

FUND FOR SMALL BUDGET PRODUCTION

GUIDELINES ON ELIGIBLE EXPENSES
CYCLE 2023

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

CREATEPHILMS
Fund for Small Budget Production

GUIDELINES ON ELIGIBLE EXPENSES
(Cycle 2023)

The CreatePHFilms Fund for Small Budget Production is a selective and non-recoupable fund of One Million Pesos (P 1,000,000.00) per project for production companies of mid to feature-length film projects.

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 Production.

This must be read in conjunction with the Fund for Small Budget Production General Guidelines and the Fund for Small Budget Production 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 Production in order to streamline the process of compliance in line with the Memorandum of Agreement 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 must satisfy the following:

1. Must be BIR-registered receipts
 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 receipt of the first sixty percent (60%).
- g. Spending must be in local currency and with Filipino registered businesses and/or other Filipino services and individuals.
- h. Receipts and/or contracts and accompanying documents must be submitted to the CreatePHFilms Secretariat for the Final Report process as stated in the Memorandum of Agreement.
- 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 under the General Guidelines. The following are eligible expenses allowed under the Fund and the original documentary requirements for each:

1. Salaries, wages, and social contributions

These may include, but are not limited to the following:

Eligible Costs	Ineligible Costs/Roles	Supporting Documents
<ul style="list-style-type: none"> Above-the-line crew (director, cinematographer, production designer, actors, editors, etc) Below-the-line crew Production Company staff members can be taken into account proportionally to the period during which 	<ul style="list-style-type: none"> Any part of the producer or the company's fees 	<ul style="list-style-type: none"> For above-the-line crew, fully executed contract with the Production Company 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

they are working on the project.		<p>3. Certificate of Service Rendered signed by the grantee (template provided)</p> <ul style="list-style-type: none"> For below-the-line crew, fully executed service contract (template provided) 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 (template provided)
----------------------------------	--	---

2. Transportation and travel expenses

These may include, but are not limited to the following:

Eligible Costs	Ineligible Costs/Roles	Supporting Documents
<ul style="list-style-type: none"> Reasonable transportation fares (economy airfare for flights, land, sea) or gas costs Vehicle rental 	<ul style="list-style-type: none"> Reimbursement for fare acquired with personal reward points Upgrade fees for business or first class seats 	<ul style="list-style-type: none"> Certified True Copies of the Official receipt (<i>online receipt may be accepted provided that transport service does not provide hard copy receipts e.g. Grab, Angaks etc, but for this particular expense only. Online receipts e.g. Grab must be issued to the grantee's company name.</i>) With invoice for vehicle rentals

		<ul style="list-style-type: none"> For booking of airfares, must be paid to a Filipino travel agency
<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 the Official receipt
<ul style="list-style-type: none"> SARS-CoV-2 Antigen / RT-PCR testing as requirement to enter LGUs or provinces for the conduct for production 		<ul style="list-style-type: none"> Certified True Copies of the Invoice and official receipt

3. Technical good and services

These may include, but are not limited to the following:

Eligible Costs	Ineligible Costs/Roles	Supporting Documents
<ul style="list-style-type: none"> Production Rentals: stages and locations,, furniture machinery, lighting, sound 	<ul style="list-style-type: none"> Purchase of equipment 	<ul style="list-style-type: none"> Certified True Copies of the of the Invoice and official receipt For rentals, submit the rental contract with certified true copy of the valid official receipt

<ul style="list-style-type: none"> ● Costume and Production Design: including but not limited to renting or creating/buying of wardrobe, repairs, costumes, hairstyle and makeup, prosthetics, set construction 	<ul style="list-style-type: none"> ● Purchase of equipment 	<ul style="list-style-type: none"> ● Certified True Copies of the Invoice and official receipt ● For rentals, submit the rental contract with certified true copies of the valid official receipt
--	---	---

4. Visualization and Animation Expenses

This includes but is not limited to character design, location design, guide voice recording, storyboarding, animatics, voice recording with actual voice actors, character animation, compositing, and online editing. These must be accompanied by either an Official Receipt for engaged companies or a fully executed contract for individuals.

5. Project Related Overheads and Other Goods and Services

These may include, but are not limited to 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 costs ● Print & photocopy devices (<i>e.g. photocopier, printer, etc.</i>) ● Communication costs: internet connection, subscriptions (<i>prepaid and postpaid</i>) covering the period of production 	<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 party ● Basic utilities (<i>e.g. electricity, water, telephone, etc.</i>) 	<ul style="list-style-type: none"> ● Certified True Copy of the Official receipt ● For communication costs, Certified True Copies of the Official Receipt(s) and billing statement(s)

<ul style="list-style-type: none"> Shipping costs for purchased equipment and supplies 		
---	--	--

6. Meals

This includes the supply and delivery of food for the film crew and production staff throughout the film shoots at the designated filming site and may also include craft services.

Eligible Costs	Ineligible Costs/Roles	Supporting Documents
<ul style="list-style-type: none"> Catering Costs Purchase of delivery of food and beverages including the supply of utensils 		<ul style="list-style-type: none"> Certified True Copy of the Official Receipt for Catering Companies Or fully executed service contract for individuals (<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 Rendered signed by the grantee (<i>template provided</i>)

7. Accommodations

These include, but are not limited to the following:

Eligible Costs	Ineligible Costs/Roles	Supporting Documents
<ul style="list-style-type: none"> Accommodation in hotels, bed and breakfast, guest houses, cottages, apartments, lodges including room for safe storage for production equipment, etc. 		<ul style="list-style-type: none"> Room/house/ billing statement In case of house or personal property rental- Memorandum of Agreement Certified True Copies of the Official receipts / proofs of payments (<i>online receipt may be accepted provided that the accommodation booking service (Airbnb) does not provide hard copy receipts but for this particular expense only</i>)

8. Legal Costs

This includes lawyer's representation, legal advice on the drafting of agreements, and other legal services. This must be accompanied by either an Official Receipt for engaged legal firms or fully executed contract for individuals.

III. Forms & Templates

Grantees must use these documents and submit these fully accomplished along with the documentary requirements as specified in this Guide.

1. Service Contract and Certificate of Service Rendered

All fees, wages, or honoraria paid to Filipino individuals must be accompanied by a fully executed Service Agreement, a Certificate of Service Rendered, proof of payment (bank transfer/deposit slip or payslip), and a valid government ID.

The corresponding Certificate of Service Rendered must be attached to the Service Agreement once the worker/talent has satisfactorily completed his/her service engagement to the Fund recipient.

Please see the Service Contract [HERE](#).

Please see the Certificate of Service Rendered [HERE](#).