

FUND FOR DEVELOPMENT

INFORMATION SHEET
CYCLE 2023

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

**CREATEPHILMS
Fund for Development**

INFORMATION SHEET
(Cycle 2023)

The CreatePHilms Fund for Development is a selective and non-recoupable fund of up to Three Hundred Thousand Pesos (P 300,000.00) per project granted to Filipino production companies for the development of mid to feature-length film projects.

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 *CreatePHilms Fund for Development General Guidelines*.

A. When will I get the Fund?

Upon the notification of your selection, FDCP will be providing you with 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 **three (3) tranches**:

The first **forty percent (40%)** 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 second **forty percent (40%)** shall be paid thirty (30) days after the approval of the complete Final Report which requires the submission of the following:

- 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 remaining **twenty percent (20%)** will be paid within sixty (60) days after the approval of the complete Final Report which requires the submission of the following:

- a. Filled up CreatePHilms 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 the producer
- e. Target production schedule (*Template provided*)
- f. 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
- g. Fully executed contracts and Certificates of Service Rendered as organized in sequence of the Expenses Report
 - h. Photo documentation with corresponding captions/descriptions
 - i. Grantee's updated resume & filmography
 - j. If available, contract(s) or agreement letter(s) with co-producer(s) and confirmed key personnel, cast, and crew and proof of financing in place

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 Development 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 we specify here the key elements of your obligations as a Grantee:

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.
3. Participate in at least one (1) session of script and producing consultations with selected industry experts as organized by the CreatePHFilms Secretariat.
4. Comply with the reportorial requirements as set out by the guidelines for the Progress Development Report and Final Report.
5. Notify the FDCP when the Project will start principal photography and after completion of the Project.
6. 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 Development of the Film Development Council of Philippines"

Film end credits: FDCP logo only
7. Add the logo of the CreatePHFilms in all applicable promotion materials, posters, DVD, commercials, promotional clips, and all versions of the Project pitched or screened/broadcasted internationally.
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. Provide another copy of the full final draft of the script for archival purposes pursuant to Republic Act No. 9167.

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

- **C-omply:** As a recipient of the Development 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 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.

