

# **FUND FOR SMALL BUDGET PRODUCTION**

## **GENERAL GUIDELINES**

as of SEPTEMBER 2023

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

**CREATEPHILMS**  
**Fund for Small Budget Production**

**GENERAL GUIDELINES**  
(Cycle 2 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 different 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. The FDCP looks 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 that will receive funding from CreatePHFilms is dependent not just on the quality and potential of the film to be a successful film but also on the proposal as to how the fund assistance will be utilized and will complement the planned activities for development and production.

**B. Production Financing Overview**

The CreatePHFilms Fund for Small Budget Production is a selective and non-recoupable fund of One Million Pesos (P 1,000,000.0) for the production of Filipino films with an overall production budget of below Fifteen Million Pesos (P 15,000,000.00).

For accepted projects, the first tranche (50%) of the Fund will be released within thirty (30) working days after signing of the Memorandum of Agreement. The second tranche (30%) will be released after the approval of audited liquidation and submission of Final Report, while the final tranche (20%) will be released within thirty (30) working days after the approval of final audit and submission of the final film and its non-video assets.

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 were submitted in the previous cycles are no longer eligible to apply for the production funding.

### **C. Financing Conditions**

Qualified spending may commence once the Memorandum of Agreement (MOA) has been fully signed by both parties. The Fund will be subject to eligible expenses and a liquidation process thereafter. The Grantee needs to report how the Fund was spent based on the eligible expenses indicated in the proposed budget, submitted upon their application.

The Fund is intended to aid production companies with financial support on expenses and activities such as final script improvement, research, personnel fees. It is not intended to cover payment for 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 encouraged to participate in different FDCP-led project labs, industry conferences, and workshops to enhance and improve their projects.

Documentation must be provided by the Grantee for the Final Report process, such as Certified True Copies of the Official Receipts, 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 project.

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.

### **D. Eligible Applicants**

Applicants must satisfy all of these conditions:

1. Must be a Filipino production company duly registered as a 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)
5. Must not have any overdue obligations from any FDCP assistance or funding programs

### **E. Eligible Projects and Format**

Projects that satisfy all of the following conditions may apply:

1. Must have a Filipino director
2. Must be a narrative for a mid-length film (min. of 40 minutes, max. of 79 minutes) or full-length film (at least 80 minutes)
3. Must be a work of fiction, non-fiction, documentary, or animation
4. Must be in English or different Filipino languages
5. Must have a production-ready script or treatment (if documentary)

6. Must have an overall production budget of less than Fifteen Million Pesos (P15,000,000.00)
7. Must have a financing plan
8. Must be ready to commence its principal photography within six (6) to eight (8) months upon application
9. Must secure an insurance policy for the production cast and crew
10. Must have a plan for theatrical, VOD and/or festival release
11. The project must target domestic audiences
12. First time applicant; the Project has not previously been applied for CreatePHFilms Funding Program for small budget production.

### **Ineligible Projects**

The CreatePHFilms Fund for Small Budget Production is NOT available or eligible for:

1. Short films (below 40 minutes)
2. Advertisements or commercials
3. Television series/programs
4. Educational or academic film projects
5. News or current affairs programs
6. Productions of public or live events
7. Projects that contain pornography
8. Projects that promote violence
9. Projects containing issues that insult, offend, and/or portray the Philippines in a negative light as well as threaten the national security.

### **F. When to Apply for the Production Fund**

Since a project can only apply once for the Small Budget Production Fund , it's important for the applicants to submit the project at its best and when it is ready.

Important things to consider:

1. **Is the project ready for Principal Photography?** The project must be production-ready, has a script or documentary treatment, a strong finance plan with funding secured, and a producer with a proven track record. If the project has not reached this point yet, the applicant may consider applying in CreatePHFilms Fund for Development.
2. **Is the project a grantee of another CreatePHFilm funding program?** A project cannot be submitted for this funding program if it is concurrently being funded by another CreatePHFilms Fund.
3. **Does it have any overdue deliverables or commitments to other FDCP funding programs?** If the applicant has overdue obligations with any CreatePHFilms funding or other FDCP Incentive Program (including other projects in the previous cycles that are already due for close-out) the applicant is ineligible to apply. Please contact the CreatePHFilms Program Officer to check the eligibility and status.
4. **Resubmitting a previously declined project?** CreatePHFilms will not accept resubmissions of a project unless there has been significant changes and improvements

from its previous submission. If so, these must be explained and specified in the application.

