

# Media Talent Progression Programme (MTPP) – Content Grants

- **Long-Form Content Grant – New SG Director, Southeast Asia Co-Production, Go-Global**
- **Short-Form Content Grant**

## 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 MTPP Content Grants

## 1. General

### 1.1 **Objective of MTPP Content Grants**

MTPP aims to build a strong pool of globally demanded talent with the capability to produce quality international content. The Content Grants under MTPP support the production of content projects that provide quality roles for local media professionals, in order to build up their portfolio and experience.

### 1.2 The available Content Grants are as follows:

- a. **Long-Form Content Grant – New SG Director:** Feature films of at least 70 minutes or episodic series with a first or second-time Singapore Director<sup>1</sup>, whose previous long-form content projects have not been supported by IMDA;
- b. **Long-Form Content Grant – Southeast Asia (SEA) Co-Production:** Feature films of at least 70 minutes or episodic series which originate from the Southeast Asia (SEA) region<sup>2</sup>, and are in collaboration with a Singapore Co-Producer;
- c. **Long-Form Content Grant – Go-Global:** Other long-form content projects such as feature films of at least 70 minutes and episodic series; and
- d. **Short-Form Content Grant:** Short film or video content that does not exceed 40 minutes<sup>3</sup>.

### 1.3 You may submit your proposed project (“Project”) for only ONE of the above categories.

### 1.4 IMDA does not provide retrospective funding for projects that have begun production/completed projects.

### 1.5 IMDA’s decision for grant awards is final and no appeal will be entertained.

## 2. Eligibility Criteria

### 2.1 For all Long-Form Content Grants

- 2.1.1 To be eligible for grants outlined in 1.2a-c, you must be a Singapore-registered Business Entity (the “Applicant”) 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 \(TS Media Freelancers\)](#).

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

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

<sup>3</sup> 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 Applicant Company should have produced media content that has been publicly screened<sup>4</sup>, including at least one long-form project.

2.1.3 The Producer (or main Co-producer) of the submitted Project must be from or engaged by<sup>5</sup> your company, and must have “Producer” or “Co-Producer” credits in feature film or episodic content that has been publicly screened.

## 2.2 Additional Eligibility Criteria

### For Long-Form Content Grant – New SG Director only

2.2.1 For a long-form content project with a **New SG Director**, the following additional criteria<sup>6</sup> also applies:

<b>New Director</b>	
a.	Director must be a Singapore Citizen/Permanent Resident (SC/PR).
b.	This must be the first or second long-form content project (feature film/episodic series) of the Director.
c.	Production of the Director’s previous long-form content projects must not have been funded by IMDA <sup>7</sup> . Projects which were funded under the former Development Assistance grant and Short Film Grant, or commissioned through Public Service Broadcast funding, do not count.
d.	Director must have “director” credits in the following content which had been publicly screened (not self-published): <ul style="list-style-type: none"> <li>• At least three short films OR</li> <li>• At least three episodes of a broadcast/OTT series OR</li> <li>• One feature film</li> </ul>

### For Long-Form Content Grant – SEA Co-Production only

2.2.2 For a long-form content project which is an **SEA Co-Production**, the following additional criteria also applies:

<b>SEA Co-Production</b>	
a.	<b>Singapore Co-Producer:</b> The Project must have an SC/PR Co-Producer from or engaged by <sup>8</sup> your company. This Singapore Co-Producer must have

<sup>4</sup> On platforms such as broadcast, film festivals, theatrical release, curated online platforms etc.

<sup>5</sup> If the Singapore Producer is not an employee of your company, should the Project be approved, your company will be required to sign a back-to-back agreement with the Singapore Producer, and submit a copy to IMDA.

<sup>6</sup> Supporting documents to be presented in a list (including screen grabs or web links as evidence) as part of the proposal. If the Director is not from your company, should the Project be approved, you will be required to sign a back-to-back agreement with the Director, and submit a copy to IMDA.

