



CreatePHFilms
Film Development Council of the Philippines

FUND FOR POST- PRODUCTION

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 POST-PRODUCTION**

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 Post-Production is a selective fund of **THREE HUNDRED THOUSAND PESOS (Php 300,000.00)** for production companies engaged with post-production companies registered under the FDCP National Registry for 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 (at least 80 minutes) (fiction, documentary, or animation)
- b. In English or Filipino² only.
- c. Film that already started/finished principal photography and ready for post-production with at least a 30-minute rough cut or 15-minute mid length film.
- d. The film must be unfinished and never have been broadcasted.
- e. Planning for a theatrical, VOD and/or festival release within the Philippines
- f. With at least an overall post-production budget of Five Hundred Thousand Pesos (Php 500,000.00)

¹ See Annex A

² 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.ph/registry-groups/nrc>.

1. Eligible Activities

- a. The Project must be ready for post-production.
- b. The full fund must be spent in the Philippines for post-production eligible expenses with NR registered post-production company(ies).

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 project must have an attached post-production company/companies registered under the FDCP National Registry for companies.
- f. The fund must not exceed 60% of the overall post-production budget of the project.
- g. The project must show a financing gap for post-production considering the overall cost of the film and the funding already obtained.
- h. The applicant must have all necessary rights to produce and distribute the film.
- i. The project must target a distribution guarantee or deal memorandum for theatrical, VOD and/or festival release in the Philippines.
- j. The Project must apply for the first time to the CreatePHFilms Fund for Post-Production, but may have applied before to the CreatePHFilms Fund for Script Writing and/or Project Development and for Small or Large Budget Production.

III. Application Period

1. The Call for Application periods are as follows:

For 2021

1st Application Period:
April to May > Selection in June

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 Post-Production - 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. 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 then submit the applicant's project to the CreatePHFilms Selection Committee's consideration.
4. The applicant will then be informed of the result of the selection. He/she will receive either a rejection letter with arguments or an approval with the fund amount.
5. The applicant must submit the complete requirements for the final report within a year after notification of selection of the application. Should there be a delay in the post-production 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 Post-Production - Call for Application Form
- A copy of the script and/or treatment of the project and/or artistic portfolio
- Treatment of the project (8-10 pages)
- A copy of the scriptwriter's certification *(Template provided)*
- A copy of the post-production schedule *(Template provided)*
- Vision statements from the director(s) and producer(s) emphasizing the post-production work.
- Overall production budget and financing plan showing a gap for post-production financing. *(Template provided)*
- Proof of engagement of post-production company(ies) including detail quotation of the work.
- Secured screening link to a rough cut of the project (at least 30 minutes) or 15-minute mid length film
- Marketing and distribution strategy within the Philippines and abroad setting out the target audience and how to reach them
- Statutory Declaration signed by the applicant company and notarized *(Template provided)*

IF APPLICABLE:

- 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:

- A copy of the insurance coverage of the applicant company's responsibilities for all the activities required to make the project
- A copy of the documents relating to the "Chain of Title" and underlying rights
- Evidence of a distribution agreement or deal memorandum for a theatrical release/VOD distribution in the Philippines
- Evidence of an international sales agent

VI. Progress Development

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

VIII. Final Report Process

1. Within a maximum of two (2) months after the end of the post-production work of the project, the applicant company must send the CreatePHFilms Fund for Post-Production - Final Report and submit all required documents to 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 accounting unit for audit.
4. The 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 the approval of the complete Final Report.

IX. Final Report Checklist

(See Technical Requirements for the format.)

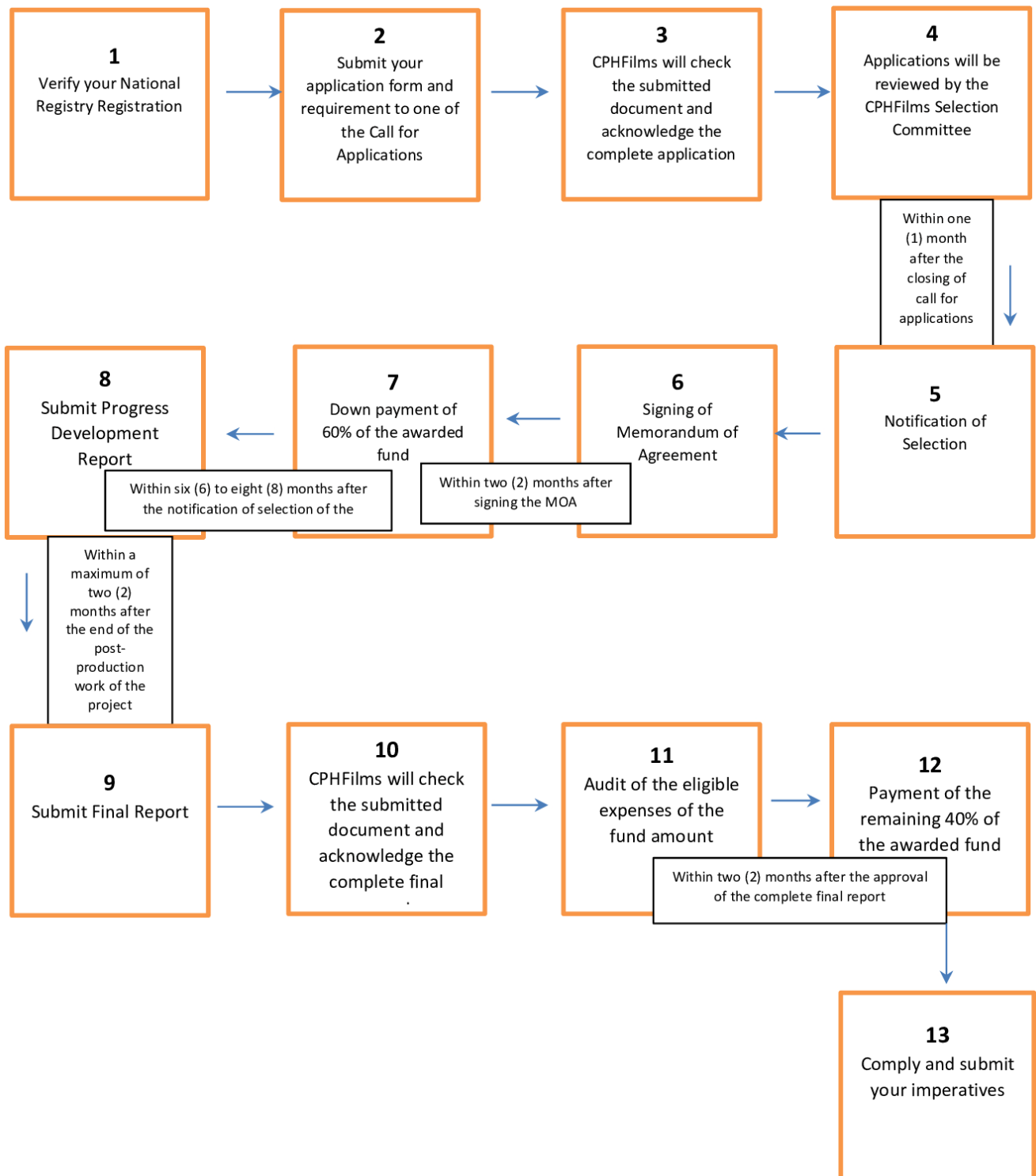
REQUIRED DOCUMENTS:

- Filled up CreatePHFilms - Post-Production Final Report.
- Final post-production schedule
- Screening link of the finished film
- Fully executed contract(s) with the post-production company(ies) and valid official receipt(s)
- An updated distribution plan (theatrical release/broadcast/ VOD platform, etc.) within the Philippines and/or abroad

IF AVAILABLE:

- Existing communication materials (i.e. poster(s), flyer(s), press release kits, etc.)
- Provide the distribution contract for a theatrical/VOD release in the Philippines
- A copy of the international sales agreement or contract
- A copy of the agreement letters with a Film Festival

VISUAL PROCESS FOR APPROVED POST-PRODUCTION APPLICATION



X. 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-PP CALL FOR APPLICATION / CPHFilms-PP PROGRESS DEVELOPMENT REPORT / CPHFilms-PP 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 FPO confirms that your application is complete.
6. Once the call for 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 your 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 Post-Production Submission
“Project Name”
Applicant’s Name

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

XI. Eligible Expenses

Provide the fully executed contract(s) and valid official receipt(s) from the NR registered post-production company(ies) responsible for the post-production work of the project following these requirements:

1. Only official receipts from Filipino NR registered post production company(ies) for the project needs will be accepted.
2. Apportionment calculations can be used when the service provider’s invoice does not distinguish the services provided for the project or other projects of the production company. The amount to claim as eligible will be based on a daily rate calculation multiplied by the number of days the service was provided only for the project.
3. The grant must be used for eligible expenses within the date from the notification of the selection of the project up until the deadline of their submission of the final report a year later.
4. Post-production expenses 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.
5. Invoices and valid Official Receipts must be issued in the name of the Filipino Applicant company.

6. The FDCP Accounting Unit reserves the right to exclude any incorrect or ineligible receipt from the computation of the eligible expenses.
7. May cover expenses on salaries and following technical goods and services rendered by the post-production company(ies):
 - Expenses for animation: preparation and creation; equipment, supplies, computer hardware and software used directly for the animation process. The aforementioned computer software must be paid off during the production of the work for which it was designed or purchased.
 - Expenses for post-production: image lab, image editing, voice recording, sound effects and sound design, mixing, sound editing, credits and trailers, digital visual effects, negative image film, magnetic sound film, and in general, all digital or non-digital image and sound media; renting of finishing and subtitling studios.
 - Digital visual effects.
 - Negative image film, magnetic sound film, and in general, all digital or non-digital image and sound media; filming, finishing, video, and subtitling studios.

XII. Project Evaluation

The project will be evaluated on the following:

1. Degree to which the work promotes the Philippine culture and territory;
2. The scope and ambition of the post-production work done in the Philippines;
3. The financial strength for a successful completion of the film;
4. The distribution potential through festivals, theatrical release and platform in order to reach domestic audiences; and
5. The quality of the team and talent: producer and production company, scriptwriter, director, and post-production company 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.

XIII. 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 applicant warrants ownership of the copyright of the film and that it will not be assigned to anyone else. Otherwise, the applicant must notify the FDCP if the right option is going to lapse, terminate, or will be varied. The fund can be nullified and/or terminated in any case.

XIV. Imperatives

Any production that received the CreatePHFilms Fund for Post-Production must:

- Allow the FDCP team to conduct meetings to discuss plans, progress, and expectations for deliverables.
- 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 of any change in the post-production schedule as well as start and end of the post-production and completion of the project.
- Credit to the FDCP and CreatePHFilms. Incorporate logos and mention as follows:

Film opening credits: CreatePHFilms logo with the words:

“This film is a recipient of the CreatePHFilms Fund for Post-Production 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 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) (to be specified in a different contract).
- Provide to the FDCP non-commercial non-exclusive rights to screen the film for a maximum of five (5) screenings a year within five (5) years after signing of an agreement for educational and cultural purposes only, so long as the screenings are in consideration of the commercial interests of the producer and its distributor. There will be no limit to the number of screenings allowed for the duration of the period.
- Submit within two (2) years after the conclusion of the project a full report of domestic and international Box Office.

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

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.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 Post-Production 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