## **G. Application Process**

Once the application has been accepted, the project will be evaluated and deliberated by a Selection Committee—an independent body composed of members with expertise across the areas of film production. All information provided in the application will be held by the FDCP on a strictly commercial-in-confidence basis and will only be shared to the CreatePHFilms Program Officer, 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. Degree to which the production contributes to the Philippine film industry’s economic development
3. Financial strength and stability of the project
4. Degree to which the project encourages diversity and inclusion
5. Distribution potential through festivals, theatrical release, and other platforms in order to reach domestic audience
6. Quality of the team and talent, script, scriptwriter, producer and production company attached to the project
7. Proposal on where the applicant intends to spend the Fund

If necessary, FDCP will seek the advice of one or more independent film production consultants on a strictly commercial-in-confidence basis to provide an independent assessment on the expenditures and budget of the Project.

Please note that in addition to the above considerations, an application may be 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 on the results.

## **H. Provisional Application Process**

1. Applicants must read and understand the terms of the General Guidelines, expectations, and deliverables. Questions or clarifications can be addressed to [createphfilms@fdcp.ph](mailto:createphfilms@fdcp.ph). Please ensure to review the latest guidelines, application forms, and requirements as these are regularly updated on the website.
2. To apply, access the application form through the google link posted on FDCP website [[www.fdcph.ph](http://www.fdcph.ph)]. This will serve as the platform for Application and submission of requirements.

Please be guided by the following:

- a. Required documents for the application and other forms must be supplied in

English or Filipino only.

- b. DO NOT send any application requirement individually or in separate emails. CreatePHFilms will disregard these and consider the application incomplete.
  - c. The official date of submission will depend on CreatePHFilms, confirmation of concepts and application requirements.
3. Fill out the *Application Form* and submit the required documents as follows:
- a. Logline, Synopsis, Concept Paper, Script
  - a. Treatment of the Project and/ Artistic Portfolio
  - b. Video Pitch (screening link/video)
  - c. Resume and Filmography (shared-file link)
  - d. Director's Statement
  - e. Producer's Statement
  - f. Production Schedule and Timeline
  - g. Proposed Budget for Principal Photography
  - h. Statutory Declaration (signed by the applicant company and notarized)
  - i. Business Permit (BIR)
  - j. A proof of Registration to National Registry
  - k. For adapted works—copyright adaptation authorization, and previous script (if applicable)
4. Wait for the email notification on the submitted *Application form*.
5. CreatePHFilms will verify all the documents and applicants may be asked to provide further supporting documents, should it be decided that the submitted documents contain inadequate details.
6. Once the application is verified as complete, a hard copy of the signed and notarized Statutory Declaration must be submitted.
7. After confirming the completion of the application, CreatePHFilms will submit the applicant's Project to the Selection Committee for review and deliberation.

## **I. Provisional Application Deliverables**

The application must include all of the following requirements and the documents that will be required in the application form;

1. **CreatePHFilms Fund for Small Budget Production- Application Deliverables**
2. **Logline, Synopsis, Concept Paper, and Script of the Project.** The synopsis must convey the story of the film including the ending in 250 words, while the script must be production-ready and should be 90- 120 pages in industry standard format.

