

FUND FOR DEVELOPMENT

GENERAL GUIDELINES

CYCLE 2023

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

CREATEPHFILMS
Fund for Development

GENERAL GUIDELINES
(Cycle 2023)

A. Introduction

The vision of the Film Development Council of the Philippines (FDCP) is an empowered Philippine film industry that is supported and championed by the government.

Pursuant to Republic Act 9167, the Film Development Council of the Philippines (FDCP) is mandated to create assistance funds to support the stages of the production of quality films, including but not limited to film development, production, post-production, marketing, distribution, exhibition, and archiving practices in the country.

In line with this, FDCP's CreatePHFilms Funding Program was launched to ensure that the government works with and provides support to filmmakers, producers, and distributors in all stages of filmmaking to complement their efforts to produce quality Filipino films. We look for screenplays and projects with the potential to become great Filipino films with an appeal to local and international audiences, representing the best of Filipino filmmaking.

It is important to note that the selection of projects to be supported and provided funding under CreatePHFilms is dependent on not just the quality and potential of the film project to be a successful film but also on the proposal as to how the fund assistance will be utilized and will complement their activities for development and production, especially considering that the funds to be provided will be sourced from the government.

B. Development Financing Overview

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 projects.

For accepted projects, the first tranche or forty percent (40%) of the Fund will be released within sixty (60) days after signing of the Memorandum of Agreement. The second forty percent (40%) will be released after the approval of the Progress Development requirements, while the remaining twenty percent (20%) will be granted upon the submission of Final Report requirements.

Each applicant may submit more than one (1) project per cycle. However, only one (1) project per grantee per cycle may be selected. Projects that applied from previous cycles are no longer eligible to apply.

C. Financing Conditions

Before applying, it is very important that applicants keep in mind that while the financial support provided by the CreatePHFilms Fund for Development does not need to be repaid to FDCP unless certain terms of the Agreement are breached by the Grantee, the Fund is still subject to eligible expenses and a liquidation process thereafter. Essentially, the Grantee needs to report to FDCP how they spent the Fund based on the eligible expenses indicated in their proposed budget submitted upon their application.

The Fund is intended for the production companies to be aided with financial support on expenses and activities that they would not be able to otherwise finance (for final script improvement, research, personnel fees). It is not intended to cover payment to the Grantee's production company, personal expenses, purchases of new equipment, or individual payments for the Grantees themselves.

In addition to receiving the Fund, Grantees are required to attend and undergo mentoring sessions with selected industry experts and are encouraged to participate in different FDCP-led project labs, industry conferences, and workshops to enhance and improve their projects.

You may start spending the Fund from the date of signing the Memorandum of Agreement (MOA). Documentation will need to be provided by the Grantee for the Final Report process, such as Certified True Copies of the Official Receipts and Sales Invoices and a narrative report on how the Fund was spent and how the CreatePHFilms program helped in the development and improvement of the film project.

D. Who Can Apply

Applicants for the Fund must satisfy all of these conditions:

1. Must be a Filipino production company duly registered as a business in the Philippines and serving as the producer of the Project;
2. Must hold or share the intellectual property rights of the Project;
3. Must have all necessary rights to develop, produce, and distribute the Project;
4. Must be duly registered at the FDCP National Registry for Companies (NRC); and
5. Must not have any overdue obligations from any FDCP assistance or funding programs

E. What Projects You Can Apply

Projects that satisfy all of the following conditions may apply for the Fund:

1. Must be a narrative script;
2. Must be a script or treatment for a mid (at least 40 to 79 minutes) to feature-length film (at least 80 minutes);
3. Must be a work of fiction, documentary, or animation;
4. Must be in English or different Filipino languages;
5. Must have a Filipino director; and
6. Must apply for the first time to the CreatePHFilms Fund for Development

F. What Projects You Cannot Apply

The CreatePHFilms Fund for Development is NOT available or eligible for:

1. Short film projects (below 40 minutes);
2. Television series/programs;
3. Educational or academic film projects;

4. Projects that contain pornography;
5. Projects that promote violence; and
6. Projects that contain issues that insult, offend, and/or portray the Philippines in a negative light as well as threaten national security

