



CreatePHFilms
Film Development Council of the Philippines

FUND FOR PROJECT DEVELOPMENT

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 PROJECT DEVELOPMENT**

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 Project Development is a selective nonrefundable fund of **TWO HUNDRED THOUSAND PESOS (Php 200,000.00)** for production companies.

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. Filipino¹ narrative mid (at least 40 to 79 minutes) to feature-length film scripts (at least 80 minutes) (fiction, documentary, or animation)
- b. In English or Filipino² only.

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.

¹ See Annex A

² See Annex B

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. If already set, the project must have a Filipino Director.
- e. The project must spend 100% of the fund in the Philippines for eligible expenses.
- f. The applicant must hold or share intellectual property rights of the project.
- g. The Project must apply for the first time to the CreatePHFilms Fund for Project Development, but may have applied before to the CreatePHFilms Fund for Scriptwriting.

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 Project Development - Call for Application Form and all required documents to createphfilms@fdcp.ph during one of the two application cycles per year.
2. The FDCP will verify all the documents and 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 then submit the applicant's project to the following 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 signing 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 application. Should there be a delay in the development 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 Fund for Project Development - Call for Application Form
- A copy of the latest draft of the script or for documentary, the treatment of the project (8-10 pages) with any supporting footage/s
- A copy of the production schedule *(Template provided)*
- A copy of the scriptwriter's certification *(Template provided)*
- Resume and filmography (with screening links) of the filmmaker(s)/scriptwriter(s) and the producer(s)
- Vision statement from the producer(s)/scriptwriter(s)
- Proposed budget for development *(Template provided)*
- Statutory Declaration signed by the applicant company and notarized *(Template provided)*

IF APPLICABLE:

- For animation, an artistic portfolio of the project (i.e. mood board, storyboard, URL to teaser or inspired short film, etc.)
- For adapted works, a copy of the source material or previous script if it is a rewritten work
- For adapted works, authorization letter for the adaptation issued by the copyright holder

IF AVAILABLE:

- An artistic portfolio of the project (i.e. mood board, storyboard, URL to teaser or inspired short film, etc.)
- A copy of the documents relating to the "Chain of Title" and underlying rights

VI. Progress Development Report

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

VII. Final Report Process

1. Within a maximum of one (1) year after the notification of selection of the application, the applicant must submit the CreatePHFilms Fund for Project Development - Final Report with all required documents to createphfilms@fdcp.ph.
2. The FDCP will verify all the documents and may ask the applicant to provide further supporting documents, should the FDCP decide that the submitted document contains inadequate details.
3. After confirming the completion of the report, the FDCP will then 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. Upon the FDCP accounting unit's approval, the applicant will then receive the payment of the remaining forty percent (40%) of the fund within sixty (60) days after the acknowledgement of the complete Final Report.

VIII. Final Report Checklist

(See Technical Requirements for the format.)

