

Production Assistance (Film)

APPLICATION AND SCHEME GUIDELINES

This document provides the Application and Scheme Guidelines.

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

Note: This document comprises three (3) sections:

Section A provides the application process and scheme guidelines for Production Assistance for the Film sector.

Section B provides the Film sector specific guidelines including eligibility criteria and expected deliverables.

Section C provides the contact information.

Section A: Application and Scheme Guidelines for Production Assistance

1. General

- 1.1 The Production Assistance is open to Singapore-registered companies (excluding sole proprietorships and partnerships) with at least one Media Singapore Standard Industrial Classification (SSIC) code.
- 1.2 MDA does not provide retrospective funding. Funding claims can only be submitted for expenditures incurred from the commencement date of the project, as indicated in the Letter of Offer.
- 1.3 MDA's decision is final and no appeal will be entertained.

2. Funding Quantum

- 2.1 MDA will support up to 40% of the qualifying expenses that are directly linked to the project.
- 2.2 The following items can be considered as qualifying expenses*:
 - Manpower (only basic salary & Employer's CPF contribution) / Talent
 - Professional Fees / Services
 - Hardware / Software
 - Intellectual Property Licensing
 - Equipment Rental
 - Location Rental
 - Master Print / Tapes
 - Legal Fees
 - Art / Set Department
 - Travel & Accommodation Costs
 - Ground Transport
 - Project Financing (e.g. insurance, completion bond, bank charges etc)

** These costs must be directly linked to the project and contribute significantly to Singapore. Applicant's fixed overheads / recurring expenses does not qualify.*

- 2.3 MDA's 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@mda.gov.sg during the Call-For-Proposal (CFP period stipulated by MDA at this [link](#).
- 3.2 Together with the completed Response Form, interested parties must submit the documents, listed in rows 2 to 5 of [Table 1](#) below. These must be submitted within the deadline stipulated by MDA. 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	Letter of Undertaking	This form will be sent together with the response form via email. It must be fully completed.
3	Project Proposal	Please refer to paragraph 3.2 of Section B for details. The project proposal must also include financial statements, please refer to row 4 below for details. Where applicable, disclosure on related party transactions should be provided, please refer to row 5 below for details.
4	Financial Statements	One of the following must be submitted <ul style="list-style-type: none"> • The organisation's Audited Financial Statements for the latest three years; or • Organisations with three or more years of operations but without the necessary audited financial statements should submit their latest past year's audited financial statements; or • Organisations having less than three years of operations, but without audited statements, should submit their latest past year's audited financial statements; or • Organisations with less than one year of operation can refer to its parent organisation's audited financial statements for the most recent three years.
5	Disclosure on Related-Party Transactions.	If any potential supplier/service provider for the project is a related-party, interested parties/applicants are reminded to make the appropriate declaration and disclosure to MDA 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 MDA, would not be funded. Interested parties/ applicants can refer to this link for the definition of related-party.
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- 3.3 Submitted materials will not be returned.
- 3.4 Interested parties may be invited to present their proposals to an Assessment Panel, should their proposals be shortlisted. Interested parties whose projects had been selected by the panel, would then be invited to make a formal application for MDA funding. The list of selected interested parties would be announced by the following quarter.
- 3.5 Selected interested parties will be issued a Letter of Intent, together with an invitation to apply formally for funding via MDA’s Online Grant Management System (OGMS). The Letter of Intent and the invitation to apply are valid for six months, i.e., selected applicants must make a formal application via MDA’s OGMS within six months of the issuance date of the Letter of Intent.
- 3.6 Together with the submission of the funding application via OGMS, updated versions of the documents listed in rows 2 to 5 of Table 1 must also be submitted.
- 3.7 If a funding application is approved, a Letter of Offer would be issued by MDA 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, fund recipients 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. MDA must be ensured that the fund recipient has met the drawdown conditions for each claim be satisfied with the respective deliverables submitted by the fund recipient, before any disbursement of grants. The final drawdown can only be made after MDA’s acceptance of the final deliverables, which includes the final audit report.
- 4.2 For each project under Production Assistance, the fund recipient shall open a separate bank account set up specifically for the project. MDA funding for the project under Production Assistance should only be used for the Production Assistance project. Disbursement of grants would be made via GIRO. The GIRO Direct Credit Authorisation Form must be completed and submitted to MDA 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, MDA shall have no obligation to provide any further funds, and monies provided/dispensed by MDA to the fund recipient for the project shall be immediately recoverable against the fund recipient upon MDA's demand.
- 4.4 The fund recipient would be required to submit documents to the Auditors for Final Project Audit. Below are examples of documents that auditors may require (but not restricted to):
- Employment contracts/ Evidence of payment relating to manpower costs (e.g. Pay-slip)
 - Original supplier's invoice
 - Payment documents / Payment vouchers
 - Bank statements
 - Timesheet to substantiate manpower cost
 - Related-party transactions must be supported with documentation to prove that the prices charged to the project are at competitive market rates.

