

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

**FESTIVAL DEVELOPMENT ASSISTANCE PROGRAM (FDAP)**

**ABOUT THE PROGRAM**

The **Festival Development Assistance Program (FDAP)** is a support program of the Film Development Council of the Philippines (FDCP) that aims to nurture and sustain film communities in the Philippines. FDCP believes that film festivals whether national, regional or international are platforms to discover emerging voices and serve as venues to champion the film culture of a particular locality. Through this program, FDCP connects with regional film communities by providing financial support to sustain their respective film festivals and film-related community activities.

**PROGRAMS UNDER FDAP**

**A. FESTIVAL SUPPORT**

A support program open to all eligible local film festivals recognized by their respective Local Government Units who have been in existence for at least three (3) years and have created a culture of support from their respective local communities.

**B. FESTIVAL DIRECTORS SUPPORT**

A support program designed to equip film festival directors with the tools needed to sustain their respective film festivals. The FDAP secretariat organizes training and seminars all throughout the year to help our festival directors learn more about festival management, audience development, programming, and curation and other important concepts on running and maintaining a sustainable film festival.

**FORMS OF SUPPORT**

1. *Financial Assistance.* Qualified film festivals applying for the program may receive up to PHP 150,000.00 in financial assistance to help cover the expenses incurred by the festival.
2. *\*\*FDCP Ratings and Permits.* FDCP may provide ratings and permits to all official film titles of the festival that will be screened publicly in commercial theaters or public spaces.
3. *\*\*Optical Media Board (OMB) Clearance.* FDCP can facilitate the import/export clearance of local/ international film titles needed for the conduct of the festival.
4. *Use of Cine Lokal Theatres.* FDCP may provide any of its Cine Lokal Theatres for festivals that may need venues for screenings, workshops, or other qualified purposes.
5. *FDCP Film Talks.* FDCP encourages festivals to have an educational component such as film workshops, film talks, and fora attached to their event. Thus, FDAP offers this audience-development activity through our FDCP Film Talks program.

*\*\*Pursuant to the agreed-upon guidelines of FDCP and the government agency involved\*\**

## ELIGIBILITY

All applicants must satisfy all of the following:

- The Film Festival must be registered under FDCP National Registry for Film Festivals.
- The Film Festival must be recognized or endorsed by their Local Government Unit (LGU).
- The Film Festival must be held in their own locality.
- The Film Festival must have a minimum audience count of at least 1,000 admissions, if it has been existing for at least two (2) years.

## REQUIREMENTS

1. Copy of FDCP National Registry Certificate of Registration (for Film Festivals)
2. Letter or certificate of recognition or endorsement from the LGU
3. Accomplished FDAP Form 1 (Application Form)
4. Formal letter of request addressed to the Chairperson and Chief Executive Officer of FDCP
5. Festival Profile and Work Plan
6. Clearance form from previous FDCP partnership/s (if applicable)

FDCP will accept applications filed-in at the latest three (3) months before the first day of the festival. Any application filed beyond the given timeframe will not be accepted.

## APPLICATION PROCESS

1. **Submission of Requirements.** The Festival Director or officer-in-charge should submit the corresponding requirements to FDCP within the given timeframe.
2. **Technical Committee Evaluation.** The FDCP Technical Committee will evaluate the request. During the evaluation process, the committee may require further details if deemed necessary. The committee will decide on what forms of support the FDCP may extend to proponents. Otherwise, the request will be disapproved.
3. **Memorandum of Agreement (MOA).** Upon approval of the application, the proponent must commit to comply with all post-program requirements to receive financial assistance. The proponent must also further commit to rendering a return service as part of his compliance with the program.

\*\*\*The process may take 7-14 working days from the time of submission of **COMPLETE** requirements. \*\*\*

## APPLICATION CYCLE

FDAP applications may be accepted based on the following application cycles. Applicants must ensure to lodge their documents before the close date of the cycle that is prior to their respective Film Festivals.

<b>Application</b>	<b>Start</b>	<b>End</b>	<b>Evaluation</b>
First Cycle	January	March	April
Second Cycle	May	July	August
Third Cycle	September	November	December

**TYPE OF FUND**

The FDAP support is selective and the type of support, financial or otherwise, shall be determined and approved by the FDCP Technical Committee based on the eligibility and submitted requirements of the applicants.