<sup>7</sup> This includes former Long-Form Content – New Director grant under Talent Progression Programme, Production Assistance grant for film and broadcast, New Talent Feature Grant, New Feature Film Fund, or Capability Partnership Scheme/Capability Partnership Programme.

<sup>8</sup> If the Singapore Producer is not an employee of your company, should the Project be approved, you will be required to sign a back-to-back agreement with the Singapore Producer, and submit a copy to IMDA.

	“Producer” or “Co-Producer” credits in long-form content (feature film/episodic series) that has been publicly screened (not self-published).
b.	<b>SEA Co-Producer:</b> The Project must have a Co-Producer of SEA nationality <sup>9</sup> (excluding Singapore). This SEA Co-Producer must be from or engaged by <sup>10</sup> a company registered in an SEA country (excluding Singapore), and must have, “Producer” or “Co-Producer” credits in long-form content (feature film/episodic series) that has been publicly screened.
c.	<b>Director:</b> The Project must have a Director of SEA nationality (including Singapore <sup>11</sup> ). This Director must have “director” credits in the following content which has been publicly screened (not self-published): <ul style="list-style-type: none"> <li>• At least three short films OR</li> <li>• At least three episodes of a broadcast/OTT series OR</li> <li>• At least one feature film</li> </ul>

### For Long-Form Content Grant – Go-Global only

2.2.3 For **Go-Global** projects, you must show documentary proof of commitment from partners who contribute financially and/or creatively to the Project.

### 2.3 For Short-Form Content Grant only

2.3.1 To be eligible for the grant outlined in 1.2d, you must be an individual (Director or Producer of the Project), or a Singapore-registered Business Entity (which is the company of either the Director or Producer of the Project).

2.3.2 The Project must have a Director and a Producer attached, who must not be the same individual.

2.3.3 The Director must be an SC/PR, and must have:

- a. Directed at least one short film with a “Director” credit. 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 director’s profile;
- b. Not directed any feature films (runtime of 70 minutes or more).

2.3.4 The Producer must be an SC/PR, and must have “Producer”, “Co-Producer” or equivalent credits in media content (e.g. short or feature films, episodic series etc). This must be reflected in the Producer’s profile.

2.3.5 The submitted Project must not be commissioned work or school projects (e.g. final year projects or thesis films).

<sup>9</sup> Includes both citizenship and permanent resident.

<sup>10</sup> Should the Project be approved, the Applicant will be required to sign a back-to-back agreement with the SEA Producer, and submit a copy to IMDA.

<sup>11</sup> This provision is extended to only the Director of a SEA Co-Production project. The SEA Co-Producer of the project must be of non-Singaporean nationality.

### 3. Project KPIs

3.1 The Key Performance Indicators (KPIs) for a Project are

- a. Number of SG media talents\* who worked on/participated in the Project (Singapore Citizens/Permanent Residents). Please refer to “Funding Quantum” for the minimum number of talents required for each grant.
- b. If the KPIs are not met, a penalty will be imposed with a corresponding reduction in grant amount. This could also lead to grant termination.

*\*List of SG media talents that will be considered:*

Above the Line	Below the Line
<ul style="list-style-type: none"> <li>• Executive Producer</li> <li>• Producer</li> <li>• Director</li> <li>• Script Consultant / Scriptwriter / Story &amp; Screenplay</li> <li>• Key Cast</li> </ul>	<ul style="list-style-type: none"> <li>• Director of Photography / Cinematographer, Art Director, Casting Director, Stunt Director, Head Editor, Visual Effects Supervisor, Post-production Supervisor</li> <li>• Assistant Director, Assistant Producer, Production Manager, Line Producer, Script Supervisor / Continuity, Editor, Post-production Producer / Post Producer</li> <li>• Production Designer, Costume Designer, Wardrobe Stylist, Set Designer, Music Composer, Musician, Sound Editor, Audio Engineer, Re-recording Mixer, Animation Artist, Visual Effects Artists, Colourist</li> <li>• Data Wranglers, Digital Imaging Technician, Technical Advisor, Camera Operator, Camera Assistant, Gaffer, Grip, Sound Crew</li> </ul>
<p>Note: Other roles equivalent to the above listed roles can also be considered, with IMDA’s approval.</p>	