G. When to Apply for the Development Fund

Because you can only apply your Project once for this Fund, it's important that you submit your Project at its best and when it is ready. Here's what you need to consider:

1. **Is your project in the middle of another CreatePHFilms funding program?** A project cannot be submitted for this funding program if it is concurrently being funded by another CreatePHFilms Fund (Script Development).
2. **Do you have overdue deliverables or commitments to other CreatePHFilms funding programs?** If you have overdue items for any CreatePHFilms funding, including for other projects in previous cycles, you may be ineligible to apply. Please contact the CreatePHFilms Secretariat to check your eligibility and status.
3. **Are you resubmitting a previously declined project?** CreatePHFilms will not accept resubmissions of a project unless there have been significant changes and improvements since its previous submission. If so, these must be explained and specified in the application.

H. What Expenses are Allowed

Eligible expenses are qualified expenses that may be paid out from the CreatePHFilms Fund. You may only spend the Fund on these types of expenses, which are intended to support and aid the Grantees to conduct activities that will advance their Project toward being production-ready. These must be reported to FDCP during the Final Report process, along with original documentary requirements like Certified True Copies of the Official Receipts and Sales Invoices. For more information about this, see *CreatePHFilms Fund for Development Guidelines on Eligible Expenses*.

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, and theme, among others). These include, but are not limited to fees for research personnel, subscription fees, communication costs, and meeting-related costs.
2. **Transportation and travel expenses.** These include transportation fares, vehicle rentals, and travel or safety-related field expenses.

3. **Visualization and animation expenses.** This may include the preparation of animation and graphic design requirements (e.g. character and location design, storyboarding, etc) , including the rental of all equipment involved.
4. **Legal costs (if the screenplay is adapted).** These must be accompanied by a fully executed contract on the script with a firm or the legal representation and with either an official receipt or proof of payment for contracts.
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 on the extension rights and proof of payment for contracts.
7. **Direct script and project-related overheads and other goods and services.** These may include costs for the purchase of office supplies, print, and photocopy costs. Purchase of equipment or payment of essential utilities (water, electricity, landline telephone) will not be allowed.
8. **Salaries, wages, and social contributions** Keep in mind that these payables must be paid to Filipinos accompanied by a fully executed contract. 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 person.

I. What Expenses are Not Allowed

The Fund may NOT be used to cover the costs for the following:

1. Any part of the producer or company's fees;
2. Any expenses outside of the Philippines;
3. Payment for acquisition of scripts;
4. Purchase of any type of equipment (e.g. computers, laptops, tablets, cellular phones, modems, fax machines); and
5. Payment of basic utilities (e.g. water, electricity, landline telephone)

J. How to Apply for the Fund

1. Make sure that you have read and understood the terms of these General Guidelines, as well as the relevant information on *CreatePHFilms Fund for Development Guidelines on Eligible Expenses* and the *CreatePHFilms Fund for Development Information Sheet* on the expectations and deliverables of the Grantees.

If you have any questions or clarifications, the CreatePHFilms Secretariat is here to help. Please email createphfilms@fdcp.ph.

2. If the terms of the Fund are acceptable to you and when you are ready to apply, download the "Call for Application" folder that includes the guidelines and the latest application form of the Fund from www.fdcph.ph/createphfilms. Please make sure that you peruse the latest guidelines and application forms as these are regularly updated on the website.

