

FUND FOR DEVELOPMENT

GUIDELINES ON ELIGIBLE EXPENSES
CYCLE 2023

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

CREATEPHFILMS
Fund for Development

GUIDELINES ON ELIGIBLE EXPENSES
(Cycle 2023)

The CreatePHFilms Fund for Development is a selective and non-recoupable fund of up to Three Hundred Thousand Pesos (P 300,000.00) 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 Development.

This must be read in conjunction with the *CreatePHFilms Fund for Development General Guidelines* and *CreatePHFilms Fund for 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 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. **Certified True Copies of the 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 receipt 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 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 the presentation of appropriate documents enumerated in this document. The following are eligible expenses allowed under the Fund and the **Certified True Copies** of 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 Expenses	Ineligible Expenses	Supporting Documents
<ul style="list-style-type: none"> Fees for personnel performing clerical tasks directly related to research activities (<i>e.g. research assistants</i>) Honoraria payments, whether in the form of cash or gifts, to resource persons if applicable 	<ul style="list-style-type: none"> Any part of salary or consulting fee of the Grantee 	<ul style="list-style-type: none"> Fully executed Service Contract per individual (<i>Template provided</i>) and must be accompanied by the following: <ol style="list-style-type: none"> Proof of payment (bank transfer/deposit slip or payslip) Valid government ID of the recipient of the payment Certificate of Service Rendered signed by the Grantee (<i>Template</i>

		<i>provided)</i>
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<ul style="list-style-type: none"> • Software subscription costs (<i>such as for research, communication, writing, etc.</i>) <p>Subscription must cover the period of research.</p> <ul style="list-style-type: none"> • Communication costs: internet connection, subscriptions (<i>prepaid and postpaid load</i>) covering the period of research and writing of the script 	<ul style="list-style-type: none"> • Monthly utility or for telephone and cable lines. • Purchase of mobile phones 	<ul style="list-style-type: none"> • Certified True Copies 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>) • For communication costs, Certified True Copies of the Official Receipt(s) and billing statement(s)
<ul style="list-style-type: none"> • Paper products and writing tools required for research • Paper and ink cartridges for printing of research-related documents • Purchase of books and periodicals for references related to research 	<ul style="list-style-type: none"> • Printing equipment 	<ul style="list-style-type: none"> • Certified True Copies of Sales Invoice(s)

<ul style="list-style-type: none"> Registration for local workshop sessions on knowledge building, script and peer review for research purposes 		<ul style="list-style-type: none"> Certified True Copies of the 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>) <p>Should the Grantee wish to register for international workshops, justification must be provided, with prior approval of FDCP</p>
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2. Transportation and travel expenses

These include the following:

Eligible Costs	Ineligible Costs/Roles	Supporting Documents
<ul style="list-style-type: none"> Reasonable transportation fares (<i>economy airfare for flights and sea</i>) 	<ul style="list-style-type: none"> Upgrade fees for business or first class seats Reimbursement for fare acquired with personal reward points 	<ul style="list-style-type: none"> Submit paper ECONOMY plane tickets and original boarding pass(es) (one-way/roundtrip) with Certified True Copies of the Official Receipt(s). Must be part of justification of activity for expenses via report (<i>Template provided</i>) <p>Booking of airfares must be paid to a Filipino travel agency.</p>

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

3. Visualization and animation expenses

These include, but are not limited to, pitch trailers, character design, location design, and storyboarding. These must be accompanied by a Certified True Copy of an Official Receipt for engaged companies and 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 a Certified True Copy of 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 include the following:

Eligible Costs	Ineligible Costs/Roles	Supporting Documents
<ul style="list-style-type: none">Stationery & office supplies (<i>e.g. notebooks, writing pad, paper and ink cartridges for printing, pens, file folders, etc.</i>)Print & photocopy costsReasonable costs for print & photocopy devices (<i>e.g. photocopier, printer, etc.</i>)Shipping costs for purchased equipment and supplies	<ul style="list-style-type: none">Purchase of new electronic devices (<i>computers, laptops, tablets, cellular phones, modems, fax machines, etc.</i>)Rental of office space / co-working space for the writing of script from a third partyBasic utilities (<i>electricity, water, telephone, internet, etc.</i>)	<ul style="list-style-type: none">Certified True Copies of the Sales Invoice(s)Certified True Copies of the Official Receipt(s)Certified True Copies of the Official Receipt(s)/Waybill(s)

8. **Salaries, wages, and social contributions.** These must be paid to Filipinos under Filipino contracts. Regardless of the contracted amount for each personnel, the Fund can only be used to pay up to Twenty Thousand Pesos (P 20,000.00) per individual.

Eligible Costs	Ineligible Costs/Roles	Supporting Documents
<ul style="list-style-type: none"> • Scriptwriter(s) partial fee • Script consultant(s) partial fee • Director(s) partial fee <i>(on projects where the writer is also the director, you should not include a separate fee)</i> • Production crew members responsible for the development and writing direction, storyboarding, artistic direction, and pre-production activities • Production company's staff members can be taken into account proportionally to the period during which they are working on the Project. 	<ul style="list-style-type: none"> • Any part of the producer or company's fees 	<ul style="list-style-type: none"> • Fully executed Service Contract per individual <i>(Template provided)</i> accompanied by the following: <ol style="list-style-type: none"> 1. Proof of payment (bank transfer/deposit slip or payslip) 2. Valid government ID of the recipient of the payment 3. Certificate of Service Rendered signed by the Grantee <i>(Template provided)</i>

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, and/or overhead expenses. This helps justify that such activities were in line with the 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 document(s) such as the Certified True Copies of the Official Receipts and Sales Invoices, Service Contracts, and summary of expenses.

