

Talent Progression Programme (TPP): Content Development

- **Long-form Content – New Director**
- **Long-form Content – Southeast Asia Co-Production**
- **Long-form Content – General**
- **Short-form Content**

APPLICATION GUIDELINES

The Infocomm Media Development Authority (IMDA) and the Singapore Film Commission (SFC) reserve the right to change the Guidelines from time to time. Please be sure to check our website for the latest version.

Application Guidelines for TPP: Content Development Grant

1. General

- 1.1 The TPP: Content Development Grant supports the production of content projects that provide quality roles for local media professionals in order to build up their portfolio and experience.
- 1.2 TPP: Content Development is applicable to the following categories of content projects:
 - a. **Long-form Content – New Director:** feature film projects of at least 70 minutes with a first or second-time feature film Director¹ who meets the criteria listed in Para 2.2.1;
 - b. **Long-form Content – Southeast Asia Co-Production:** feature film projects of at least 70 minutes which originate from the Southeast Asia (SEA) region², and are in collaboration with a Singapore Producer;
 - c. **Long-form Content – General:** other long-form content such as feature films of at least 70 minutes and episodic series; and
 - d. **Short-form Content:** short film or video content that does not exceed 40 minutes³.
- 1.3 Applicant must only indicate ONE of the above categories for which the proposed project (“Project”) is being submitted.
- 1.4 IMDA/SFC does not provide retrospective funding.
- 1.5 IMDA/SFC’s decision is final and no appeal will be entertained.

2. Eligibility Criteria

2.1 For All Long-form Content

- 2.1.1 Application is open to Singapore-registered companies (Singapore Applicant Company) that engage in info-communications and media, and related activities; and must have adopted the [Tripartite Standard on the Procurement of Services from Media Freelancers \(TS Media Freelancers\)](#).

¹ Given the intent of the grant is to nurture a director to direct a full-length film, there can only be one Director per Project.

² SEA region refers to Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippines, Thailand, Timor Leste, Vietnam; and excludes Singapore.

³ The British Film Institute (BFI) defines “feature-length” as 40 minutes or greater, which aligns with the American Film Institute (AFI) and the Academy Awards.

- 2.1.2 The Singapore Applicant Company should have produced media content that has been publicly screened⁴ within the past five (5) years, including at least one long-form project.
- 2.1.3 The Producer of the submitted Project must be from or engaged by⁵ the Singapore Applicant Company.
- 2.1.4 The Producer must have, within the past five (5) years, been credited as “Producer” in feature film or episodic content that has been publicly screened⁶.

2.2 For Long-form Content – New Director Only

- 2.2.1 For a feature film project with a **New Director**, the following additional criteria⁷ also applies:

New Director	
a.	Director must be a Singapore Citizen / Singapore Permanent Resident (SC/PR).
b.	Production of the Director’s previous feature films must not have been supported by IMDA/SFC (e.g. former Production Assistance grant, New Talent Feature Grant, New Feature Film Fund, or Capability Partnership Scheme / Capability Partnership Programme). Projects which had received a grant under the former Development Assistance grant or Short Film Grant are still eligible.
c.	Director must not have been credited as “Director” in more than one feature film released in a commercial theatre that has run for seven (7) days or more, or on an OTT platform.
d.	Director must have directed: <ul style="list-style-type: none"> • at least three (3) short films that were screened at film festivals; OR • one feature film that was screened at film festivals or theatrically; OR • at least one programme / episodic series that was aired by a broadcaster / released on a curated online platform (i.e. not self-published).

Note: Should the Project be approved, and if the Director is not a shareholder of the Singapore Applicant Company, the company will be required to sign a back-to-back agreement with the Director, and submit a copy to IMDA/SFC.

⁴ On platforms such as broadcast, film festivals, theatrical release, curated online platforms etc.

⁵ If the Singapore Producer is not an employee of the Singapore Applicant Company, should the Project be approved, the Singapore Applicant Company will be required to sign a back-to-back agreement with the Singapore Producer, and submit a copy to IMDA/SFC.