3. Fill in and submit the *CreatePHFilms Fund for Development - Call for Application Form* and all required documents to createphfilms@fdcp.ph during one (1) of the two (2) application cycles per year. Please be guided by the following:
 - a. Application and other forms must be supplied in English or Filipino only.
 - b. Submit the soft copy of the full application with the subject field labeled: **CPHFilms - Development - CALL FOR APPLICATION - [Project Title]**.
 - c. 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 separately from the PDF file) with all annexes grouped and labeled 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.
 - d. DO NOT send any element or item from your application individually or in separate emails. The CreatePHFilms Secretariat will disregard these and consider your application incomplete.
 - e. The official date of submission will be the date the CreatePHFilms Secretariat confirms that your application requirements are complete.
4. The CreatePHFilms Secretariat will verify all the documents and may ask you to provide further supporting documents, should it be decided that the submitted documents contain inadequate details.
5. Once the application is verified complete, please send the hard copy of your signed and notarized Statutory Declaration.
6. After confirming the completion of the application, the CreatePHFilms Secretariat will submit the applicant's Project to the CreatePHFilms Selection Committee for review and consideration.

K. What to Include in Your Application

Your application must include all the following requirements as well as notes on what we will be looking for in your documents:

1. **CreatePHFilms Fund for Development - Call for Application Form**
2. **Logline, Synopsis, and Latest Script of the Project.** Even as we expect an early draft of the script, your material should already be able to convey a story that is well on its way to becoming a complete and compelling narrative with quality writing.

The synopsis must convey the story of the film, including the ending in two hundred fifty (250) words.

The script must be ninety (90) to one hundred twenty (120) pages in industry standard format. If you are submitting a treatment, it has to be eight (8) to ten (10) pages only. Make sure that the treatment is able to demonstrate the structure and premise of the story, and the characters and their unique voices and journeys.

For documentary projects, treatment may be submitted with any supporting footage.

For animation projects, an artistic portfolio of the Project (i.e moodboard, storyboard, URL to teaser or inspired short films, etc.) must also be included.

3. **Secured screening link to a video pitch of the project.** This should reflect a brief explanation of the film project's components that includes the plot, setting, themes, and characters.
4. **Resume and Filmography.** This should reflect the applicant's relevant works (audiovisual, written, production etc.) to demonstrate experience.
5. **Director's Statement.** As a key part of your application, this should reflect the director's creative vision of the Project, personal perspective on the theme, how he/she sees the Project progressing, and intention on how the narrative can relate and appeal to the audience.
6. **Producer's Statement.** This should reflect why the producer wants to produce the film and his/her belief in the Project and the director, as well as plans on pushing forward with the film's production (funding, distribution, and exhibition plans).
7. **Development / Production Timeline.** The timeline should detail the target dates for your milestones on when you intend to get to the final draft of your script, as well as further development efforts for the Project to advance it into production, and your target production schedule of the film.
8. **Proposed Budget for Development.** In addition to the detailed breakdown of the overall development budget (which specifies the amount and nature of expense per line item), please add a narrative explanation on how you intend to spend the CreatePHFilms Fund should your application be selected, as well as the activities that you will be undertaking for the development of and improvement of your script.
9. **Scriptwriter's Certification** (*Template Provided*)
10. **Statutory Declaration** (*Template Provided*). This certifies that as an applicant, you have read and understood the terms and guidelines of the Fund.

If applicable,

1. A copy of the **source material or previous script** if it is a rewritten work.
2. For adapted works, **authorization letter for the adaptation** issued by the copyright holder.

If available,

1. **Documents relating to the "Chain of Title" and underlying rights.** These are documents that the producer (if attached already) owns or controls the required rights to produce the film.

Kindly take note that you make your application at your own risk. The FDCP will not be liable for any loss, damage, or costs arising directly or indirectly from the application process, the FDCP's decision to refuse your Project, or from dealing with your application in any manner.

L. What Happens to Your Application

Once your application has been accepted, your Project will be evaluated by a Selection Committee, an independent body composed of members with expertise across the areas of film development and production. All the information you provided in your application will be held by the FDCP on a strictly commercial-in-confidence basis and will only be shared to the CreatePHFilms Secretariat, the Agency's Philippine government counterparts, Selection Committee, and consultants if necessary.

The review of projects will be based on the following:

1. Degree to which the work promotes the Philippine culture and territory;
2. Compelling and engaging ideas with the potential to be great films;
3. Degree to which the Project targets the local audience;
4. Quality of the script, scriptwriter, and director attached to the Project; and
5. Proposal on where the applicant intends to spend the Fund

Please note that in addition to the above considerations, your application may be accepted or declined if it does not comply with all the guidelines of the Fund as stated herein.

