

Development Assistance (Film)

APPLICATION AND SCHEME GUIDELINES

This document provides the Application and Scheme Guidelines.

Infocomm Media Development Authority (IMDA) reserves the right to change the guidelines from time to time. Please ensure you check the website or with the respective IMDA Industry Officer for the latest version.

Note: This document comprises three (3) sections:

Section A provides the general application and scheme guidelines for Development Assistance.

Section B provides the sector specific guidelines including the sector specific eligibility criteria, funding quantum, and expected deliverables. **Please refer to the sub-section (i.e. Sector) relevant to you/your sector.**

Section C provides the contact information.

Section A: Application and Scheme Guidelines for Development Assistance

1. General

- 1.1 The Development Assistance for Film is open to Singapore-registered organisations with at least one Media Singapore Standard Industrial Classification (SSIC) code, or individuals who are Singaporeans or Permanent Residents (PRs).
- 1.2 Applicants would also need to obtain a recommendation from an IMDA-formed panel of assessors comprising industry experts, to be eligible to apply. IMDA will then issue invitations to projects which had been shortlisted by the Panel to make a formal application for D-Assist funding via the Online Grant Management System (OGMS).
- 1.3 IMDA does not provide retrospective funding. The milestone deliverables should not be an item that has already been produced/created/developed prior to the commencement date of the project stated in the Letter of Offer.
- 1.4 IMDA's decision is final and no appeal will be entertained.

2. Funding Quantum

- 2.1 IMDA will assess the proposed development budget, and decide on the supportable budget items, of which IMDA will support up to 70% of these items. IMDA reserves the right to exclude funding any costs deemed as fixed overheads / recurring expenses, unreasonable or unnecessary for the project.
- 2.2 The IMDA funding amount is capped at 20 times the applicant's paid-up capital, for grants of S\$50,000 and above.

3. Application (for Film Projects)

- 3.1 Interested parties should request for a soft copy of the Response Form by emailing SFC@imda.gov.sg during the call-for-proposal period stipulated by IMDA at this [link](#).
- 3.2 Together with the completed Response Form, interested parties must submit the documents, listed in rows 2 to 4 of Table 1. These must be submitted within the deadline stipulated by IMDA. Late submissions and/or submissions without all the required documents detailed in Table 1 will NOT be considered for shortlisting.

Table 1: List of Documents required for Submission

	Document	Details
1	Response Form	This form must be fully completed.
2	Project Proposal	Please refer to paragraph 2.1 of Section B for details.
3	ACRA business profile (Not applicable for D-Assist (short film) applications)	The ACRA business profile's generation date must be dated within 12 months from the date of application (applicable for organisation applicants only) in one .pdf.
4	Disclosure on Related Party Transactions.	If any potential supplier/service provider for the project is a related-party, interested parties are reminded to make the appropriate declaration and disclosure to IMDA when submitting the response form. Do note that any related-party transaction incurred by fund recipients, that had not been declared to and approved by IMDA, would not be funded. Interested parties/ applicants can refer to here for the definition of related-party.

- 3.3 Submitted materials will not be returned.
- 3.4 Interested parties can only submit one application for each call-for-proposal period. Interested parties whose projects had been selected would then be invited to make a formal application for IMDA funding.
- 3.5 Selected interested parties will be issued an invitation to apply formally for funding via the Online Grant Management System (OGMS). The invitation is valid for two weeks, i.e., selected applicants must make a formal application via OGMS within two weeks of the issuance date of the invitation. Any submission after two weeks will not be processed.
- 3.6 The funding decision will be made and conveyed to applicants within eight (8) weeks upon IMDA's receipt of completed application form and all supporting documents. The funding decision will be communicated via OGMS.
- 3.7 If a funding application is approved, a Letter of Offer would be issued by IMDA via OGMS. The applicant should formally accept the offer through OGMS. The Letter of Offer needs to be duly accepted via OGMS, before any milestone claim can be made.