5. Variations

- 5.1 If any variation is required, such as changes in timelines and deliverables, a request must be made to MDA and MDA'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. MDA 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 MDA.
- 6.2 The fund recipient is encouraged 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.
- 6.3 The fund recipient is reminded to submit to MDA all information, reports and documents required by MDA as detailed in the Letter of Undertaking.

Section B: Film

1. Eligibility Criteria

- 1.1 Production Assistance is applicable for the production of feature-length films (typically 70mins or more).
- 1.2 Applicants must have a track record in film or television production, such as short films, feature films, and television programmes.
- 1.3 Apart from the amount of up to 40% of qualifying expenses requested from MDA, applicants must produce letters of interest/commitment from co-investors and partners for the rest of the financing at the point of application.

2. Production Activities Supported

- 2.1 MDA will support production activities leading to deliverables which include those listed below:
 - Completed film in final delivery/screening format (35mm or DCP, and HD Cam) including:
 - Copy of film stills, theatrical posters, key art in JPEG/TIF format 300dpi
 - DVD screeners (4 copies)
 - Full credit list (indicating Singaporeans/PRs)
- 2.2 Production Assistance focuses on getting maximum credited talent engagement for Singaporeans/PRs, and list of credited roles expected of Singaporeans/PRs includes:

Sector	Credits
Film	<ul style="list-style-type: none"> • Executive Producer • Director • Key cast • Script Supervisor / Scriptwriter / Writer-Researcher • Continuity Supervisor • Producer / Line-producer / Production manager / Assistant Producer • Casting Director / Assistant Director • Cinematographer / 3D Stereographer / Data Wranglers • Art Director / Set Designer / Costume Designer • Camera Operator / Camera Assistant • Gaffer / Grip / Sound Crew • Post-Production Supervisor / Editor / Colour Gradist

	<ul style="list-style-type: none"> • VFX Supervisor / VFX Artistes • Sound Designer / Music Composer / Audio Engineer • New Media Creative Director / New Media Creative Executive • Web Designer / Social Media Manager
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3. Other Requirements

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

- Creative Merits
- Execution ability of the Company and Project Team
- Financing and Feasibility
- Benefits to the Singapore

3.2 Completed proposal should be submitted in no more than five (or six, if there are Related-Party Transactions (RPTs) to be declared and disclosed) .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):

Proposals must be in FIVE or SIX files in .pdf as indicated below. All items are mandatory and in English unless otherwise stated.

- ACRA business profile dated within 12 months from the date of application submission (to be in one .pdf)
- Latest audited annual report / financial statements, and for the past three (3) years (to be in one .pdf)
- Completed Letter of Undertaking (template is attached in the email invitation to submit response form, or in the email invitation to submit the funding application, or may be downloaded from the application form via OGMS) (to be in one.pdf)
- Completed Related-Party Transactions (RPTs) Disclosure Form (to be in one .pdf) (applicable to funding applications with related-party transactions).
- Section 1 – Creative Information (to be in one .pdf)

[Documents submitted for this section should contain NO reference to the applicant, the applicant's company or the project team. Please remove any names, initials or company logo/watermark.]

- Cover Page – Title, Genre, Language, Runtime, Technical Details (shooting format, presentation format, etc), Setting (era/period, location, etc), Target Age Group

- Logline, Short Synopsis
 - Statement/Vision
 - Character Bible (or research/findings for documentaries)
 - Treatment (must be in English)
 - Full script (can be in intended language; optional for documentaries)
 - Optional: mock-ups, visual guides, URL to trailers/teasers
- Section 2 – Business Information* (to be in one .pdf)
- [Applicants are reminded that it is mandatory to submit all documents required under this section during grant application. After the initial application, applicants may be required by MDA to submit the most updated documents under this section.]*
- 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)
 - List of Crew and Cast (proposed/confirmed, listing Singaporeans/PRs/Employment Pass holders)
 - Shooting Location and Description (include other technical details if any)
 - Schedule (covering pre-production through to delivery)
 - Itemised Budget (covering above-the-line, pre-production, production and post-production costs; indicating work split by location, separate column for costs pertaining to Qualifying Expense; to exclude management or overhead fee to applicant company, and to exclude development, marketing and distribution costs)
 - Financing Structure (listing sources of funding including amount requested from MDA, illustrating quantum and percentage)
 - Cashflow Projection (stating schedule of cash investment, source of income, etc.)
 - Bank Statements or Loans (indicating company's cash on hand)
 - Letters of Commitment/Interest from all Investors and Partners
 - Marketing and Distribution Plan/Strategies (including target audience, scale of release)
 - If available, these documents should be supplied: Sales Projection (domestic and international); Interest from Broadcasters, Distributors; Assignment Agreements; Co-production/Distribution/Sales Agreements etc.

Section C: Contact Information

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