

FDAP FORM 5

FESTIVAL DEVELOPMENT ASSISTANCE PROGRAM (FDAP)
FESTIVAL REPORT

The Festival Report is a major requirement for the clearance of the grantee. This will be kept under the records of the Film Development Support Division (FDSD) and will be the primary basis of evaluation for future partnerships with the grantee.

The report must include the following:

- Title Page (refer to the format in the following page)
- Table of Contents
- I. Background of the Festival**
Provide a brief history or description.
- II. Objectives**
Lay-out the edition's objectives in bullet format, followed with a narrative discussing the rationale of the said objectives.
- III. Programme**
Provide the schedule of activities of the festival, followed by a narrative highlighting the importance of each activity.
- IV. Budget Breakdown of the Financial Assistance**
Provide the following tables:
 - Table 1: Budget breakdown presented in the FDAP Application Form
 - Table 2: Liquidation Report
- V. Press Kit**
Insert press kit used and photo documentation.
- VI. Audience Report**
Insert chart/figure representing the audience number, demographics, etc.
- VII. Evaluation of Objectives and Key Performance Indicators**
Lay both objectives and their corresponding key performance indicators and discuss if the latter was met by providing appropriate data.

Example:

Festival's Objective	Key Performance Indicator	Data
To encourage new filmmakers to create short films promoting the community	Gather at least 20 short film entries, coming from each sitio/barangay.	Sitio A - 7 entries Sitio B - 3 entries Sitio C - 9 entries Sitio D - 6 entries TOTAL: 25 entries

- VIII. Evaluation of Strengths**
What are the festival's highlights? How are the reviews of the films and the festival?
- IX. Evaluation of Challenges**
What are the factors that the festival needs to improve on?
- X. Recommendations for Future Festival Edition**
What are some factors that the festival should take into consideration in the next installment?
- XI. Appendices**
 - Audience List / Registration
 - Promotional materials and other collaterals
 - Photo Documentation

FORMAT

- Typeface: Times New Roman, 12 point
- Paper size: A4 (8.27 × 11.69 inches)
- Photos must be in color
- Must be in hard bound (thermal or hot glue binding). Spiral binding, ring binding, and slide insertion are not acceptable.