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

3. **A Copy of the Treatment of the Project.** The treatment should be able to demonstrate the structure and premise of the story, and the characters and their unique voices and journeys. Fiction and Animation projects are required to submit an artistic portfolio of the project (i.e moodboard, storyboard, URL to teaser or inspired short films, etc.)
4. **Secured screening link to a video pitch of the project.** This should reflect a brief explanation of the project's components including the plot, setting, themes, and characters.
5. **Resume and Filmography.** This should reflect the applicant's relevant works (audiovisual, written, production etc.) to demonstrate experience.
6. **Director's Statement.** As a key part of the application, this document should reflect the director's creative vision of the project, personal perspective on the theme, how the project will progress and intention on how the narrative can relate and appeal to the audience.
7. **Producer's Statement.** This should reflect why the producer wants to produce the film, the belief behind the project and its director, as well as plans on pushing forward with the film's production (funding, distribution, and exhibition plans).
8. **Scriptwriter's Certification** (*Template Provided*)
9. **Production Schedule** (*Template Provided*). The timeline should detail the target dates for the project's milestones and when the applicant intends to start the principal photography, post-production and distribution plans. This should reflect that the production is ready to commence its principal photography within six (6) to eight (8) months upon application.
10. **Proposed Budget for Production and Financing Plan** In addition to the breakdown of the overall production budget (which specifies the amount and nature of expense per line item). For the financing plan, this must be matched to the budget and supported by documentation and must include but not limited to:
  - a. An acceptable offer to represent the project for Rest of World (ROW) sales
  - b. Letter from related parties outlining acceptable terms of reinvestment or deferral
  - c. Letter of interest on agent or representation letterhead for any named key talent
  - d. Financing from another government agency - the decision date is required and a plan on how this gap would be filled are required.
11. **Statutory Declaration** (*Template Provided*). This certifies that the applicant has read and understood the terms and guidelines of the Fund.

If applicable, applicants may also be asked to submit the following:

- a. A copy of the **source material or previous script** if it is a rewritten work.
- b. For adapted works, **authorization letter for the adaptation** issued by the copyright holder.
- c. **Proof of the financing for confirmed financial resources.** Keep in mind that applicants must update the CreatePHFilms Program Officer if there will be a new financing partner in the production



- d. **Letters of agreements** for confirmed key personnel, cast and crew,

If available, please also submit the following:

- e. **Documents relating to the “Chain of Title” and underlying rights.** These are documents proving proprietary rights in a film.
- f. **A copy of the Insurance Coverage.** The applicant’s company must provide insurance coverage for all the activities required to make the project.

All applications are made at the applicant’s own risk. The FDCP is not liable for any loss, damage, or costs arising directly or indirectly from the application process, the decision to refuse the project, or from dealing with the application in any manner.

## **J. Next Steps**

1. Submitted applications will be forwarded to the selection committee for evaluation and deliberations.
2. After the deliberation process, selected applicants will be notified of the selection results via an official letter.
3. If the project is approved, an e-meeting with CreatePHFilms will be held to discuss the project and the signing of the Memorandum of Agreement
4. The production shoot must begin within six (6) to eight (8) months after the signing of MOA.
5. The grantee will receive the first tranche (50%) within thirty (30) working days after signing of the Memorandum of Agreement (MOA) and upon submission of the following documentary requirements.
6. Grantees must coordinate with CreatePHFilms to conduct meetings, discuss plans, progress, and expectations on deliverables. Aside from meetings, a set visit must be also conducted during production to shoot promotional behind the scene materials: photos, videos, interviews, etc.
7. Grantees must submit the complete requirements for Progress Development Report within 6 months from the date of signing of the MOA.

## **K. Terms of Release**

Upon the notification of selection, the FDCP will provide the grantees with a Memorandum of Agreement (MOA) and will be conducting a meeting to discuss the terms and requirements that the parties must fulfill. The MOA for the Fund is a legally binding

document and it is important that the grantee must read it carefully before signing.

The release of the Fund shall be made in **three (3) tranches**:

The **first tranche (50%)** of the fund will be released within (30) working days after the signing of the MOA and the submission of the following deliverables:

- a. 3 sets of hard copies of signed MOA
- b. Cover Letter (*template provided*)
- c. Production Schedule (with confirmed locations)
- d. Detailed Updated Production Budget
- e. Signed Contracts with the Above the Line Crew (director, producer, cinematographer, animator, production designer) and Principal Cast
- f. List of Crew and Cast
- g. Insurance policy for cast and crew, and public liability insurance
- h. If available, proof of Financing (Guarantee Letter from Financier or Bank)

The **second tranche (30%)** will be released within thirty (30) working days upon approval of the audited liquidation (of the first tranche) and Progress Development requirements which must include the following deliverables:

