



**CreatePHFilms**  
Film Development Council of the Philippines

# **FUND FOR SCRIPT DEVELOPMENT**

**GUIDELINES ON ELIGIBLE EXPENSES**

CYCLE 1 2022



**FILM  
DEVELOPMENT  
COUNCIL OF THE  
PHILIPPINES**

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

**CREATEPHILMS**  
**Fund for Script Development**

**GUIDELINES ON ELIGIBLE EXPENSES**  
(Cycle 1 2022)

The CreatePHFilms Fund for Script Development is a selective and non-recoupable fund of One Hundred Thousand Pesos (P 100,000.00) per project for the development of mid to feature-length film scripts.

This document details the information and requirements you need to know as you spend the Fund to be granted to you by the CreatePHFilms Fund for Script Development.

This must be read in conjunction with the *CreatePHFilms Fund for Script Development General Guidelines* and *CreatePHFilms Fund for Script Development Information Sheet*.

**Rationale**

As the national film agency, it is within the FDCP's mandate to provide assistance to Filipino filmmakers to upgrade the quality of local films in the country. In line with this is the funding support provided through the CreatePHFilms Program for the different stages of filmmaking.

As FDCP is responsible for the proper use of government funds and ensuring that those funds are used as directed by law, so must the recipients of the Agency's support by following the appropriate reporting guidelines.

Hence, these Guidelines are prescribed by the FDCP for the grantees of the CreatePHFilms Fund for Script Development in order to streamline the process of compliance in line with the Memorandum of Agreement (MOA) entered into with the Agency.

**I. General Guidelines**

- a. Each expense sourced from the fund granted must be **used for the Project needs only**.
- b. Each expense must be accompanied by either of the following:
  1. **Official Receipt or Sales Invoice** (*supplementary receipts such as Collection Receipt(s) must be provided; for Charge Invoice, Cash Invoice is sufficient*)
  2. **Service Contract**
- c. VAT and non-VAT transactions are both valid.
- d. Official Receipts and Sales Invoices must satisfy the following:
  1. Must be BIR-registered and valid
  2. Must be fully accomplished
  3. Must be **issued in the name of the Grantee only**
- e. Service Contracts are accepted subject to the following:

1. For services provided by individuals which will be paid by the Grantee
  2. Must be fully accomplished, following the template provided
  3. Must be accompanied by the following:
    - a. Proof of payment (bank transfer/deposit slip or payslip)
    - b. Valid government ID of the recipient of the payment
    - c. Certificate of Service Rendered signed by the Grantee
- f. Utilization of the Fund must start **upon the signing of the MOA by both contracting parties**.
- g. Spending must be in local currency and with Filipino registered businesses and/or Filipino individuals.
- h. Receipts, invoices, contracts, and other supporting documents must be submitted to the CreatePHFilms Secretariat for the Final Report process as stated in the MOA.
- i. The FDCP Accounting Unit will review the submission of the report of expenses and **may exclude any incorrect or ineligible receipt(s)** from the computation of the eligible expenses.

## II. Eligible Expenses and Supporting Documents

Eligible expenses are qualified expenses that may be paid out from the CreatePHFilms Fund subject to presentation of appropriate documents enumerated in this document. The following are eligible expenses allowed under the Fund and the **original copies** of the documentary requirements for each:

### 1. Script-related research costs

These are expenses incurred in connection with activities that lead to improving knowledge and learning new ideas that will further the development of the script (its subject, elements, theme, among others). These include the following:

Eligible Costs	Ineligible Expenses	Supporting Documents
<ul style="list-style-type: none"> <li>Fees for personnel performing clerical tasks directly related to research activities (<i>e.g. research assistants</i>)</li> <li>Honoraria payments for <b>resource persons</b>, whether in the form of cash or gifts</li> </ul>	<ul style="list-style-type: none"> <li>Any part of salary or consulting fee of the Grantee</li> </ul>	<ul style="list-style-type: none"> <li>Fully executed Service Contract per individual (<i>Template provided</i>) accompanied by the following:               <ol style="list-style-type: none"> <li>Proof of payment (bank transfer/deposit slip or payslip)</li> <li>Valid government ID of the recipient of the payment</li> <li>Certificate of Service Rendered signed by the Grantee (<i>Template provided</i>)</li> </ol> </li> </ul>

