selection of the project. *(Template provided)*

## VII. Final Report Process

1. Two (2) months maximum after the first official theatrical, VOD and/or festival release of the project, the applicant company must send the CreatePHFilms Fund for Film Distribution - Final Report and submit all required documents to [createphfilms@fdcp.ph](mailto:createphfilms@fdcp.ph).
2. The FDCP will verify all the documents. The FDCP may ask the applicant to provide further supporting documents, if the submitted documents contain inadequate details.
3. After confirming the completion of the report, the FDCP will submit the final report to the FDCP accounting unit for audit.
4. The FDCP accounting unit may ask the applicant to provide further supporting documents for the audit purpose.
5. The applicant will then receive the payment of the remaining forty percent (40%) of the fund within sixty (60) days after receiving the complete Final Report.

## **VIII. Final Report Checklist**

*(See Technical Requirements for the format.)*

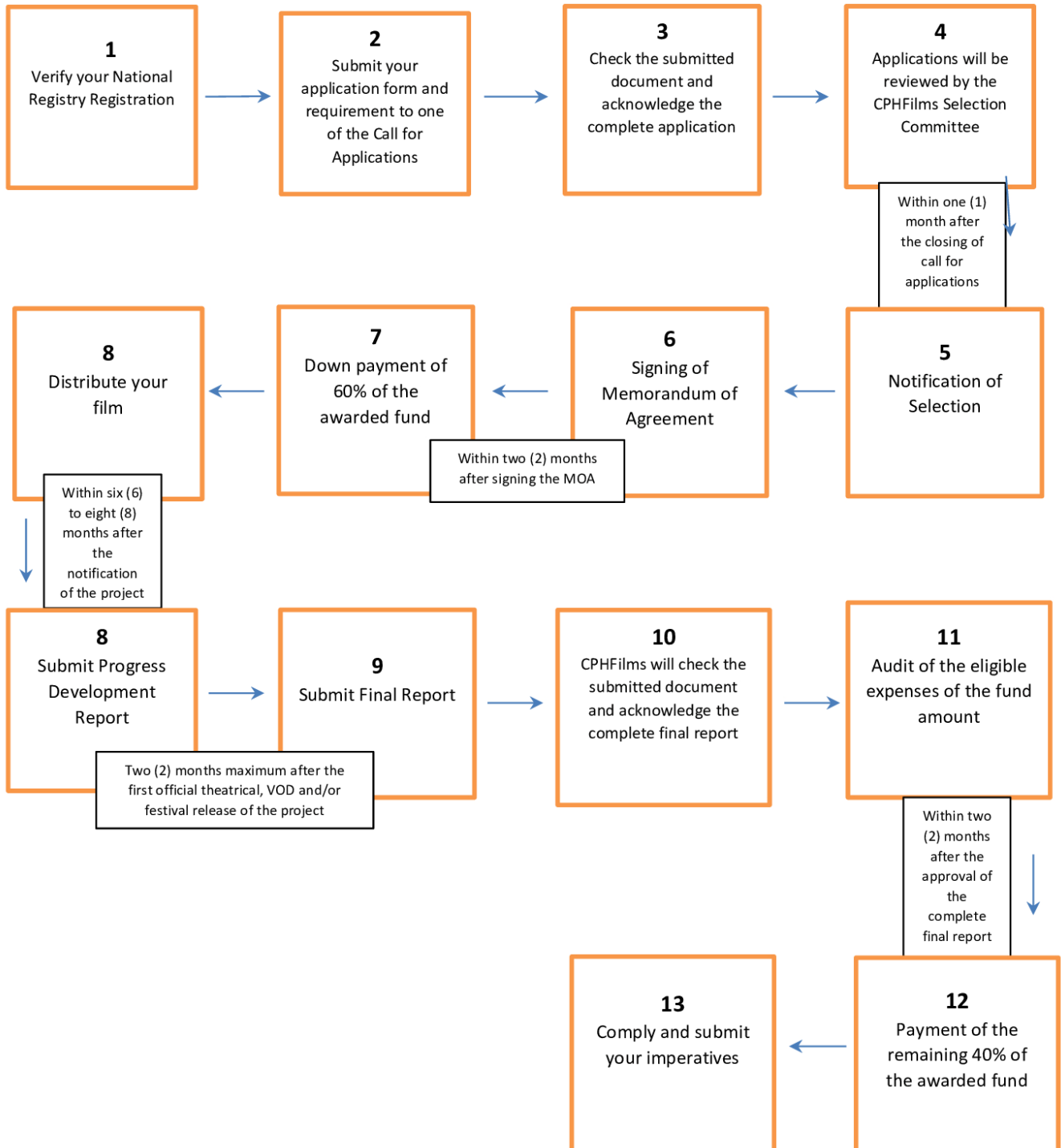
### **REQUIRED DOCUMENTS:**

- Filled up CreatePHFilms Fund for Film Distribution Final Report
- Final distribution schedule
- Cost report on the fund amount spend for distribution with the corresponding invoices and receipts (original)
- Distribution report (box office, theatrical release worldwide, festival selection, etc.)

### **IF AVAILABLE:**

- Existing communication material (i.e. poster(s), flyer(s), press release kits, etc.)

## VISUAL PROCESS FOR APPROVED FILM DISTRIBUTION APPLICATION



## I. Technical Requirements

1. Application and other forms must be supplied in English or Filipino only.
2. Submit the soft copy of the full application to createphfilms@fdcp.ph with the subject field labeled *i.e.* **“CPHFilms-FD CALL FOR APPLICATION/CPHFilms-FD PROGRESS DEVELOPMENT REPORT/CPHFilms-FD FINAL REPORT: <name of project>“**
3. When submitting fully accomplished application, all documents including attachments/annexes must be grouped into a single PDF file (except for the Application Form which should be in Word Format and submitted separate from the PDF file) with all annexes grouped and labelled with the name of the project in all capital letters (compress the file size to around 10MB if possible) or a file-sharing link well organized with all the annexes properly named as per the requirement checklist and the name of your project.
