



**CreatePHFilms**  
Film Development Council of the Philippines

# **FUND FOR SCRIPT DEVELOPMENT**

**INFORMATION SHEET**

CYCLE 1 2022



**FILM  
DEVELOPMENT  
COUNCIL OF THE  
PHILIPPINES**

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

**CREATEPHFILMS**  
**Fund for Script Development**

**INFORMATION SHEET**  
(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 once your Project has been SELECTED to receive the Fund.

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

**A. When will I get the Fund?**

Upon the notification of your selection, FDCP will be providing you a Memorandum of Agreement (MOA) for the grant of Fund for your Project and will be conducting a meeting with you to discuss the terms and requirements. The MOA for the Fund is a legally binding document and it is important that you read it carefully before you sign it.

The payment of the Fund shall be made in **two (2) tranches**:

The first **sixty percent (60%)** of the Fund shall be paid within sixty (60) days after the signing of the MOA. You will send three (3) sets of hard copies of the MOA to the FDCP Office at 855 T.M. Kalaw St., Ermita, Manila.

The remaining **forty percent (40%)** shall be paid within sixty (60) days after the approval of the complete Final Report which requires the submission of the following:

- a. Filled up CreatePHFilms Scriptwriting Final Report
- b. Copy of the full final draft of the script with labeled version and date, following the prescribed format
- c. Final treatment of the project (8-10 pages)
- d. Cost and narrative report on the fund amount spent for the development with the corresponding original copies of qualified and valid Official Receipts and Sales Invoices as organized in sequence of the Expenses Report
- e. Fully executed Service Contracts and Certificates of Service Rendered as organized in sequence of the Expenses Report
- f. Photo documentation with corresponding captions/descriptions
- g. Grantee's updated resume & filmography
- h. If applicable, an agreement letter with a producer

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.

## **B. Do I have to repay the Fund to FDCP?**

You will NOT have to repay the grant UNLESS you breach the terms of the MOA. The Fund can be nullified with immediate effect, and the FDCP can ask for a refund from you under any of the following conditions:

1. You are unable to produce any documents or details asked for in the Final Report.
2. You submitted false information and/or documents that were obtained by fraud, material inaccuracies, or misrepresentation.
3. 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.
4. You did not inform FDCP that the rights option to the Project is going to lapse, be terminated, or be varied. You, as the Grantee, must own the rights over the Project, which shall not be assigned to anyone else.
5. You violated any other terms of the Guidelines and the Agreement.

## **C. How do I spend the Fund?**

You may start spending the Fund **from the date of the signing of the MOA by both contracting parties**. It is important that you spend the Fund **according to the eligible expenses** declared in your budget proposal.

As FDCP is accountable for the taxpayers' money entrusted to us, we must be able to verify where the Funds that we granted to you were spent. This is why there is a liquidation process during the Final Report stage where you need to submit a cost and narrative report of your spending.

For specific details and documents that you need to submit, please make sure to read the *CreatePHFilms Scriptwriting Guidelines on Eligible Expenses*.

## **D. What if I don't fully spend the Fund?**

We encourage you to fully spend the Fund and according to the proposed spending in your application documents. However, in the event of partial or under spending of the Fund, you must return the remaining amount to FDCP. You will also still be expected to fulfill all of your responsibilities and obligations under the Agreement.

## **E. What are my responsibilities and obligations?**

All of your responsibilities and obligations will be detailed in the MOA, but we specify here the key elements of your obligations as a recipient of the Fund:

1. Allow the CreatePHFilms Secretariat to conduct meetings to discuss plans, progress, and expectations for deliverables.

2. Spend the Fund according to the guidelines on eligible expenses and provide Official Receipts, Sales Invoices, and other documentary requirements.
3. Comply with the reportorial requirements as set out by the guidelines for the Progress Development Report and Final Report.
4. Participate in two (2) scriptwriting sessions with international consultants as organized by the CreatePHFilms Secretariat.
5. Notify the FDCP via official communication under any of the following circumstances:
  - a. If the rights option is going to lapse, be terminated, or be varied.  
You, as the Grantee, must own the rights over the Project, which shall not be assigned to anyone else. The Fund can be nullified, and/or refunded in any case.
  - b. Should there occur any force majeure or similar conditions, which may delay or prevent the timely completion or fulfillment of the Project and the attainment of its objectives.  
You must specify the cause and its implications and consequences, so we may work together to adopt remedial measures.
  - c. Should there be a delay in the timeline.  
You must specify in the extension request to FDCP a clear and valid reason and a proposed new delivery date. The request and new delivery date must be approved by FDCP. Otherwise, it will be considered as a breach of Agreement.
6. Notify the CreatePHFilms Secretariat when the Project after completion of the Project and about the plans for its next steps.
7. Deposit a copy of the final scripts to the FDCP Philippine Film Archive (PFA).
8. Give back to the community by rendering return service through participation in various FDCP programs and activities by either being a guest, mentor, or speaker in FDCP-initiated trainings and workshops in at least four (4) events within two (2) consecutive years after the submission of the Final Report.
9. 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.

Should you renege from your responsibilities as specified therein and/or the FDCP determine the Grantee to be in violation of the terms of the MOA, the FDCP reserves the right to prohibit you, your 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.

You must remember the acronym, **CREATE**, as your reminder for the CreatePHFilms Fund for Scriptwriting:

- **C-omply:** As a recipient of the Scriptwriting Fund, you have to comply with the deliverables. The CreatePHFilms Secretariat will send you a copy of your calendar of deliverables that will serve as your guide.
- **R-eview:** Always review the guidelines and terms and conditions of the funding, as well as your documents and requirements before submitting them to CreatePHFilms.
- **E-valueate:** Please evaluate and check your Project and schedule. If there are changes, kindly notify and report to us. If you won't be able to submit your deliverables on time, kindly send us a request letter for an extension at [createphfilm@fdcp.ph](mailto:createphfilm@fdcp.ph) stating your reason and proposed date of completion of requirements.
- **A-udit:** Please keep in mind that all your expenses and receipts must be documented as our Audit Team will check and balance all your necessary spendings related to your Project.
- **T-imely:** Your accomplished deliverables must be submitted on time.
- **E-xpect** further updates from us. We know that it will take time to accomplish all the requirements but the CreatePHFilms Secretariat will extend its efforts to help you.