- a. CreatePHFilms- Small Budget Production Final Report (*template provided*)
- b. Shooting bible and/or daily production reports
- c. A copy of the final production schedule (*template provided*)
- d. A copy of the Filipino filming permits from the local authorities
- e. A copy of the fully executed contracts with the key cast and crew
- f. List of the full personnel, cast, and crew, that worked on the project
- g. Cost and narrative report on the fund amount spent for the production with the corresponding qualified and certified true copies of the official receipts
- h. An updated distribution plan (theatrical release/festival/broadcast/VOD platform, etc.) within the Philippines and/or abroad
- i. Final chain of title

If available, the following may also be asked for submission:

- a. Existing communication materials (e.g posters, flyers, press release kits, etc.)
- b. Copy of the agreement letters with a Film Festival

The **final tranche (20%)** will be released within thirty (30) working days after the approval final audit (for the remaining 50% of the fund) and submission of final report requirements including the following deliverables:

- a. Promotional materials, non-commercial communication rights to the following: trailers, excerpts, official poster of the film, film stills, behind-the-scenes, press kit, on-set pictures, interviews of the cast and crew, making of video to promote FDCP, Filipino locations, cast, and crew
- b. Secured screening link of the film
- c. Copy of the film and its non-video assets to be deposited to the FDCP Philippine Film Archive

The FDCP reserves the right to withhold the approved incentive payment, in the event of any legal dispute, arbitration, or court proceedings, until the matter is settled or the FDCP decides, after assessment of the dispute, that it is satisfied to release the payment. Provided that the settlement must be within the one (1) year period upon selection of the project.

#### **L. Cancellation and Withholding**

Failure to return to FDCP the signed MOA within thirty (30) working days from the date of receipt of the above-mentioned documents shall be considered as a withdrawal of the application

The grant shall be nullified and will be subject for refund under the following circumstances:

- a. The grantee is unable to produce any documents or details asked for in the FinalReport.
- b. False information and/or documents submitted were obtained by fraud, material inaccuracies, or misrepresentation.
- c. Significant or major changes have been applied to their project (creative, financial, or artistic involvement) without notifying the CreatePhFilms.
- d. The grantee did not inform FDCP that the rights option to the Project is going to lapse, be terminated, or be varied. The Grantee, must own the rights over the Project, which shall not be assigned to anyone else.
- e. The grantee violated other terms of the Guidelines and the Agreement.

Provided, the applicant may appeal the nullification within thirty (30) working days from receipt of the notice of nullity and provide an explanation as to why the fund should be reconsidered.

FDCP has thirty (30) working days to resolve the same. No further question shall be entertained afterwards. The nullity shall become final and irrevocable after the lapse of thirty (30) working days to question.

In addition, FDCP will prohibit the applicant, its principals, and any parent or subsidiary companies from applying or accessing further funding from FDCP for a period of two (2) consecutive years upon written notice.

#### **M. Final Verification Process**

1. Grantees must submit the following requirements for the Final Report within one (1) year from the date of signing of the MOA to [createphfilms@fdcp.ph](mailto:createphfilms@fdcp.ph) / with the subject: **CPHFilms - Small Budget Production - FINAL REPORT- [Project Title]**.

Detailed & complete submission of the following requirements is important:

- a. CreatePHFilms- Small Budget Production Final Report (*template provided*)
- b. Shooting bible and/or daily production reports

- c. A copy of the final production schedule (*template provided*)
- d. A copy of the fully executed contracts with the key cast and crew
- e. List of the full personnel, cast and crew, that worked on the project
- f. Cost and narrative report on the fund amount spent for the production with the corresponding qualified and certified true copies of the official receipts
- g. Updated distribution plan (theatrical release/festival/broadcast/ VOD platform, etc.) within the Philippines and/or abroad
- h. Final chain of title

If available, the following may also be asked for submission:

- a. Existing communication materials (e.g. posters, flyers, press release kits, etc.)
  - b. A copy of the agreement letters with a Film Festival
2. CreatePHFilms will verify all documents and grantees may be asked to provide further supporting documents, should it be decided that the submitted document contains inadequate details.
  3. Once the Final Report is verified as complete, the grantee must send the Certified True copies for all valid official receipts 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 Small Budget 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 report, CreatePHFilms 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 audited liquidation (for the first tranche) and submission of the Final Report, the grantee will receive the second tranche (30%) within thirty (30) working days.
7. The final tranche (20%) will be released within thirty (30) working days upon the approval of audit (for the remaining 50% of the fund) and submission and approval of the following documents:
  - a. Promotional materials, non-commercial communication rights to the following: trailers, 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 FDCP, Filipino locations, cast, and crew
  - b. Secured screening link of the film
  - c. A copy of final version of the film and its non-video assets to be deposited to the FDCP Philippine Film Archive

## **N. Eligible Expenses**

Eligible expenses are qualified expenses that may be paid out from the CreatePHFilms Fund. The Fund may only be spent on these types of expenses, which are intended to aid the grantees in the production of their films. These must be reported to FDCP during the Final Report process, along with original documentary requirements such as official receipts.

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.

### **1. Salaries, wages, and social contributions**

Payables must be paid to Filipinos, accompanied by a fully executed contract.

### **2. Transportation and travel expenses**

It includes transportation fares, vehicle rentals, and travel or safety-related field expenses.

### **3. Technical goods and services**

It includes costs for rentals of stages, locations, equipment, furniture machinery, lighting, and sound. For production design, this may include not limited to renting or creating/buying of wardrobe, costume, hairstyle and makeup, prosthetics, and set construction.

### **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**

It includes costs for purchase of office supplies, print, and photocopy costs. Purchase of equipment or payment of basic utilities (water, electricity, landline telephone) will not be allowed.

### **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.

### **7. Accommodations**

It includes accommodations in hotels, bed and breakfast, guest houses, cottages, apartments, lodges, etc.

### **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 a fully executed contract for individuals.

### **Guiding Principles in Spending the Fund**

1. Each expense sourced from the fund must be **used for the Project needs only**.
2. Each expense must be accompanied by the following:
  - **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*)
  - **Service Contract**
3. VAT and non-VAT transactions are both valid.
4. Official receipts must satisfy the following:
  - a. Must be BIR-registered receipts
  - b. Must be fully accomplished
  - c. Must be issued in the name of the Grantee only
5. Service Contracts are accepted subject to the following:
  - a. For services provided by individuals which will be paid by the grantee
  - b. Must be fully accomplished, following the template provided
  - c. Must be accompanied by the following:
    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
6. Utilization of the Fund must start upon the signing of the MOA by both contracting parties.
7. Spending must be in local currency and with Filipino registered businesses and/or other Filipino services and individuals.
8. Receipts, invoices, contracts, and other supporting documents must be submitted to the CreatePHFilms for the Final Report process as stated in the Memorandum of Agreement.
- 9 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.

### **O. Forms & Templates**

Grantees must fully accomplish these documents and submit 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 grantee.

## **2. Expenses Report**

The Expenses Report of the budget breakdown must be submitted with a complete 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 expense.

## **P. Additional Reminders**

Grantees must take note of the acronym CREATE:

- **C-omply:** As a recipient of the Project Development Fund, Grantees have to comply with the deliverables. The CreatePHFilms will send a copy of the calendar of deliverables that will serve as guide.
- **R-eview:** Always review the guidelines and terms and conditions of the funding, as well as documents and requirements before submission.
- **E-valueate:** Please evaluate and check Project and schedule. If there are changes, kindly notify and report to the FDCP.
- **A-udit:** Please keep in mind that all expenses and receipts must be documented as our Audit Team will check and balance all the necessary spendings related to the Project.
- **T-imely:** Accomplished deliverables must be submitted on time.
- **E-xpect** further updates from the FDCP. It takes time to accomplish all the requirements but our team will extend its efforts to help the project.

## **Q. Other Funding Opportunities**

For projects that are in other stages of filmmaking, CreatePHFilms also provides the following Funds:

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

## **R. Contact Us**

For questions or clarifications about the 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  
Email: [createphfilms@fdcp.ph](mailto:createphfilms@fdcp.ph)