4. DO NOT send any element or item from your application individually or in separate emails. The FDCP will disregard these and consider your application incomplete. The official date of submission will be the date the FDCP confirms that your application is complete.
5. Once the application is verified complete, please send the hard copy of your signed and notarized statutory declaration.
6. Once the project has been selected by the CPHFilms Selection Committee, please send three (3) hard copies of the signed MOA.
7. Once the Final Report is verified complete, send the hard copy of all your valid official receipts corresponding to the declared ELIGIBLE EXPENSES FOR THE FUND.
8. Send the above hard copies in an envelope with the following format:

### **Envelope Label:**

CreatePHFilms Fund for Film Distribution Submission  
“Project Name”  
Applicant’s Name

Address:  
Film Development Council of the Philippines  
855 T.M. Kalaw Street, Ermita Manila, Philippines 1000

## IX. Eligible Expenses

1. Each receipt must correspond to a specific expense, used for the project needs only.
2. Must start upon notification of the selection of the project.
3. Spending must be in local currency and with Filipino registered businesses and/or other Filipino services and individuals. Otherwise, receipts from PH companies issued in foreign currency must be submitted with justification and conversion rate on the date of payment.
4. Invoices and valid Official Receipts must be issued in the name of the Filipino Applicant company only except for the following:
  - Services from the government offices e.g. Bureau of Immigration.
5. Distribution expenses whether with **VAT or non-VAT** receipts are eligible provided they are presented with a valid and properly accomplished BIR registered official receipt and cash invoice. Please refer to the attached official receipt sample for proper compliance.
6. The FDCP Accounting Unit reserves the right to exclude any incorrect or ineligible receipt from the computation of the eligible expenses.
7. May only cover the following types of expenses for distribution with the submission of the **original** documentary requirements for each:

**a. Salaries, wages and social contributions paid to Filipino under Filipino contract:**

- Applicant permanent staff members can be taken into account proportionally to the period during which they are working on the project.
- Project-based staff members that are working for a particular project

**Eligible supporting documents:**

- For each submit a deal memo OR fully executed Service Contract (see template) and a proof of payment (bank transfer/deposit slip or payslip) and a valid government ID.

