

# **FUND FOR POST- PRODUCTION**

## **GENERAL GUIDELINES**

CYCLE 2023

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

**CREATEPHILMS**  
**Fund for Post-Production**

**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 CreatePHilms 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 CreatePHilms 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. Post-Production Financing Overview**

The CreatePHilms Fund for Post-Production is a selective and non-recoupable fund of Three Hundred Thousand Pesos (P 300,000.00) per project for production companies engaged with post-production companies registered under the FDCP National Registry for Companies (NRC). The project to be supported must have at least an overall post-production budget of Five Hundred Thousand Pesos (P 500,000.00).

For accepted projects, the first sixty percent (60%) of the Fund will be released upon selection, while the remaining forty percent (40%) 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 for the applicants to keep in mind that while the financial support provided by the CreatePHFilms Fund for Post-production 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.

As a form of subsidy, the Fund is intended to aid projects that are ready for post-production but show a financing gap considering the overall cost of the film and the funding already obtained. The Fund must be paid by the Grantee to post-production company or companies registered under the FDCP National Registry for Companies (NRC). It is not intended to cover personal expenses, purchases for new equipment, or individual payments to the Grantees.

You may start spending the Fund from the date of signing of the Memorandum of Agreement (MOA). Documentation will need to be provided by the Grantee for the final report process, such as official receipts and a narrative report on how the Fund was spent and how the CPHFilms program helped in the post-production phase 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 business in the Philippines 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 film;
4. Must be duly registered at the FDCP National Registry for Companies (NRC); and
5. Must not have any outstanding 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 have a Filipino director;
2. Must be a narrative mid (at least 40 to 79 minutes) to full-length (at least 80 minutes) film;
3. Must be in English or different Filipino languages;
4. Must be a work of fiction, documentary, or animation;
5. Must have an attached post-production company or companies duly registered under the FDCP National Registry for Companies (NRC) for the post-production of the Project;
6. Must have already started or finished principal photography and ready for post-production;
7. Must have at least a fifteen-minute (15-min) rough cut for a mid-length film and a thirty-minute (30-min) rough cut for a full-length film;
8. Must have at least an overall post-production budget of Five Hundred Thousand Pesos (P 500,000.00);
9. Must show in the financial plan a financing gap for post-production, considering the overall cost of the film and the funding already obtained;
10. Must target a distribution guarantee or deal memorandum for theatrical, VOD and/or festival release in the Philippines; and

11. Must apply for the first time to the CreatePHFilms Fund for Post-Production, but may have applied before to the CreatePHFilms Fund for Development or Production.

## **F. What Projects You Cannot Apply**

The CreatePHFilms Fund for Post-Production is NOT available or eligible for:

1. Advertisements or commercials;
2. Short film projects;
3. Television series/programs;
4. Educational or academic film projects;
5. Projects that contain pornography;
6. Projects that promote violence; and
7. Projects that contain issues that insult, offend, and/or portray the Philippines in a negative light as well as threaten national security

## **G. 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 the type of expenses that cover salaries and technical goods and services rendered by the post-production company or companies. Payments for all these must be paid by the Grantee to the company. These must be reported to FDCCP during the Final Report process, along with original official receipts. For more information about this, see *CreatePHFilms Fund for Post-Production Guidelines on Eligible Expenses*.

1. **Salaries and wages.** These include, but are not limited to fees for personnel in charge of rigging and animation set up, character conception and modeling, set conception and modeling, exposure sheets, pre-visualization, rotoscoping, tracking, motion capture, layout, animation, set construction, tracing opaquing, colorization, lighting and rendering, compositing, visual effects, image and sound editing, mixing, and permanent staff members of the post-production company proportional to the period during which they are working on the Project. Fees of this nature must still be paid to the Filipino post-production company/companies engaged with the Project.
2. **Expenses for animation.** This includes preparation and creation; rental for equipment, supplies, computer hardware and software used directly for the animation process. The aforementioned computer software must be paid off during the production of the work for which it was designed or purchased.
3. **Expenses for post-production services.** This includes image lab, image editing, voice recording, sound effects and sound design, mixing, sound editing, credits and trailers, digital visual effects, negative image film, magnetic sound film, and in general, all digital or non-digital image and sound media; renting of finishing and subtitling studios.
4. **Digital visual effects**
5. **Payments for digital or non-digital image and sound media**

## H. 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 (including consulting fees);
2. Any expenses outside of the Philippines;
3. Purchase of any type of equipment (e.g. computers, laptops, tablets, cellular phones, modems, fax machines); and
4. Payment of basic utilities (e.g. water, electricity, landline telephone)

## I. 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 Post-production Guidelines on Eligible Expenses* and the *CreatePHFilms Fund for Post-production 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](mailto: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](http://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 Post-production - Call for Application Form* and all required documents to [createphfilms@fdcp.ph](mailto: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 - Post-Production - 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.