⁶ On platforms such as broadcast, film festivals, theatrical release, curated online platforms etc.

⁷ Supporting documents for all the below criteria to be presented in a list (including screen grabs or web links as evidence) as part of the proposal.

2.3 For Long-form Content – Southeast Asia Co-Production Only

2.3.1 For a feature film which is an **SEA Co-Production**, the following additional criteria also applies:

SEA Co-Production	
a.	Singapore Producer: the Project must have an SC/PR Producer from or engaged by ⁸ the Singapore Applicant Company. This Singapore Producer must have, within the past five (5) years, been credited as “Producer” in feature film or episodic content that has been publicly screened ⁹ .
b.	SEA Producer: the Project must have a Producer of SEA (excluding Singapore) nationality ¹⁰ . This SEA Producer must be from or engaged by a company registered in an SEA country (excluding Singapore), and must have, within the past five (5) years, been credited as “Producer” in feature film or episodic content that has been publicly screened ¹¹ .
c.	<p>SEA Director: the Project must have a Director of SEA (excluding Singapore) nationality¹². This Director must have been credited throughout his career as “Director” in:</p> <ul style="list-style-type: none"> • at least three (3) short films that were screened at film festivals; OR • one feature film that was screened at film festivals or theatrically; OR • at least one episodic series that was aired by a broadcaster / released on a curated online platform. <p>The Director must have been credited in at least one (1) of the above projects within the past five (5) years.</p>

Note: Should the Project be approved, the Singapore Applicant Company will be required to sign a back-to-back agreement with the SEA Producer, and submit a copy to IMDA/SFC.

2.4 For Long-form Content – General Only

2.4.1 For Long-form Content Projects other than feature films, the Project must show documentary proof of commitment from commercial partners who contribute financially and / or creatively.

2.5 For Short-form Content Only

2.5.1 Application is open to individuals who are SC/PR, in the capacity of the Producer of the Project.

⁸ If the Singapore Producer is not an employee of the Singapore Applicant Company, should the Project be approved, the Singapore Applicant Company will be required to sign a back-to-back agreement with the Singapore Producer, and submit a copy to IMDA/SFC.

⁹ On platforms such as broadcast, film festivals, theatrical release, curated online platforms etc.

¹⁰ Includes both citizenship and permanent resident.

¹¹ On platforms such as broadcast, film festivals, theatrical release, curated online platforms etc.

¹² Includes both citizenship and permanent resident.

- 2.5.2 The Director must be an SC/PR, and must have:
- Directed at least one short film. The short film must have been screened at selected film festivals and/or showcased or competed at any of the events listed [here](#). This must be reflected in the directing filmography in the director’s profile;
 - Not directed any feature films (runtime of 70 minutes or more).
- 2.5.3 The Producer must be an SC/PR, and must have producing experience in media content (e.g. short or feature films, episodic series etc). Producing filmography is to be reflected in the Producer’s profile.
- 2.5.4 The Director or Producer in the submitted Project must not be involved in any ongoing projects with IMDA funded under the former Short Film Grant or its equivalent.
- 2.5.5 The submitted Project must not be commissioned work or school projects (e.g. final year projects or thesis films).

3. Project KPIs

- 3.1 The Key Performance Indicators (KPIs) for a Project are:
- Number of Singapore media SMEs which worked on the Project
 - Number of media talent* who worked on / participated in the Project (Singapore Citizen / Singapore Permanent Resident)

**List of media talent:*

Above the Line	Below the Line
<ul style="list-style-type: none"> Executive Producer Producer Director Script Consultant / Scriptwriter / Story & Screenplay Key Cast 	<ul style="list-style-type: none"> Head of Department <ul style="list-style-type: none"> Director of Photography / Cinematographer, Art Director, Casting Director, Stunt Director, Head Editor, Visual Effects Supervisor, Post-production Supervisor Production Team <ul style="list-style-type: none"> Assistant Director, Assistant Producer, Production Manager, Line Producer, Script Supervisor / Continuity, Editor, Post-production Producer / Post Producer Designer <ul style="list-style-type: none"> Production Designer, Costume Designer, Wardrobe Stylist, Set Designer, Music Composer, Music, Sound Editor, Audio Engineer, Re-recording Mixer, Animation Artist, Visual Effects Artists, Colour Grader, Colourist Technical Crew