**b. Technical goods and services:**

- For distribution: Production of trailer(s), Sub-titling, Cost of foreign-language dubbing, cost of virtual print fee, Costs related to rating, DCP dispatch/tracking costs.
- Deliverables for the distributor
- Creative and production costs of marketing material including design and printing (i.e. posters, adverts, website)
- Media advertising cost (TV, press, radio, print, online)
- Costs related to the engagement of a marketing executive/ marketing company with appropriate experience in carrying out such duties.
- Local film festivals and markets (e.g. badge, market booth, market screening fees)

**Eligible supporting documents:**

- Submit the cash invoice OR valid official receipt and brief description of the item purchased.
- For Rentals: submit the rental contract with official receipt

**c. Transportation and travel expenses**

- Transport and travel of artistic and technical materials and supplies.
- Transport for the artistic and technical teams.

Land Transport: car and taxi transportation service (e.g. Grab, Angkas, etc)

**Eligible supporting documents:**

- For land transportation, valid official receipts or e-receipts of the service.

Air Transport: Travel bookings done in the Philippines or via a Filipino travel agency for flights within the Philippines and/or to/from the Philippines and must be in ECONOMY CLASS.

**Eligible supporting documents:**

- Submit paper ECONOMY plane tickets and original departure and arrival boarding passes, with official receipts
- If travel is outside the country, must have additional justification relevant to the distribution.



**d. Project-related overheads**

- Printing, couriers, communication expenses, etc.

**Eligible supporting documents:**

- For printing and courier, must provide valid official receipt including a reduced copy of the printing material.
- For courier, must provide the official receipt or e-receipt of the purchased service and its waybill.
- For communication allowance, must provide the official receipt only.

**IX. Project Evaluation**

The project will be evaluated on the following:

1. Degree to which the work promotes the Philippine culture and its territory;
2. Degree to which the production contributes to the Philippine film industry economic development;
3. The financial strength and stability of the Project;
4. Degree to which the project encourages diversity and inclusion;
5. The distribution potential through festival, theatrical release, and platform in order to reach domestic audiences; and
6. The quality of the team and talent: script, producer and production company, scriptwriter, and director attached to the project.

In due process and if necessitates, FDCP will seek the advice of one or more independent film production consultants on a strictly commercial-in-confidence basis to provide an independent assessment on the expenditures and budget of the project.

The decision of the Committee is final and irrevocable. The FDCP is not obliged to give any further explanation for the results.

**X. Payment**

1. In the event of a legal dispute, arbitration or judicial proceedings, the FDCP reserves the right to withhold the approved fund payment until the matter is settled, or the FDCP is at the impression, after assessment of the dispute, that it is satisfied to release the payment.
2. The fund can be nullified with immediate effect, and the FDCP can ask for the fund reimbursement under any of the following conditions:
  - a. The applicant is unable to produce any documents or details asked for in the final report.
  - b. The applicant submitted false information and/or documents that were obtained by fraud, material inaccuracies or misrepresentation.
  - c. The final report doesn't comply fully with the Call For Application with key details of the project that changed significantly whether creative, financial, or artistic involvement.
3. The payment of the fund shall be made in two (2) installments. The first sixty percent (60%) of the fund shall be paid within sixty (60) days after signature of the Memorandum of Agreement, and the remaining forty percent (40%) shall be paid within sixty (60) days after the approval of the complete Final Report. For every instance of cash received, a corresponding official receipt must be issued by the grantee.
4. The applicant must notify the FDCP if the right option is going to lapse, terminate, or be varied. The applicant shall own the rights over the project which shall not be assigned to anyone else. The fund can be nullified, and/or reimbursed in any case.