## **J. What to Include in your Application**

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

- 1. CreatePHFilms Fund for Post-Production - Call for Application Form**
- 2. Script and/or Treatment of the Project and/or Artistic Portfolio.** The script must be ninety (90) to one hundred twenty (120) pages in industry-standard format. If you are submitting a treatment, it must be eight (8) to ten (10) pages only. Make sure that the treatment can demonstrate the structure and premise of the story, and the characters and their unique voices and journeys.
- 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 and involvement.
- 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. Post-production Schedule (*Template Provided*).** The timeline should detail the target dates for your milestones on the post-production activities for the Project, and when you intend to produce the final cut of the film.
- 7. Overall Production Budget and Financing Plan (*Template provided*).** This should show a gap for post-production financing as well as a summary of costs to date (at the time of application).
- 8. Proof of Engagement with Post-Production Compan(ies).** This should include detailed quotations of the work and must be duly signed and certified by the production company.
- 9. Secured Screening Link to a Rough Cut of the Project.** This should be at least thirty (30) minutes for full-length films and fifteen (15) minutes for mid-length films. The link should be accessible throughout the duration of the Selection process.
- 10. Marketing and Distribution Strategy.** This should set out the target audience, within the Philippines and abroad, and how to reach them.
- 11. 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. **Scriptwriter's Certification** (*Template Provided*).
2. **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.
3. **Insurance Coverage** of the applicant company's responsibilities for all the activities required to make the Project.
4. **Evidence of an International Sales Agent.**
5. **Documentary proof for the Distribution of the Project.** This can be a release in a festival/commercial/VOD distribution.

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.

## **K. 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 different areas of filmmaking. 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. Scope and ambition of the post-production work done in the Philippines;
3. Financial strength and stability of the Project for the successful completion of the film;
4. Distribution potential through festivals, theatrical release and platforms in order to reach domestic audiences; and
5. Quality of the team and talent: producer and production company, scriptwriter, director, and post-production company attached to the Project

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

#### **L. 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 CreatePHFilms Secretariat to discuss the Project and sign the Memorandum of Agreement with you. Grantees will receive the first sixty percent (60%) of the Fund within sixty (60) days after signing the Memorandum of Agreement.
3. Grantees must submit the following complete requirements for the Progress Development Report on or before the sixth (6<sup>th</sup>) month after the date of signing of the MOA.

#### **M. Final Report Process for Approved Grantees**

1. Grantees must submit the following complete requirements for the Final Report within one (1) year after the notification of selection to [createphfilms@fdcp.ph](mailto:createphfilms@fdcp.ph) with the subject: **CPHFilms - PP - FINAL REPORT - [Project Title]**.
  - a. CreatePHFilms- Post-Production Final Report
  - b. Copy of the Project's final script and/or treatment (with labeled version and date)
  - c. Secured screening link of the finished film
  - d. Certified true copies of official receipts (as organized in sequence of the report of expenses)
  - e. Contracts and certificates of service rendered (as organized in sequence of the report of expenses)
  - f. Communication materials (poster, trailer, PR kits, etc.)
  - g. Proponent's updated resume & filmography

If available,

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



2. The CreatePHFilms Secretariat will verify all the documents and may ask to provide further supporting documents, should the FDCP decide that the submitted document contains inadequate details.
3. Once the Final Report is verified complete, the Grantee must send the hard copy of all valid official receipts corresponding to the declared eligible expenses of the Fund. The hard copies must be sent in an envelope in the following format:

**Envelope Label:**

CreatePHFilms Fund for Post-production 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 forty percent (40%) 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 Post-production Information Sheet*.

## **N. Other Funding Opportunities**

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

1. Development
2. Small Budget Production
3. Large Budget Production

## **O. Contact Us**

These guidelines are provided by FDCP in order to provide applicants with all the information and details 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  
855 T.M. Kalaw Street, Ermita, Manila  
1000 Metro Manila, Philippines  
Telephone: +63 2 82568331  
Telefax: +63 2 7087920  
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