	- Data Wranglers, Digital Imaging Technician, Technical Advisor, Camera Operator, Camera Assistant, Gaffer, Grip, Sound Crew
Note: Other roles equivalent to the above listed roles can also be considered.	

3.2 TPP: Content Development Grant focuses on ensuring opportunities for Singapore Citizens and Singapore PRs to work in quality media roles. In particular, **Long-form Content Projects** should aim to have at least 20% Singapore talent in the list of media roles, and are encouraged to create opportunities for apprentices to be trained in the course of the Project where possible.

4. Funding Quantum

4.1 IMDA/SFC will support* Qualifying Costs that are directly linked to and contribute significantly to the Project. At least 50% of the Grant must be used to support local Qualifying Costs. The categories of Qualifying Costs include:

- Manpower: Full-time employees hired by the Singapore Applicant Company.
- Equipment (Hardware / Software): Cost of leased equipment; all purchase will not be supportable except for the purchase of storage media (e.g. hard disks).
- Professional Services: Professional services provided by third parties which directly contributes to the production of the content; auxiliary services such as local catering and local ground transport will not be supportable.

4.2 The following funding support will apply, according to the categories of content projects:

Long-form Content – New Director	• Up to \$300,000* or 100%*, whichever is lower, of Qualifying Costs
Long-form Content – Southeast Asia Co-Production	• Up to \$300,000* or 50%*, whichever is lower, of Qualifying Costs
Long-form Content – General	• Up to \$600,000* or 50%*, whichever is lower, of Qualifying Costs
Short-form Content	• Up to \$10,000* or 100%*, whichever is lower, of Qualifying Costs

** IMDA/SFC will assess and determine the final grant amount upon successful application and approval of the Project.*

- 4.3 If the Grant is awarded, the Grant Recipient shall inform IMDA prior to any changes in Qualifying Costs.

5. Application Process

- 5.1 There are two stages to the application process:

Stage 1 – Call-for-Proposals (CFP)

- 5.2 Stage 1 is the CFP, which interested parties may respond to by submitting the relevant Response Form and required documents listed in the Form to SFC@imda.gov.sg within the deadline stipulated on [IMDA's website](#) during the relevant CFP period. **Please refer to IMDA's website for the relevant CFP dates for each category of content project. Late submissions and/or submissions without all the required documents will NOT be considered for shortlisting.**
- 5.3 Proposals shall be assessed on the following criteria, if applicable, including but not limited to:
- Track record and financial assessment of applicant and partners (if applicable)
 - Strength, feasibility and readiness of project plan and business proposal
 - Potential for international audiences, including new audiences on digital platforms (if applicable)
- 5.4 **Shortlisting Projects**: An Assessment Panel consisting three to five members will shortlist projects based on the assessment criteria. Project teams will be notified if they are shortlisted.
- 5.5 **Pitching Session**: For **Long-form Content Projects** only, shortlisted project teams will be invited to present their proposals to an Assessment Panel. The Producer and Director should be part of the presentation pitch, whether in person or via online teleconference (e.g. Zoom).
- 5.6 **Selection of Projects**: **Long-form Content Projects** will be selected by the Assessment Panel at the Pitching Session. For **Short-form Content Projects** only, there will be no Pitching Session, and the Assessment Panel will select projects directly based on the assessment criteria.
- 5.7 **Notification of Selection**: Project teams whose proposals are selected by the Assessment Panel will be informed and invited to make a formal application in IMDA's Online Grant Management System (OGMS) for grant funding (Stage 2).

