Media Talent Progression Programme (MTPP): Overseas Development Grant

APPLICATION GUIDELINES

Info-communications Media Development Authority (IMDA) reserves 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: Overseas Development Grant

> **Amidst the continuing COVID-19 pandemic, please take note of the latest travel guidelines and advisories at the following websites before making travel arrangements:**
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> **ICA: https://safetravel.ica.gov.sg/**
> **MFA: https://www.mfa.gov.sg/where-are-you-travelling-to**

1. General

1.1 The Overseas Development Grant supports your participation at international project labs/development platforms and prestigious award/competition platforms. The full list of supported events can be found in Para 2.2.

1.2 IMDA does not provide retrospective funding. Funding cannot be given retrospectively for events that have already taken place.

1.3 Formal approval from IMDA should be obtained before you commence travel. If you choose to travel to participate in the events before receiving IMDA's formal approval, please note you are doing so at your own financial risk, as IMDA's approval is not guaranteed.

1.4 IMDA's decision for grant approval is final and no appeal will be entertained.

2. Eligibility Criteria

2.1 To be eligible, you must be a Singapore Citizen/Permanent Residents (SC/PR), or a Singapore-registered Business Entity that engages 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).

2.2 At the point of application, you must also be:

   a. Selected and invited to a recognised project lab/development platform; or
   b. Nominated for a prestigious award at selected award/competition platforms.

   Please see the list of supported events for the Overseas Development Grant below:

Project Labs	Project Development Platforms	Award/Competition Platforms

(up to 100% support for round-trip Economy airfare, accommodation and participation fees)	(up to 100% support for round-trip Economy airfare and accommodation)	(up to 100% support for round-trip Economy airfare and accommodation)
1. Berlinale Talents (Script Station, Doc Station, etc.) 2. CPH DOX:LAB 3. IDFA DocLab Academy 4. Locarno Filmmakers Academy 5. NAFF (Network of Asian Fantastic Films) Fantastic Film School 6. Rotterdam Lab 7. Sam Spiegel International Film Lab (Jerusalem) 8. Sundance Institute (e.g. Screenwriters Lab) 9. Taipei Golden Horse Film Academy (金马电影学院) 10. TorinoFilmLab (excluding TFL Extended)	1. Asian Project Market (Busan) 2. Berlinale Co-Production Market 3. Berlinale Talents (Talents Project Market) 4. Cannes Cinefondation's L'Atelier 5. CineMart (Rotterdam) 6. Hong Kong Filmart Asia Film Financing Forum (HAF) 7. Taipei Golden Horse Film Project Promotion (金马创投会议)	1. Annecy International Animated Film Festival 2. British Academy of Film and Television Arts (BAFTA) Awards 3. Berlin International Film Festival 4. British Academy of Film and Television Arts (BAFTA) Awards 5. Busan International Film Festival 6. Cannes Film Festival (excluding Short Film Corner) 7. Clermont-Ferrand International Short Film Festival 8. Emmy / International Emmy / International Digital Emmy Awards 9. Golden Bell 10. Golden Globe Awards 11. Hot Docs Canadian International Documentary Festival 12. International Film Festival Rotterdam 13. Locarno Film Festival 14. Sundance Film Festival 15. San Sebastian International Film Festival 16. Taipei Golden Horse Awards (金马奖) 17. The Academy Awards a.k.a. the Oscars 18. Toronto International Film Festival 19. Venice Film Festival

3. Funding Quantum

3.1 The Overseas Development Grant will support 100% of the following Qualifying Cost Items, capped at $50,000 per application:

- Round-trip Economy Airfare
- Accommodation for the purposes of attending the event
- Participation fees (Project Labs only)

3.2 Should your team or company have multiple representatives attending the event for the same project, IMDA reserves the right to consider a limit to the overall support.

4. Application Process

4.1 Please have an initial discussion with an IMDA officer regarding your application. Thereafter, the IMDA officer will provide you an email invitation with a link to formally apply via the Online Grant Management System (OGMS). Please submit all queries using the Online Feedback Form at this link.

4.2 IMDA will only assess projects for the Overseas Development Grant once your required information and documentation are submitted. Together with the completed OGMS Application Form, you must submit the documents listed in Table 1 below:

Table 1: List of Documents required for Submission

	Documents
1	Letter of Invitation from event organiser
2	Project Background (including password-protected weblinks to completed projects, teasers, sizzle reel, etc.)
3	Aims and Objectives of attending event
4	Declaration to represent project
5	Track record of Applicant (CV) and project team

4.3 Submitted materials will not be returned.

4.4 IMDA reserves the right to request for additional supporting documents to be submitted as part of the application, as deemed necessary for assessment of the application.

4.5 You will be informed of your application result via OGMS typically within eight (8) weeks upon IMDA's receipt of completed Application Form and all supporting documents.

4.6 If your application is approved, a Letter of Offer would be issued to you via OGMS. You will need to formally accept the Letter of Offer through OGMS before any milestone claim can be made.

5.   Disbursement and Milestone Claims

5.1   You will be required to prepare the following documents as part of your claim after the end of the event:

- Proof of your participation in the event in the form of:
    - Boarding pass (if applicable); and
    - Written confirmation from the organiser (e.g. by email) confirming your participation, your participation badge or other proof of attendance discussed prior and deemed acceptable by IMDA

- Evidence of actual costs incurred:
    - Round-trip economy airfare receipt (if applicable);
    - Accommodation receipts / invoices (if applicable); and
    - Proof of payment for participation fees (if applicable)

- Post-event Report, including details about:
    - The project that was developed (if applicable);
    - The progress made after attending the event;
    - Key observations and learning points from the event;
    - Meetings held (if applicable);
    - Media coverage and publicity (if applicable); and
    - Awards, accolades, nominations received for project (if applicable)

5.2   Please note that all bookings/reservations must be made in the applicant's name, and all relevant receipts/invoices must be issued to the applicant.

5.3   Please submit the milestone claim and required deliverables in softcopy via OGMS.

5.4   Disbursement of grants will be made via GIRO[1]. IMDA shall have no obligation to provide any funds should you not meet the requirements and deadlines.

6.   Change Requests

6.1   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.

7.   Others

7.1   You 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

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[1] 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.

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 reports, contracts, documents and other information, if requested by IMDA.

7.2   If you have any enquiries, please submit your enquiry via the online feedback form at https://www.imda.gov.sg/feedback.