4. Milestone Claims

- 4.1 Fund recipients are to submit milestone claims via OGMS. If the deliverables are in softcopy, applicants are to submit them through OGMS; if the deliverables are in hardcopy and require physical delivery, fund recipients are to provide details of the mode and time of delivery in OGMS. IMDA must be ensured that the fund recipient has met the drawdown conditions for each claim and IMDA must be satisfied with the respective deliverables submitted by the fund recipient, before disbursements of any grants. The final drawdown can only be made after IMDA's acceptance of the final deliverables.
- 4.2 Disbursement of grants would be made via GIRO. The GIRO Direct Credit Authorisation Form must be completed and submitted to IMDA before the first claim can be made by the fund recipient.
- 4.3 In the event that the fund recipient fails to complete and deliver the Project milestones stated in the Letter of Offer, IMDA shall have no obligation to provide any further funds, and monies disbursed by IMDA to the fund recipient for the project shall be immediately recoverable against the fund recipient upon IMDA's demand.

5. Variations

- 5.1 If any variations are required, such as changes in timelines and deliverables, a request must be made to IMDA and IMDA's approval must be obtained, before making the variations.

6. Others

- 6.1 Fund recipients must maintain full and accurate records with respect to the project. IMDA 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 fund recipient must promptly furnish all data, reports, contracts, documents and other information, if requested by IMDA.
- 6.2 The fund recipient shall use its best endeavours to comply with the relevant industry's best practices governing payment to crew members including freelancers, sub-contractors, vendors and all third parties engaged or appointed by the fund recipient, for and in connection with the project.

Section B: Film

1. Development Activities Supported

1.1 IMDA will support development activities leading to deliverables which include those listed below:

1.1.1 For Short Film Production:

Expected Deliverables
<p><i>To be sent to Asian Film Archive (AFA). Copy of receipt from AFA to be sent to IMDA.</i></p> <ul style="list-style-type: none"> • <u>01 x Hard Drive*</u> <ul style="list-style-type: none"> · 01 x Production Master (ProRes 4444 XQ/4444/422 HQ/422) · 01 x Production Master (ProRes 4444 XQ/4444/422 HQ/422) – clean/without subtitles (applicable if the film contains subtitles) · 01 x Access Copy (H.264) • <u>01 x Portable Media Storage (e.g. Thumb Drive or DVD)</u> <ul style="list-style-type: none"> · 01 x Viewable Copy*
<p><i>To be sent to IMDA:</i></p> <ul style="list-style-type: none"> • <u>01 x Portable Media Storage (e.g. Thumb Drive or DVD)</u> <ul style="list-style-type: none"> · 01 x Viewable Copy * • <u>An online link to view the film</u> (may be password-protected)* • Statement of expenses; and • Final report up to two pages including the below details: <ul style="list-style-type: none"> · Plans for the completed short film – screenings, submission to festivals/awards etc. <p><i>*completed film must credit the SFC in closing credits and should not be encrypted or contain watermarks</i></p>

1.1.2 For Script Development: Submission of one (1) new draft of feature script, with progress reports in soft copy

1.2 Applicants must be:

1.2.1 For Short Film Production: Only open to individuals in the capacity of a producer or director. Projects must have both director and producer attached to it, though the applicant can be in either capacity. The director or producer in the submitted projects can only be involved in one project for each call-for-proposal period.

The director must have:

1.2.1.1 directed at least one short film. The short film must have been screened at selected film festivals (refer to published list [here](#)) and/or showcased or competed at any of the events listed; and

1.2.1.2 Have not directed any feature films.

The producer must have:

1.2.1.3 producing experience (can be either shorts or features; to be reflected in CV)

1.2.2 For Script Development: The applicant can apply in the capacity of a producer, or writer or director. Each applicant must have an attached producer in order to apply. Applicants must have track record in film or television production, such as short films, feature films, and television programmes.