3.2 In addition, IMDA may request for additional information relating to the Project:

- Number of companies and partners that worked on your project
- After completion and release, any nominations or awards, box office, sales info
- Any press releases or marketing/promotional info

### 4. Funding Quantum

4.1 The following funding support will apply:

Type of Grant	Funding Quantum	KPIs
<b>Long-Form Content Grant – New SG Director</b>	<ul style="list-style-type: none"> <li>• Up to \$300,000* per project</li> </ul>	<ul style="list-style-type: none"> <li>• 10 SG media talents working/participating in the project</li> </ul>

<b>Long-Form Content Grant – Southeast Asia Co-Production</b>	<ul style="list-style-type: none"> <li>Up to \$300,000* per project</li> </ul>	<ul style="list-style-type: none"> <li>10 SG media talents working/participating in the project</li> </ul>
<b>Long-Form Content Grant – Go-Global</b>	<ul style="list-style-type: none"> <li>Up to \$600,000* per project</li> </ul>	<ul style="list-style-type: none"> <li>20 SG media talents working/participating in the project</li> </ul>
<b>Short-Form Content Grant</b>	<ul style="list-style-type: none"> <li>Up to \$15,000* per project</li> </ul>	<ul style="list-style-type: none"> <li>2 SG media talents (Director and Producer only) working/participating in the project</li> </ul>

*\* The final grant amount will be determined based on the number of SG media talents engaged in the Project, which will be a KPI.*

## 5. Application Process

5.1 There are two stages to the application process:

### **Stage 1 – Call-for-Proposals (CFP)**

5.2 How to Apply: You must submit the complete proposal (including all required documents) via FormSG through the links [here](#) (Long-Form Content Grant) or [here](#) (Short-Form Content Grant) by the deadline stipulated. **Please refer to IMDA’s website [here](#) for the relevant CFP dates for each category of content grant. Late submissions and/or submissions without all the required documents will NOT be considered for shortlisting.**

5.3 Assessment Criteria: Proposals will 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 of up to five members will shortlist projects based on the assessment criteria. You will be notified if your project is shortlisted.

5.5 Pitching Session: For **Long-Form Content Grant** projects only, you will be invited to present your proposal to an Assessment Panel if you are shortlisted. The Producer and Director, including the SEA Producer where relevant, 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 Grant** projects will be selected by the Assessment Panel at the Pitching Session. For **Short-Form Content Grant** projects only, there will be no Pitching Session, and the Assessment Panel will select projects based on the assessment criteria.

- 5.7 **Notification of Selection:** If your project is selected by the Assessment Panel, you will be informed and invited to make a formal application in IMDA's Online Grant Management System (OGMS) for the relevant grant (Stage 2).

### **Stage 2 – Online Application**

- 5.8 You and your project team must make a formal funding application submission via OGMS after the Notification of Selection, within the following timelines:

- a. **Long-Form Content Grant – New SG Director / SEA Co-Production:** Within 12 months from the Notification of Selection
- b. **Long-Form Content Grant – Go-Global:** Within 6 months from the Notification of Selection
- c. **Short-Form Content Grant:** 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 OGMS Checklist (Long-Form Content Grant [here](#) and Short-Form Content Grant [here](#)) to be submitted include:

- Completed checklist
- Related Party Transactions Disclosure Form
- Internal Cost Disclosure Form
- Milestone table

- 5.11 Submitted materials will not be returned.

- 5.12 IMDA 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 your application is approved, a Letter of Offer will be issued via OGMS. You (company or individual) 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 You will be required to prepare the following documents as part of your claim at each disbursement milestone. Please also submit a completed GIRO Direct Credit Authorisation Form (if not yet submitted prior).