5. If the applicant did not declare all its proceeds, the FDCP has the right to cancel its application in all FDCP-related programs.
6. The applicant shall hold FDCP harmless and indemnify FDCP against any third party claim in connection with infringement of any intellectual property right, or any accident, injury, loss or damage caused by the performance of the agreement.
7. Should the applicant renege from its responsibilities as specified therein and/or the FDCP determine the applicant to be in violation of the terms of the agreement, the FDCP reserves the right to prohibit the applicant, its principals and any parent or subsidiary companies from applying or accessing further funding from FDCP for a period of two (2) years upon written notice.

## XI. Imperatives

Any production that received the CreatePHFilms Fund for Film Distribution must:

- Allow FDCP to conduct meetings to discuss plans, progress, and expectations for deliverables.
- Notify the FDCP of any change in the distribution schedule like festival and market attendance and dates of premieres and releases.
- Allow the FDCP team to visit the production to shoot promotional behind the scene material: photos, videos, interviews, etc.
- As soon as your project has been selected, credit the FDCP and CPHFilms. Incorporate the logos and mention as follows:
  - **Film end credits:** CreatePHFilms logo with the words:  
  
*‘This film benefited from the CreatePHFilms Fund for Film Distribution of the Film Development Council of Philippines’.*
  - **Film end credits:** FDCP logo only  
  
*“This film benefited from the CreatePHFilms Fund for Film Distribution of the Film Development Council of Philippines”.*
- As soon as your project has been selected, add the logo of the CreatePHFilms in all applicable promotion materials, posters, DVD, commercials, promotional clips, and all versions of the film screened/broadcasted internationally.
- Provide to the FDCP after completion of the project the promotional materials of the project, with non-commercial communication rights:
  - trailer(s), excerpts, official poster(s) of the film, film stills, behind-the-scenes, press kit, on-set pictures, interviews of the cast and crew, making of video to promote the FDCP, Filipino locations, cast, and crew.
- The applicant producer must provide an offline DVD copy of the project upon its completion.
- Deposit a copy of the film to the FDCP Philippine Film Archive (PFA).
- Investor materials (in a hard drive) including but not limited to:
  - One (1) clone of the encrypted master of the DCP
- Provide to FDCP non-exclusive, non-commercial rights to screen the Film in all platforms including but not limited to theatrical, home, digital and online for a maximum of three (3) screenings a year within five (5) years after its first two (2) years of commercial run.
- Submit within two (2) years after the conclusion of the project a full report of domestic and/or international Box Office.

## **XII. Contact**

FILM DEVELOPMENT COUNCIL OF THE PHILIPPINES  
855 Kalaw Avenue, Ermita, Manila  
1000 Metro Manila, Philippines

Telephone: +63 2 82568331

Telefax: +63 2 7087920

Email: [createphfilms@fdcp.ph](mailto:createphfilms@fdcp.ph)

Website: [www.fdcph.ph/createphfilms](http://www.fdcph.ph/createphfilms)

## **Annex A: Filipino Films**

A film is considered Filipino depending on:

1. The subject;
2. Locations or intended locations;
3. Ownership or planned ownership of shares or capital of any company, partnership, or joint venture that is concerned with making the film;
4. Sources of financing (both present and future);
5. Ownership and location of equipment and technical facilities that will be used;
6. Nationalities and places of residence of:
  - a. Authors, scriptwriters, composers, producers, directors, actors, technicians, editors and anyone else who has or will be involved.
  - b. Owners/proposed owners of the shares or capital of any company, partnership or joint venture concerned with making the film.
  - c. Those who have or will have copyright in the film.