**QUALIFIED EXPENSES**

The following expenses are qualified for the financial assistance to be released via direct payment to supplier, check made out to individuals or direct booking by FDCP:

- Hotel accommodation for festival guests/jury
- Honoraria for jury members, speakers, workshop facilitators
- Economy round trip airfare for festival guests/jury
- Printing of collaterals and publicity materials
- Equipment/Venue rental assistance for workshops and screenings
- Screening fees for featured film titles
- Meals of guests and jury members
- Inland transportation costs (e.g. van rentals)

**MEMORANDUM OF AGREEMENT**

Upon approval of the application, a Memorandum of Agreement (MOA) between FDCP and the grantee (representing the Film Festival) must be signed which indicates the commitment of both parties to the program. The Agreement must be finalized BEFORE the start of the festival.

The following are some the commitments the festival must commit to upon approval of the assistance:

- Complete and timely submission of films for ratings and permits within the agreed- upon timeframe. For late and incomplete submissions, FDCP does not guarantee the release of permits on time. Please refer to the FDCP Review and Classification Guidelines.
- Proper recognition of FDCP as a festival partner in all collaterals, press releases and other publicity materials, and onsite acknowledgments and executions
- Allow FDCP to screen selected festival film titles in its own events for cultural and educational purposes for free for a minimum of one (1) year after the festival run.
- Complete and timely submission of liquidation documents and reports to FDCP.

## **WORKFLOW AND TIMELINE**

Once the Agreement between FDCP and the grantee has been signed and notarized, both parties will work on the following:

### **PRE-FESTIVAL:**

*Within three (3) months before the first day of the festival*

1. Secure all FDAP Forms (Liquidation Form, Film Deposit Form, Festival Report Guidelines, etc.) that need to be accomplished
2. Conduct pre-festival planning/meeting with FDCP representatives
3. Secure billing statements which FDCP will pay directly to the suppliers Eligible expenses:
  - Hotel accommodation and venue rentals
  - Food services (e.g., catering)
  - Transportation services (airfare & inland)
  - Print services (for bulk collaterals)
4. Secure service agreements with resource person/s.
5. Submit film titles for review and classification, subject to existing guidelines.

### **FESTIVAL PROPER:**

FESTIVAL DIRECTOR'S TASKS:

1. Secure all Official Receipts (ORs) of qualified expenses for liquidation and which will be checked by FDCP.
2. Submit photos for documentation and online posting on FDCP's website and social media accounts.
3. Secure signatories of all letters (service agreement, request for direct deposit, acknowledgment letter, etc.) which will be attached to the liquidation report

### **POST-FESTIVAL:**

*Within three (3) months after the last day of the festival*

FESTIVAL DIRECTOR'S TASKS:

1. Accomplish and submit the liquidation report, with complete original copies of the ORs and other supporting documents (agreement letters, acknowledgment letters, etc.). All reimbursements must be submitted at once.
2. Submit the Festival Report, strictly following the program's guidelines and format.
3. Deposit archival copies of the festival's commissioned film titles or participating Filipino films to FDCP's Philippine Film Archive, pursuant to Section 3 (10) of RA No. 9167 or the establishment of a film archive
4. Submit soft copies of photos and videos of all the festival's activities.
5. Submit physical copies of collaterals used in the festival.
6. Return all FDCP official banners.
7. Submit all requirements within three (3) months after the last day of the festival.

## **RELEASE OF FINANCIAL ASSISTANCE**

The following must be observed relative to the release and liquidation of any and all funds released by FDCP to the grantee:

- For payment of suppliers, FDCP shall pay them directly for the products or services availed by the Festival. The Festival Director has the responsibility to provide the Statement of Accounts or Billings to FDCP for the payment to be processed.
- The Film Festival or the organization may have the option to settle all the expenses first and then request FDCP for reimbursement of such within thirty (30) days after the last day of the Festival.
- Reimbursements will only be released once all post-festival requirements have been accomplished and submitted.
- For cash awards for winners, FDCP shall pay them directly by depositing the prize money to their bank accounts or through personal transactions with an FDCP representative, whichever is more amenable.

## **RETURN SERVICE**

The FDAP fund is a government fund. In the spirit of serving the community and the stakeholders of the audio-visual industry, we ask beneficiaries of our FDCP Programs to commit to rendering return service by participating in at least two (2) FDCP-led or FDCP-supported events, activities, or projects as a volunteer worker or professional, serving in the capacity of their field. The service must be rendered within three (3) years after the receipt of assistance.

The length and frequency of the return service may depend on the amount of assistance granted to the proponent.

## **CONTACT INFORMATION**

For inquiries and further clarifications, FDCP may be contacted through:

### **Distributions Division**

**Email:** [distributiondivision.fdcg@gmail.com](mailto:distributiondivision.fdcg@gmail.com)

Film Development Council of the Philippines

855 T.M. Kalaw Street, Ermita, Manila City

Telephone: (02) 256-9908 loc 131