<ul style="list-style-type: none"> <li>• Software subscription costs (<i>such as for research, communication, writing, etc.</i>)</li> </ul> <p>Subscription must cover the period of research.</p> <ul style="list-style-type: none"> <li>• Communication costs: internet connection, subscriptions (<i>prepaid and postpaid</i>) covering the period of research and writing of the script</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly utility or for telephone cable lines</li> <li>• Purchase of mobile phones</li> </ul>	<ul style="list-style-type: none"> <li>• Official Receipt(s) (<i>online receipt may be accepted provided that subscription service does not provide hard copy receipts, but for this particular expense only</i>)</li> <li>• For communication costs, Official Receipt(s) and billing statement(s)</li> </ul>
<ul style="list-style-type: none"> <li>• Paper products and writing tools required for research</li> <li>• Paper and ink cartridges for printing of research-related documents</li> <li>• Purchase of books and periodicals for references related to research</li> </ul>	<ul style="list-style-type: none"> <li>• Printing equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Sales Invoice(s)</li> </ul>
<ul style="list-style-type: none"> <li>• Costs related to meetings/ interviews/ events held with external collaborators directly related to research for the Project, including accommodation (<i>hotel, Airbnb, etc., if applicable</i>), meals and non-alcoholic beverages</li> </ul>	<ul style="list-style-type: none"> <li>• Entertainment</li> <li>• Alcoholic beverages</li> </ul>	<ul style="list-style-type: none"> <li>• Official Receipt(s) or Sales Invoice(s) (<i>online receipt may be accepted provided that the accommodation booking service (e.g. Airbnb) does not provide hard copy receipts but for this particular expense only</i>)</li> <li>• Official Receipt(s) and Booking Form(s)/Statement(s) for accommodation and venue costs</li> <li>• Must be part of the justification of activity for expenses via a report (<i>Template provided</i>)</li> </ul>

<ul style="list-style-type: none"> <li>Registration for local workshop sessions on knowledge building, script and peer review for research purposes</li> </ul>		<ul style="list-style-type: none"> <li>Official Receipt(s), Program Syllabus and Certificate(s) of Completion/Attendance . Must be part of the justification of activity for expenses via a report (<i>Template provided</i>)</li> <li>Should the Grantee wish to register for international workshops, justification must be provided, with <b>prior approval</b> of FDCP</li> </ul>
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## 2. Transportation and travel expenses

These may include the following:

Eligible Expenses	Ineligible Expenses	Supporting Documents
<ul style="list-style-type: none"> <li>Reasonable transportation fares (<i>economy airfare for flights and sea</i>)</li> <li>Reasonable transportation fares</li> </ul>	<ul style="list-style-type: none"> <li>Upgrade fees for business or first class seats</li> <li>Reimbursement for fare acquired with personal reward points</li> </ul>	<ul style="list-style-type: none"> <li>Submit paper ECONOMY plane tickets and original boarding pass(es) (one-way/roundtrip) with valid Official Receipt(s). Must be part of justification of activity for expenses via report. (<i>Template provided</i>)</li> <li>Booking of airfares must be paid to a Filipino travel agency.</li> <li>If travel is outside the country, must have additional justification relevant to the development of the script.</li> <li>Official Receipt(s)/ Sales Invoice(s) (<i>online receipt may be</i></li> </ul>

<p><i>(for land travel) and gas cost</i></p> <ul style="list-style-type: none"> <li>• Vehicle rental</li> </ul>		<p><i>accepted provided that transport service does not provide hard copy receipts e.g. Grab, Angkas, etc, but for this particular expense only)</i></p> <ul style="list-style-type: none"> <li>• Official Receipt(s) for vehicle rentals. Must be part of justification of activity for expenses via report <i>(Template provided)</i></li> </ul>
<ul style="list-style-type: none"> <li>• Travel health insurance</li> <li>• Safety-related expenses for field research, such as protective gear, testing, etc.</li> </ul>		<ul style="list-style-type: none"> <li>• Official Receipt(s) and copy of Insurance Policy. Must be part of justification of activity for expenses via report <i>(Template provided)</i></li> <li>• Sales Invoice(s). Must be part of justification of activity for expenses via report <i>(Template provided)</i></li> </ul>
<ul style="list-style-type: none"> <li>• SARS-CoV-2 Antigen / RT-PCR testing as requirement to enter LGUs or provinces for the conduct of research</li> </ul>		<ul style="list-style-type: none"> <li>• Official Receipt(s). Must be part of justification of activity for expenses via report <i>(Template provided)</i></li> </ul>