1.3 Funded projects must not be commissioned work or school projects.

1.4 The director or producer in the submitted projects must not be involved in any ongoing D-Assist (Film) projects with IMDA.

1.5 IMDA reserves the right to disqualify any application that is deemed to not fulfil any of the above.

1.6 Proposals shall be assessed on the following criteria, including but not limited to:

- Track record of company and team; and
- Strength of the story and concept; and
- Marketability (ability to travel, i.e. festivals, or commercial release/distribution); and
- Benefits to Singapore such as job creation, direct investment, skills/technology up-scaling, intellectual property and/or bearing social and cultural value

- 1.7 Successful applicants are required to complete the project by **the date stipulated within the link [here](#)**.
- 1.8 The producer and director must be committed to the project, and cannot be replaced during the course of the development process.
- 1.9 IMDA would not commit to any production funding for a project that has successfully received Development Assistance. Any funding consideration for Production Assistance will be taken separately under a new Production Assistance application after the project is fully developed.
- 1.10 In addition to Section A paragraph 2.1, funding for deliverables specified in Section B paragraph 1.1.1 (Short Film Production) is capped at up to S\$10,000 per successful application and funding for deliverables specified in Section B paragraph 1.1.2 (Script Development), is capped at up to S\$20,000 per successful application.

2. Application Submission Requirements

- 2.1 Completed proposal should be submitted in no more than two .pdfs as below (for combining documents, go to www.pdfcombine.com; please compress files to reduce file size and the size of each PDF should not be more than 10MB) via OGMS, after receiving an invitation from IMDA.

All items are mandatory and in English, unless otherwise stated.

- **Section 1 – Creative Information (to be in one .pdf)**
 - Cover Page – Title, Genre, Language, Runtime, Technical Details (shooting format, presentation format, etc.), Setting (era/period, location, etc.), Target Age Group
 - Logline, Short Synopsis
 - Director’s Statement/Vision
 - Producer’s Statement/Vision
 - Character Bible (or research/findings for documentaries)
 - Treatment (must be in English)
 - Full script (mandatory for short films, can be in intended language; optional for feature length projects and documentaries)
 - *[Optional for Short Film]* Storyboard, mood board or visual references
- **Section 2 – Business Information (to be in one .pdf)**
 - Applicant or Company Profile (including track record and experience in film or TV production)
 - Profiles of Key Personnel (including track record and experience in film or TV production, nationality), including:
 - *[For Short Film Only]* Applicant’s proof of eligibility – submission of one short film (**via an online link**) which was screened at a qualifying film festival and/or event

(refer to list of qualifying film festivals and events [here](#)). Please note that the applying director must be credited as the director in this film.

- Schedule (see below for definition)
- Itemised Budget (see below for definition)
- *[For Script Development Only]* Letter of confirmation from attached producer (if the “Applicant” is the scriptwriter/director), other supporting documents like assignment agreement, etc.)

- Additional notes for applicants applying to develop a Short Film:
 - SFC recommends the duration of the short film to be at no more than 15 min including closing credits which will meet the submission criteria of most festivals.
 - Schedule refers to the production of the short film, from pre-production through to completion on finished format.
 - Itemised Budget refers to the cost breakdown for the production of the short film, e.g. equipment rental, manpower, talent, professional fees, post and audio services, mastering of completed film (marketing and distribution to be excluded).
 - All content links should be online links (on Vimeo, YouTube, any hosting website). Please provide the password if the video is password-protected.

- Additional notes for applicants applying for Feature Script Development:
 - Schedule refers to the development of the script.
 - Itemised Budget refers to the budget for the development of the script, such as costs for writer’s fees, producer’s fees, professional/consultation fees, optioning fees, research, NOT the production of the actual feature.

Section C: CONTACT INFORMATION

If you have any enquiries on IMDA Grant Schemes,
please submit your enquiry via email to SFC@IMDA.gov.sg, or via the
online feedback form at
www.imda.gov.sg/feedback