## **Annex B: List of Philippine Languages as per Komisyon sa Wikang Filipino (KWF)**

See link for full list of languages:

<https://kwf.gov.ph/mga-wika-ng-filipinas/>



# FILM LOCATION ENGAGEMENT DESK

1. Fund for Film Distribution application automatically entitles the applicant to avail of the FLEX.
2. To help audiovisual projects, foreign and local, aiming to work in the Philippines, FLEX taps into FDCP's interagency government support network, and may assist your project with:

- **FINDING YOUR PARTNER:**

Connecting with local film companies: production (line production, co-production), post-production, animation studio, distributors.

- **LOCATION SCOUTING:**

Connecting with local location managers or local government units to facilitate location scouting.

- **SOURCING OF SKILLED CAST & CREW**

Assistance in sourcing Casting Director and Filipino seasoned actors and performers as well as film crew through the FDCP National Registry

- **SOURCING OF EQUIPMENT TECHNICAL FACILITIES**

Assistance with securing better rates for accommodations, transportation, suppliers, production equipment and technical facilities

- **SECURING VISA AND SPECIAL WORKING PERMITS**

Coordinating with the Philippine foreign affairs and immigration offices to obtain visas and special

working permits for foreign crew

- **OBTAINING LOCATION PERMITS**

Issuance of various government permits expedited by way of our agency's endorsement.

- **PRODUCTION LOGISTICS**

Coordinating with local government units regarding production logistics (traffic re-routing, security detail, and other on-ground logistic aspects).

- **SPECIAL GOVERNMENT PRODUCTION ASSETS**

Coordinating with government agencies regarding special production requirements (i.e. military vehicles, armory and weapons).

- **CONDITIONALLY FREE IMPORTATION AND EXPORTATION:**

Importing and/or exporting equipment necessary for the production of your project.

- **IMPLEMENTING HEALTH AND SAFETY PROTOCOL**

Assisting and orienting in the implementation of the Covid 19 Safety and Health guidelines with FDCP Safe Filming registration

Contact for FLEX concerns: [filmphilippines@fdcp.ph](mailto:filmphilippines@fdcp.ph)



## NATIONAL REGISTRY AND SAFE FILMING PROGRAMS



Founded in 2017, the National Registry is a program under the Film Development Council of the Philippines (FDCP) that aims to organize a veritable database of all active film and television workers, audio-visual companies, audio-visual organizations, and film festivals all over the country, and open avenues for opportunities and activities that will promote the growth and development of the local audio-visual industry and promote its participation in both domestic and world markets.

NR also seeks to consolidate efforts as an empowered community of stakeholders so that film and audiovisual workers' voices may be heard and real action may be realized through the development of legislation and policy, education, social welfare, training, protection of intellectual property (IP), and freedom of expression, with active participation from all the sectors and stakeholders in the audiovisual industry.

<https://nationalregistry.fdcph.ph/>

Contact for NR inquiries: [nationalregistry@fdcph.ph](mailto:nationalregistry@fdcph.ph)

### SAFE FILMING

The Safe Filming Program is a program by the Film Development Council of the Philippines in partnership with the Department of Health and the Department of Labor and Employment, which implements the strategies and guidelines of the FDCP-DOLE-DOH JOINT ADMINISTRATIVE ORDER NO. 2020-001. It provides a global resource website that outlines the principles of safe production and provides information about systems, resources, forms, and all related documents and issuances to ensure working safely in the Philippines for both local and international film and audiovisual productions.

Safe Filming is also a platform that allows for active collaboration with stakeholders through the project registration process, which FDCP coordinates with government agencies such as DOLE, DOH, DILG, and LGUs for the monitoring of compliance to the guidelines of the FDCP-DOLE-DOH JOINT ADMINISTRATIVE ORDER NO. 2020-001. Other OSH-related concerns from the OSH Officers or workers, including work-related injuries, illnesses, and any unsafe working conditions, may also be coursed through the Safe Filming for proper inspection.

[www.safefilming.ph](http://www.safefilming.ph)

Contact for SF inquiries: [safefilming@fdcph.ph](mailto:safefilming@fdcph.ph)