



CreatePHFilms
Film Development Council of the Philippines

FUND FOR SCRIPT DEVELOPMENT

GENERAL GUIDELINES

CYCLE 1 2022



**FILM
DEVELOPMENT
COUNCIL OF THE
PHILIPPINES**

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

CREATEPHFILMS
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GENERAL GUIDELINES
(Cycle 1 2022)

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 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. 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 CreatePHFilms 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. Script Development Financing Overview

The CreatePHFilms Fund for Script Development is a selective and non-recoupable fund of One Hundred Thousand Pesos (P 100,000.00) per project for the development of mid to feature-length film scripts.

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. The Fund to be provided must be equivalent to not more than fifty percent (50%) of the overall script development budget.

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 that applicants keep in mind that while the financial support provided by the CreatePHFilms Fund for Script Development 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 for the writers to be aided with financial support on expenses and activities that they would not be able to otherwise finance (e.g. for research, travel, personnel fees). It is not intended to cover personal expenses, purchases for new equipment, or individual payments for the Grantees themselves.

In addition to receiving the Fund, Grantees will also be required to attend and undergo mentoring sessions with international experts to enrich and improve their stories.

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 Sales Invoices and a narrative report on how the Fund was spent and how the CreatePHFilms program and mentoring sessions helped in the development and improvement of the story and script.

D. Who Can Apply

Applicants for the Fund must satisfy all of these conditions:

1. Must be a Filipino citizen;
2. Must currently be residing in the Philippines;
3. Must be the scriptwriter or filmmaker of the Project;
4. Must hold or share the intellectual property rights of the Project;
5. Must be duly registered at the FDCP National Registry for Audiovisual Workers (NRAW);
6. Must not have outstanding obligations for another script selected from a previous cycle from the same Fund; and
7. Must not have any overdue 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 be a narrative script;
2. Must be a script or treatment for a mid (at least 40 to 79 minutes) to feature-length film (at least 80 minutes);
3. Must be a work of fiction, documentary, or animation;
4. Must be in English or different Filipino languages; and
5. Must apply for the first time to the CreatePHFilms Fund for Script Development

F. What Projects You Cannot Apply

The CreatePHFilms Fund for Script Development is NOT available or eligible for:

1. Short film projects (below 40 minutes);
2. Television series/programs;
3. Educational or academic film projects;
4. Projects that contain pornography;
5. Projects that promote violence; and
6. Projects that contain issues that insult, offend, and/or portray the Philippines in a negative light as well as threaten national security

G. When to Apply for the Script Development Fund

Because you can only apply your Project once for this Fund, it's important that you submit your Project at its best and when it is ready. Here's what you need to consider:

1. **Do you have a compelling script worthy of development?** While this Fund is for script development, the draft script or treatment that you will submit must already demonstrate a compelling proposed narrative and potential for further advancement.
2. **Are you in the middle of developing a CreatePHFilms-funded script?** You cannot apply another script for development if you are still working on a selected CreatePHFilms script from a previous cycle.
3. **Do you have overdue deliverables or commitments to other CreatePHFilms funding programs?** If you have overdue items for any CreatePHFilms funding, including for other projects in previous cycles, you may be ineligible to apply. Please contact the CreatePHFilms Secretariat to check your eligibility and status.
4. **Are you resubmitting a previously declined project?** CreatePHFilms will not accept resubmissions of a project unless there has been significant changes and improvements since its previous submission. If so, these must be explained and specified in the application.

H. 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 these types of expenses, which are intended to support and aid the grantees to conduct activities that will enrich their development and improvement of their stories and scripts. These must be reported to FDCP during the Final Report process, along with original documentary requirements like Official Receipts and Sales Invoices. For more information about this, see *CreatePHFilms Fund for Script Development Guidelines on Eligible Expenses*.

1. **Script-related research costs.** These are expenses incurred in connection with activities that lead to improving knowledge and learning new ideas that will further the development of the script (its subject, elements, theme, among others). These include, but are not limited to fees for research personnel, subscription fees, communication costs, and meeting-related costs.
2. **Transportation and travel expenses.** These include transportation fares, vehicle rentals, and travel or safety-related field expenses.