- 6.2 For **Long-Form Content Grant** projects, there are three disbursement milestones, which should be **completed within a 24-month period:**

S/N	Disbursement Milestones	Required Supporting Materials to be submitted	Disbursement Amount
1	Pre-Production	<ul style="list-style-type: none"> <li>- Proof of shoot commencing:               <ul style="list-style-type: none"> <li>• Booking forms for location services, confirmation from talents, etc.</li> <li>• Final Shooting Script</li> <li>• Back-to-back agreement(s) with producer(s) / director</li> </ul> </li> </ul>	50%
2	Post-production	<ul style="list-style-type: none"> <li>- Preview of Fine Cut</li> <li>- Proof of media talents engaged to fulfil KPI:               <ul style="list-style-type: none"> <li>• Signed agreements engaging media talents' services for the Project</li> <li>• Time sheets for employees of Applicant</li> </ul> </li> </ul>	30%
3	Upon completion and submission of completed content for archival	<ul style="list-style-type: none"> <li>- Final Report which includes:               <ul style="list-style-type: none"> <li>• List of media talents who worked on / participated in the Project (Singapore Citizen / Singapore Permanent Resident)</li> <li>• List of Singapore media SMEs which worked on / participated in the Project</li> </ul> </li> <li>- Reference / viewing copy of completed content (thumbdrive/harddisk or downloadable link)</li> <li>- Acknowledgement letter from the Asian Film Archive / National Archives of Singapore that the completed content Project in the requested formats<sup>12</sup> with no watermarks had been submitted (refer to Para 9.2)</li> </ul>	20%

6.3 For **Short-Form Content Grant** projects, there are two disbursement milestones, which should be **completed within a 12-month period**:

S/N	Disbursement Milestones	Required Supporting Materials to be submitted	Disbursement Amount
1	Pre-Production	<ul style="list-style-type: none"> <li>- Proof of shoot commencing:               <ul style="list-style-type: none"> <li>• Booking forms for location services, confirmation from talents, etc.</li> <li>• Final Shooting Script</li> <li>• Back-to-back agreement(s) with producer/director</li> </ul> </li> </ul>	50%

<sup>12</sup> 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.



2	Upon completion and submission of completed content for archival	<ul style="list-style-type: none"> <li>- Final Report which includes               <ul style="list-style-type: none"> <li>• List of media talents who worked on / participated in the Project (Singapore Citizen / Singapore Permanent Resident)</li> <li>• List of Singapore media SMEs which worked on / participated in the Project</li> </ul> </li> <li>- Reference / viewing copy of completed content (thumbdrive/harddisk or downloadable link)</li> <li>- Acknowledgement letter from the Asian Film Archive that the completed content Project in the requested formats<sup>13</sup> with no watermarks had been submitted (refer to Para 9.2)</li> </ul>	50%
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6.4 Please submit the milestone claim 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.

6.5 Disbursement of grants will be made via GIRO<sup>14</sup>. IMDA shall have no obligation to provide any funds should you not meet the KPIs, requirements and deadlines, and reserves the right to also clawback funds previously disbursed for the Project.

## 7. Site Visit / Spot Check

7.1 All Projects supported under the Long-Form and Short-Form Content Grant may be selected for Site Visit / Spot Check. If selected, you will be required to allow IMDA physical/virtual access to your production set, and prove that the media talents KPI stated in the Letter of Offer is fulfilled.

## 8. Change Requests

8.1 If you foresee any change to timelines and deliverables, please make a request to IMDA ahead of the deadlines by emailing the IMDA officer or via OGMS. Change requests should only be made under exceptional circumstances, and all requests are subject to IMDA’s approval.

## 9. Others

<sup>13</sup> 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.

<sup>14</sup> First time applicants are required to create a vendor record and update their bank details on Vendors@GOV, at the URL [here](#). Please note that individual accounts are distinct from company accounts.

- 9.1 You must maintain full and accurate records with respect to the Project. If requested, IMDA must be granted complete access to such records (including agreements with media talents engaged for the Project), as well as the right to inspect all project work.
- 9.2 In order to ensure that the content is safe-kept and preserved in conditions ideal for archival purposes, you 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.
- 9.3 If you have any enquiries, please submit your enquiry via email to [SFC@imda.gov.sg](mailto:SFC@imda.gov.sg).