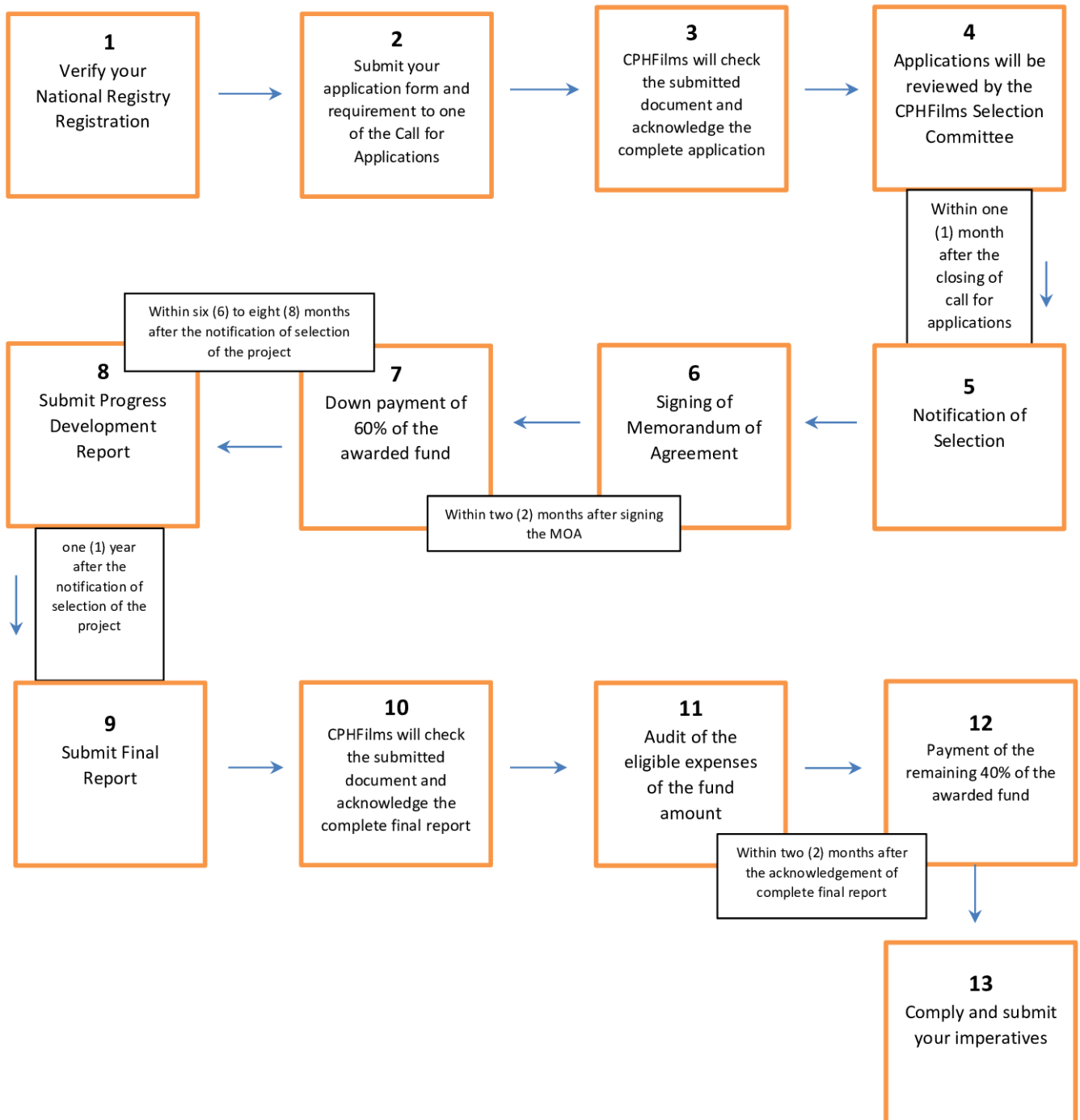
REQUIRED DOCUMENTS:

- Filled up CreatePHFilms – Project Development Final Report
- A copy of the final production schedule (*Template Provided*)
- A copy of the final script
- Final treatment of the project (8-10 pages)
- Cost report **on the fund amount spent** for the development with the corresponding qualified and valid official receipts (original)

IF AVAILABLE:

- Agreement letters for the already confirmed key personnel, cast, and crew
- Proof of financing in place

VISUAL PROCESS FOR APPROVED PROJECT DEVELOPMENT APPLICATION



IX. 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-PD CALL FOR APPLICATION / CPHFilms-PD PROGRESS DEVELOPMENT REPORT / CPHFilms-PD FINAL REPORT: <name of project>"*
3. When submitting your 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.
5. The official date of submission will be the date the FDCP confirms that your application is complete.
6. Once the call application is verified complete, please send the hard copy of your signed and notarized statutory declaration.
7. Once the project has been selected by the CPHFilms Selection Committee, please send three (3) hard copies of the signed MOA.
8. Once the final report is verified complete, send the hard copy of all valid official receipts corresponding to the declared ELIGIBLE EXPENSES FOR THE FUND.
9. Send the above hard copies in an envelope with the following format:

Envelope Label:

CreatePHFilms Fund for Project Development Submission
"Project Name"
Applicant's Name

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

X. Eligible Expenses

1. Must start upon notification of the selection of the project.
2. 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.
3. Invoices and valid Official Receipts must be issued in the name of the Filipino Applicant filmmaker/scriptwriter.
4. Development 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.
5. Each receipt must correspond to a specific expense, used for the project needs only.
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 development with the submission of the **original** documentary requirements for each:
 - a. **Salaries, wages and social contributions paid to Filipino under Filipino contract:**
**Salaries, wages and social contributions partial fee is capped at Php 20,000.00 for each*
 - Script Writer(s) partial fee
 - Script consultant(s) partial fee
 - Director(s) partial fee, on projects where the writer is also the director you should not include a separate fee

- Production crew members responsible for: development and writing direction, storyboarding, artistic direction.
- Applicant permanent staff members can be taken into account proportionally to the period during which they are working on the 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:

- Development and pre-production: script-related research costs, script assessments, pitch trailers, translation costs, extensions to rights costs, preliminary casting, preparation of advanced production budget and schedule, legal costs, direct script costs

Eligible supporting documents:

- Submit the cash invoice OR valid official receipt and brief description of the item purchased.
- For extensions to rights costs provide the deal memo/agreement.
- For Rental: submit the rental contract with valid official receipt.

c. Transportation and travel expenses

Land Transportation: 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 Transportation: 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, with official receipt
- If travel is outside the country, must have additional justification relevant to the development of the script.

Water Transport: Ferry, passenger ferry, RoRo ferry, and boat

Travel bookings done in the Philippines or via a Filipino travel agency within the Philippines and must be in ECONOMY CLASS.

Eligible supporting documents:

- Submit paper ECONOMY ferry tickets with valid official receipt
- If travel is outside the country, must have additional justification relevant to the development of the script.

d. Project-related overheads

- Printing, shipping courier, communication expenses, etc.

Eligible supporting documents:

- For printing and courier, must provide valid official receipt.
- 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.

XI. Project Evaluation

The project will be evaluated on the following:

1. Degree to which the work promotes the Philippine culture & territory;
2. Compelling and engaging ideas with the potential to be great films;
3. Degree to which the project targets local audience; and
4. Quality of the script, scriptwriter(s), director(s) and producer(s) 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.

XII. 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 signing 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.
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. 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.
6. Should the applicant renege from its responsibilities as specified herein and/or FDCP determine the applicant to be in violation of the terms of the memorandum of 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) consecutive years upon written notice.
7. The FDCP may appoint one (1) or more of its officers, as the case may be, to facilitate and assist in the proper utilization and management of the budget in relation to the project.

XIII. Imperatives

Any project that received the CreatePHFilms Fund for Project Development must:

- Allow the FDCP team to conduct meetings to discuss plans, progress, and expectations for deliverables and meet the production company involved.
- Allow the FDCP team to visit the production during development, pre-production, production and/or post-production to shoot promotional behind the scene material: photos, videos, interviews, etc.
- Notify the FDCP when the project will start principal photography and after completion of the project.
- Credit FDCP and CPHFilms. Incorporate logos and mention as follows:

Film opening credits: CreatePHFilms logo with the words:

“This film is a recipient of the CreatePHFilms Fund for Project Development of the Film Development Council of Philippines“

Film end credits: FDCP logo only

- Add the logo of the CreatePHFilms in all applicable promotion materials, posters, DVD, commercials, promotional clips, and all versions of the project pitched or 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.
- Deposit a copy of the film to the FDCP Philippine Film Archive (to be specified in a different contract).

Should the applicant have online distribution plans for the Project, the applicant may consider among its options the FDCP Channel or similar FDCP platforms. To learn more, you may contact the FDCP Exhibition Division at fdcpchannel@fdcp.ph and fdcpexhibitions@gmail.com.

XIV. 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

Website: www.fdcphfilms.ph

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 Project Development 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



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@fdcp.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

Contact for SF inquiries: safefilming@fdcp.ph