3. **Visualization and animation expenses.** This may include the preparation of animation and graphic design requirements (e.g. character and location design, storyboarding, etc) , including the rental of all equipment involved.
4. **Legal costs.** These include lawyer's representation(s), legal advice(s) on drafting of agreements and other legal services. This must be accompanied by an Official Receipt for engaged legal firms or a fully executed contract for individuals.
5. **Translation costs.** These must be accompanied by a fully executed contract with the translator or an official receipt from a translation company.
6. **Extension to rights costs.** These must be accompanied by a fully executed contract and proof of payment. For payment to individuals: bank transfer, deposit slip and other proof of payment along with valid government ID of the recipient.
7. **Direct script and project-related overheads and other goods and services.** These may include 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.

I. What Expenses are Not Allowed

The Fund may NOT be used to cover the costs for the following:

1. Any part of the salary or consulting fee of the Grantee;
2. Any expenses outside of the Philippines;
3. Payment for acquisition of scripts;
4. Purchase of any type of equipment (e.g. computers, laptops, tablets, cellular phones, modems, fax machines); and
5. Payment of basic utilities (e.g. water, electricity, landline telephone)

J. 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 Script Development Guidelines on Eligible Expenses* and the *CreatePHFilms Fund for Script Development 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.

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. 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 Script Development - Call for Application Form* and all required documents to 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 - SD - 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.

K. What to Include in Your Application

Your application must include all of the following requirements. Below are also notes on what we will be looking for in the documents:

1. **CreatePHFilms Fund for Script Development - Call for Application Form**
2. **Draft Script or Treatment of the Project.** Even as we expect an early draft of the script, your material should already be able to convey a story that is well on its way to becoming a complete and compelling narrative with quality writing.

The synopsis must convey the story of the film, including the ending in two hundred fifty (250) words.

The script must be ninety (90) to one hundred twenty (120) pages in industry standard format.

If you are submitting a treatment, it has to be eight (8) to ten (10) pages only. You also need to submit a screenwriting sample of the writer (produced or otherwise). Make sure that the treatment is able to demonstrate the structure and premise of the story, and the characters and their unique voices and journeys.

3. **Resume and Filmography.** This should reflect the applicant's relevant works (audiovisual, written, production, etc) to demonstrate experience.
4. **Vision Statement.** As a key part of your application, this should reflect the writer's (and director's if already attached) 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.
5. **Development / Production Timeline.** The timeline should detail the target dates for your milestones on when you intend to get to the final draft of your script, as well as further development efforts for the Project, and target production schedule of the film.
6. **Proposed Budget for Development.** In addition to the breakdown of the overall project development budget (which specifies the amount and nature of expense per line item), please add a narrative explanation on how you intend to spend the CreatePHFilms Fund should your application be selected, as well as the activities that you will be undertaking for the development of and improvement of your script.
7. **Scriptwriter's Certification** (*Template Provided*). This certifies that the writer is the owner of the script being submitted for the application.
8. **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. **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.

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.

L. 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 the areas of film development and production. 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. Compelling and engaging ideas with the potential to be great films;
3. Degree to which the Project targets local audience;

4. Quality of the script and scriptwriter attached to the Project; and
5. Proposal on where the applicant intends to spend the Fund

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 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.

M. 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 MOA with you. Grantees will receive the first sixty percent (60%) of the Fund within sixty (60) days after signing the MOA.
3. Grantees must undergo at least two (2) sessions of script consultations with foreign mentors regarding the concept, creative concerns, and development of the screenplay. The Grantees must also participate in answering a quick survey after each consultation.
4. Grantees must accomplish and submit a Progress Development Report (*Template provided*) thirty (30) days after the first consultation session of the Project.

N. 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 with the subject: **CPHFilms - SD - FINAL REPORT - [Project Title]**.
 - a. CreatePHFilms- Script Development Final Report
 - b. Copy of the full final draft of the script with labeled version and date, following the prescribed format
 - c. Final treatment of the Project (8-10 pages)
 - d. Cost and narrative report on the fund amount spent for the development with the corresponding qualified and original copies of the Official Receipts and Sales Invoices as organized in sequence of the Expenses Report (*Template Provided*)
 - e. Fully executed Service Contracts and Certificates of Service Rendered as organized in sequence of the Expenses Report
 - f. Photo documentation with corresponding captions/descriptions
 - g. Grantee's updated resume and filmography
 - h. If applicable, agreement letter with the producer
2. The CreatePHFilms Secretariat will verify all the documents and may ask to provide further supporting documents, it be decided 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 and Sales Invoices 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 Script Development 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 the 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 Script Development Information Sheet*.

O. Other Funding Opportunities

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

1. Project Development
2. Small Budget Production
3. Large Budget Production
4. Post-Production
5. Film Distribution

P. Contact Us

These guidelines are provided by FDCP in order to provide applicants with all the information and details that 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:

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