Stage 2 – Online Application

- 5.8 Selected project teams must make a formal funding application submission via the Online Grant Management System (OGMS) after the Notification of Selection, within the following timelines:
- Long-form Content – New Director / Southeast Asia Co-Production:** within 12 months from the Notification of Selection
 - Long-form Content – General:** within 6 months from the Notification of Selection
 - Short-form Content:** within 2 weeks from the Notification of Selection
- 5.9 The prevailing published Guidelines are to be referenced for the official application.
- 5.10 Together with the submission of the funding application via OGMS, required documents listed in the online application checklist must also be submitted:
- OGMS Checklist
 - Related Party Transactions Disclosure Form
 - Internal Cost Disclosure Form
 - Milestone table
- 5.11 Submitted materials will not be returned.
- 5.12 IMDA/SFC reserves the right to request for additional supporting documents to be submitted as part of the application at CFP / Online Application stage, as deemed necessary for assessment of the Project.
- 5.13 If a funding application is approved, a Letter of Offer will be issued via OGMS. The Singapore Applicant Company / Individual Applicant will need to formally accept the Letter of Offer through OGMS before any milestone claim can be made.

6. Disbursement and Milestone Claims

- 6.1 For **Long-form Content Projects**, the Grant will generally be disbursed to the Applicant Company (“Grant Recipient”) in three disbursement milestones¹³:

S/N	Disbursement Milestones	Required Supporting Materials to be submitted	Disbursement Amount
1	Pre-Production	<ul style="list-style-type: none"> - Signed contracts for the Project (e.g. above-the-line crew, cast, locations and/or back-to-back agreements with producer / director etc) - Final Shooting Scripts 	50%
2	Post-production	<ul style="list-style-type: none"> - Preview of Fine Cut 	30%

¹³ Required Supporting Materials and Disbursement Amounts are listed as a guide, and subjected to changes.

3	Upon completion and submission of completed content for archival	<ul style="list-style-type: none"> - Final Report - List of Singapore media SMEs which worked on / participated in the Project - List of media talent who worked on / participated in the Project (Singapore Citizen / Singapore Permanent Resident) - Reference / viewing copy of completed content Project - Acknowledgement letter from the Asian Film Archive / National Archives of Singapore that the completed content Project in the requested formats¹⁴ with no watermarks had been submitted (refer to Para 8.2) - Claim form (statement of final expenditure) 	20%
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6.2 For **Short-form Content Projects**, the Grant will generally be disbursed to the Individual Applicant (“Grant Recipient”) in two disbursement milestones¹⁵:

S/N	Disbursement Milestones	Required Supporting Materials to be submitted	Disbursement Amount
1	Pre-Production	<ul style="list-style-type: none"> - Signed contracts for the Project (Above-the-line crew, cast and/or locations etc) - Final Shooting Scripts 	50%
2	Upon completion and submission of completed content for archival	<ul style="list-style-type: none"> - Final Report - List of Singapore media SMEs which worked on / participated in the Project - List of media talent who worked on / participated in the Project (Singapore Citizen / Singapore Permanent Resident)Reference / viewing copy of completed content Project - Acknowledgement letter from the Asian Film Archive that the completed content Project in the requested formats¹⁶ with no watermarks had been submitted (refer to Para 8.2) - Claim form (statement of final expenditure) 	50%

6.3 Grant Recipients are to submit milestone claims and required deliverables in softcopy via OGMS. Any hardcopy deliverables (e.g. reference/viewing copy of content) are to be physically delivered/mailed to IMDA’s office. IMDA/SFC must be assured that the Grant Recipient has met the drawdown conditions for each claim and be satisfied with the

¹⁴ This includes one portable hard drive containing final archival versions, such as Final Production Masters (with and without subtitles) / Full Mixes of Programme and Trailer, Access Copy (H.264), Film / Photographic Stills (TIFF files in 300dpi), Music Cue Sheets, Finalised Script / Final Transcripts for all episodes; and one portable hard drive containing unencrypted Digital Cinema Package (DCP) for feature films.