The decision of the Selection Committee is final and irrevocable. The Committee is not obliged to give any further explanation for the results.

M. Next Steps

1. After the Selection process, you will be notified of the results of the Selection via an official letter.
2. If your Project is approved, an e-meeting will be held with the FDCP to discuss the Project and sign the MOA with you. Grantees will receive the first forty percent (40%) of the Fund within sixty (60) days after signing the MOA.
3. Grantees must undergo at least one (1) session of the script and producing consultations with selected industry experts regarding the concept, creative concerns, getting into partnerships, and development of the project. The Grantees must also participate in answering a quick survey after each consultation.
4. Grantees must submit the following complete requirements for the Progress Development Report on or before the sixth (6th) month after the date of signing of the MOA.
 - a. Progress Development Report (*template provided*)
 - b. Soft copy of the draft of the script and treatment
 - c. Cost and narrative report on the fund amount spent for the development with the corresponding Certified True Copies of qualified and valid Official Receipts and Sales Invoices as organized in sequence of the Expenses Report for the first tranche amounting to P120,000.00. (*template provided*)

The second tranche or the forty percent (40%) will be released thirty (30) days after the approval of the Progress Development Report requirements.

N. Final Report Process for Approved Grantees

1. Grantees must submit the following complete requirements for the Final Report within one (1) from the date of signing of the MOA to createphfilms@fdcp.ph with the subject: **CPHFilms - Development - FINAL REPORT - [Project Title]**.
 - a. CreatePHFilms- Development Final Report
 - b. Final treatment of the Project (8-10 pages)
 - c. Copy of the full final draft of the script with labeled version and date, following the prescribed format
 - d. Vision statements of the director and producer
 - e. Target production schedule(*Template provided*)
 - f. Cost and narrative report on the fund amount spent for the development with the corresponding qualified and Certified True Copies of the Official Receipts and Sales Invoices as organized in sequence of the Expenses Report (*Template Provided*)
 - g. Fully executed contracts and Certificates of Service Rendered as organized in sequence of the Expenses Report.
 - h. Photo documentation with corresponding captions/description
 - i. Grantee's updated resume and filmography
 - j. If available, agreement letter/s for the already confirmed key personnel, cast, and (crew and proof of financing in place.
2. The CreatePHFilms Secretariat will verify all the documents and may ask to provide further supporting documents, it be decided that the submitted document contains inadequate details.
3. Once the Final Report is verified complete, the Grantee must send the hard copy of all the Certified True Copies of the Official Receipts and Sales Invoices corresponding to the declared eligible expenses for the Fund. The hard copies must be sent in an envelope in the following format:

Envelope Label:
CreatePHFilms Fund for Development Submission Final Report
"Project Name"
Grantee's Name
Film Development Council of the Philippines
855 T.M. Kalaw Street, Ermita Manila, Philippines 1000
4. After confirming the completion of the report, the CreatePHFilms Secretariat will submit the Final Report to the FDCP Accounting Unit for audit.
5. The FDCP Accounting Unit may ask the Grantee to provide further supporting documents for audit purposes.
6. Upon approval of the Final Report, the Grantee will receive the payment of the twenty percent (20%) of the Fund within sixty (60) days.

To learn more about the requirements of grantees who have been approved to receive the Fund, see *CreatePHFilms Fund for Development Information Sheet*.

O. Other Funding Opportunities

For projects in different stages of development and production, CreatePHFilms also provides the following Funds:

1. Small Budget Production
2. Large Budget Production
3. Post-Production

P. Contact Us

These guidelines are provided by FDCP to provide applicants with all the information and details that they need to know and consider if they are qualified to apply and can comply with the requirements of the CreatePHFilms Program.

We recommend that you get in touch with the CreatePHFilms team if you have any questions or clarifications about your application. See our contact details below:

FILM DEVELOPMENT COUNCIL OF THE PHILIPPINES
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