

# **FUND FOR POST- PRODUCTION**

## **INFORMATION SHEET**

CYCLE 2023

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

**CREATEPHFILMS**  
**Fund for Post-Production**

**INFORMATION SHEET**  
(Cycle 2023)

The CreatePHFilms Fund for Post-Production is a selective and non-recoupable fund of Three Hundred Thousand Pesos (P 300,000.00) per project granted to Filipino production companies engaged with post-production companies registered under the FDCP National Registry for Companies. It is intended to aid mid to full-length film projects that are ready for post- production.

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 Post-Production 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 and after you send three (3) hard copies of the MOA to the FDCP.

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 Post-Production Final Report
- b. Copy of the full final draft of the script, following the prescribed format
- c. Final post-production schedule
- d. Secured screening link of the finished film
- e. Certified True Copies of Official Receipts and Sales Invoices as organized in sequence of the Expenses Report
- f. Contracts and certificates of Service Rendered with the post-production compan(ies) as organized in sequence of the Expenses Report
- g. Updated distribution plan (theatrical release/broadcast/VOD platform, etc.) within the Philippines and/or abroad
- h. Communication materials (poster, trailer, PR kits, etc.)
- i. Photo documentation with corresponding captions/descriptions
- j. Grantee's updated resume & filmography

If available,

- a. Distribution contract(s) for a theatrical/VOD release in the Philippines
- b. Copy of international sales agreement(s) or contract(s)
- c. Copy of the agreement letter(s) with film festival(s)

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 did not spend the Fund according to the Guidelines, i.e. not paying the Fund directly to a FDCP NRC-registered post-production company.
3. You submitted false information and/or documents that were obtained by fraud, material inaccuracies, or misrepresentation.
4. 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.
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 Fund for Post-Production 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 underspending 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 the specified key elements of your obligations as a recipient of the Fund are the following:

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 Certified True Copies of Official Receipts, Sales Invoices, and other documentary requirements. The Fund must be paid to the post-production company or companies attached to the Project.
3. Comply with the reportorial requirements as set out by the guidelines for the Progress Development Report and Final Report.
4. Notify the CreatePHFilms Secretariat of any change in the post-production schedule as well as the start and end of the post-production and completion of the Project.
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 a breach of the Agreement.
6. Allow the FDCP to monitor and audit the Project's eligible expenses up to the fund amount and submit the production's overall expenses based on the budget submitted during the Call for Application.
7. Credit FDCP and CreatePHFilms in the following manner:  
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
8. Provide the FDCP, after completion of the Project, promotional materials, 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.
9. Notify the FDCP after completion of the Project.
10. May consider FDCP Channel or similar FDCP platforms as an online distributor(s).

11. Deposit a copy of the final version of the film and its non-video assets to the FDCP Philippine Film Archive (PFA).
12. Inform the FDCP of the Film's distribution plans and executions, such as selection for festivals, and the like for a maximum of three years after the Film's premiere.

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 Post-Production:

- **C-omply:** As a recipient of the Post-Production 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 our team will extend its efforts to help you.