¹⁵ Required Supporting Materials and Disbursement Amounts are listed as a guide, and subjected to changes.

¹⁶ This includes one portable hard drive containing final archival versions, such as Final Production Masters (with and without subtitles), Access Copy (H.264), Film / Photographic Stills (TIFF files in 300dpi) and Finalised Script; and one portable hard drive containing unencrypted Digital Cinema Package (DCP) for short films.

respective deliverables submitted by the Grant Recipient, before the grant will be disbursed. The final drawdown can only be made after IMDA/SFC's acceptance of the final deliverables and after the completion of the claims verification process (refer to Para 6.6).

- 6.4 For **Long-form Content Projects** under TPP: Content Development, the Grant Recipient is encouraged to use a separate bank account specifically for the Project. Disbursement of grants will be made via GIRO. The GIRO Direct Credit Authorisation Form must be completed and submitted before the first claim can be made by the Grant Recipient.
- 6.5 In the event that the Grant Recipient fails to complete and deliver the project milestones stated in the Letter of Offer, IMDA/SFC will not provide any further funds, and could also clawback funds previously disbursed for the Project.
- 6.6 The Grant Recipient will be required to submit the following documents to IMDA's auditor for verification at the completion of the Project (some examples but not limited to):
- Claim form with statement of all expenses (in English), signed by a company director named in the Grant Recipient's ACRA Biz Profile or CEO / CFO equivalent for Applicant Companies, or signed by the Applicant Producer for Individual Applicants
 - Additional certified English translation for all receipts and supporting documents not in English
 - Related-party transactions¹⁷ and internal costs¹⁸ must be supported with documentation (e.g. official rate cards, competitive quotes) to prove that the prices charged to the Project are at competitive market rates
 - Manpower (for **Long-form Content Projects** only):
 - Employment contracts
 - Timesheets to substantiate manpower cost
 - Evidence of payment relating to manpower costs (e.g. Official Pay-slip, CPF Forms)
 - Equipment (Hardware / Software), Professional Services:
 - Original suppliers' invoices
 - Detailed service agreements / leased agreements
 - Payment documents / Payment vouchers with corresponding proof of payment (e.g. bank statements, acknowledgement receipt especially for cash transactions)

¹⁷ Broadly, a related party is a close member of the Grant Recipient's family who has control / significant influence over the Grant Recipient, or who is a member of the key management personnel of the Recipient, or who is an entity related to the Recipient (e.g. members of the same group of companies, associate, joint venture etc).

¹⁸ Broadly, an internal cost is a cost incurred by utilising the Grant Recipient's own resources (e.g. staff, equipment, office space etc), which could be charged at a market / package rate if rented out to others.

Grant claims are valid only for expenditures incurred within the Qualifying Period as indicated in the Letter of Offer. All expenditures must be paid prior to the commencement of claims verification.

7. Variations

- 7.1 If any variation to the Letter of Offer is required, such as changes to Qualifying Costs / budgets, timelines and deliverables, a change request must be made to IMDA/SFC ahead of the milestone deadlines. Change requests should only be made under exceptional circumstances, and all requests are subject to IMDA/SFC's approval.

8. Others

- 8.1 Grant Recipients must maintain full and accurate records with respect to the Project. IMDA/SFC must have complete access to such records (including complete and proper books and records of income and expenditure concerning the Project, including all supporting vouchers, invoices and receipts thereof), as well as the right to inspect all project work. The Grant Recipient must promptly furnish all data, reports, contracts, documents and other information, if requested.
- 8.2 In order to ensure that the content is safe-kept and preserved in conditions ideal for archival purposes, the Grant Recipient would be required to deposit the completed content Project and relevant deliverables with the [Asian Film Archive](#) (film projects) or [National Archives of Singapore](#) (other content projects), which are located in Singapore.
- 8.3 If you have any enquiries, please submit your enquiry via email to SFC@imda.gov.sg.