### 3. Visualization and animation expenses

These include, but are not limited to, character design, location design, and storyboarding. These must be accompanied by either an Official Receipt for engaged companies or a fully executed contract for individuals.

### 4. Legal costs

These include lawyer's representation(s), legal advice(s) on drafting of agreements and other legal services. This must be accompanied by a Certified True Copy of an Official Receipt for engaged legal firms or a fully executed contract for individuals.

### 5. Translation costs

These must be accompanied by a fully executed contract with the translator or an Official Receipt from a translation company.

## 6. Extension to rights costs

These must be accompanied by a fully executed contract and proof of payment. For payment to individuals: bank transfer, deposit slip and other proof of payment along with valid government ID of the recipient.

## 7. Direct script and project-related overheads and other goods and services

These may include the following:

Eligible Expenses	Ineligible Expenses	Supporting Documents
<ul style="list-style-type: none"><li>• Stationery and office supplies (<i>e.g. notebooks, writing pad, paper and ink cartridges for printing, pens, file folders, etc.</i>)</li><li>• Print and photocopy costs</li><li>• Reasonable costs for print and photocopy devices (<i>e.g. photocopier, printer, etc.</i>)</li><li>• Shipping costs for purchased equipment and supplies</li><li>• Rental of co-working space</li></ul>	<ul style="list-style-type: none"><li>• Purchase of new electronic devices (<i>computers, laptops, tablets, cellular phones, modems, fax machines, etc.</i>)</li><li>• Rental of office space for the writing of script from a third party</li><li>• Basic utilities (<i>electricity, water, telephone, etc.</i>)</li></ul>	<ul style="list-style-type: none"><li>• Sales Invoice(s)</li><li>• Official Receipt(s)</li><li>• Official Receipt(s)/Waybill(s)</li><li>• Official Receipt(s) and contract(s) if any. Must be part of justification of activity for expenses via report (<i>Template provided</i>)</li></ul>

### III. Forms & Templates

Grantees must use these documents and submit these fully accomplished along with the documentary requirements as specified in this Guidelines.

#### 1. Activity Report

An Activity Report must be submitted as an attached document for expenses related to script-related activities that may or may not be accompanied by accommodation, travel, overhead expenses and other expenses. This helps justify that such activities were in line with the script development of the Project.

Each notable activity must be accompanied by an Activity Report, for example:

*E.g. On Week 4, Writer A travelled to a province out of town to interview resource people on the topic of the project. It was a 2-day trip that involved driving to the location (gas expense), interviewing resource persons at a restaurant (meal), and providing them with a small honoraria (honoraria). Writer A also spent one night in a hotel at the location (accommodation). This entails one activity report.*

*On Week 5, Writer A subscribes to a zoom plan (communication subscription) for the month as he plans to interview the rest of the resource persons online. This entails one activity report.*

*On Week 6, Writer A registers to a paid online forum (registration fee) tackling the subject of the project. He attends several sessions and online networking events for those with paid online badges. This entails one activity report.*

Please note that each activity is unique and upon the preference of the Grantee and must be properly justified through the Activity Report.

#### 2. Service Contract and Certificate of Service Rendered

All fees, wages, or honoraria paid to Filipino individuals must be accompanied by a fully executed Service Contract, Certificate of Service Rendered, proof of payment (bank transfer/deposit slip or payslip) and valid government ID.

The corresponding Certificate of Service Rendered must be attached to the Service Contract once the worker/talent has satisfactorily completed his/her service engagement to the Grantee.

#### 3. Expenses Report

The Expenses Report of the budget breakdown must be submitted with a completed and duly signed form together with the required supporting documents such as original and photocopy of Official Receipts, Service Contracts, and summary of expenses.