

# New Talent Feature Grant

## 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 has two (2) sections

**Section A** provides the general application and scheme guidelines for New Talent Feature Grant. **Section B** of the document provides the contact information.

# Section A: Application and Scheme Guidelines for New Talent Feature Grant

## 1. Eligibility Criteria

- 1.1 The New Talent Feature Grant (NTFG) is intended to support feature films by first and second-time directors. Only filmmakers whose feature films have not been previously supported by the Singapore Film Commission (SFC) or by MDA are eligible.
- 1.2 The Grant is applicable for the production of feature-length films for different platforms, including cinemas, festivals, or broadcast. These films, of no less than 70 minutes, can be films with artistic/cultural value, documentaries, festival-oriented works, and films in non-English languages.
- 1.3 The Organisation (the applicant) applying for the Grant must be Singapore-registered, with Media as at least one of its Singapore Standard Industry Classification (SSIC) codes.
- 1.4 The Director of the project must be a Singaporean or Singapore PR. The Director must be committed to the project and shall not be replaced during the entire course of the production. If the Director is not a shareholder of the applicant, the applicant and the Director will be required to sign a back-to-back agreement and submit a copy to SFC/MDA, should the project be approved.
- 1.5 The Director of the project must not be credited as “Director” in more than one feature film released in a commercial theatre that has run for seven (7) days or more. The Director is required to have directed at least three (3) short films or one feature film (independent etc) that was screened at film festivals or at least one television programme/series that was aired by a broadcaster. This must be presented in a list (including screen grabs or web links as evidence) as part of the proposal.
- 1.6 A Director can only be awarded the NTFG once. If the Director had received funding under the previous New Feature Film Fund, the entity will not be eligible to apply for NTFG.
- 1.7 If the project had received or is receiving funding from MDA for its production, the entity will not be eligible to apply for NTFG. However, if the applicant had received a grant under the Development Assistance Scheme and Marketing Assistance Scheme for the same project, they are still eligible to apply.

- 1.8 SFC/MDA does not provide retrospective funding. Funding claims can only be submitted for expenditures incurred from the effective start date of the project, as indicated in the Letter of Offer.
- 1.9 SFC/MDA’s decision is final. No appeal will be entertained.

## 2. Funding Quantum

- 2.1 SFC/MDA will fund up to S\$250,000 or 100% of the qualifying cost items in the production budget, whichever is lower. The actual grant amount will depend on the project’s scope, target audience, targeted distribution plan, technical and creative requirements. At least 40% of the grant must go towards Qualifying Expenses. Applicant’s fixed overheads / recurring expenses will not be considered as qualifying expenses.
- 2.2 Qualifying Expenses are qualifying costs items that are directly linked to the project and contribute significantly to Singapore. The qualifying cost items include:
  - Manpower / Talents
  - 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)

## 3. Application

- 3.1 Interested parties should request for a soft copy of the Response Form by emailing [sfc@mda.gov.sg](mailto: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 4 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 7.2 for details. The project proposal must also include disclosure on related-party transactions, where applicable (please refer to row 4 below for details).
4	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 <a href="#">link</a> for the definition of related-party.

- 3.3 Submitted materials will not be returned.
- 3.4 Interested parties may be invited to present their proposal 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 twelve (12) months, i.e., selected interested parties must make a formal application via MDA's OGMS within twelve (12) 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 4 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.
- 3.8 Selected projects are required to commence production within six (6) months of accepting SFC/MDA's Letter of Offer.

## 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 and MDA must be satisfied with the respective deliverables submitted by the fund recipient, before any disbursement of grant. 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 NTFG, the fund recipient shall open a separate bank account set up specifically for the project. MDA funding for the project under NTFG should only be used for the NTFG 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/disbursed 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 documents to prove that the prices charged to the project were 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. Production Activities Supported

6.1 SFC/MDA will support the production of a feature-length content of no less than 70 minutes delivered in 35mm or DCP, and HDCam. For the final submission, fund recipients are required to produce:

- Completed film in 35mm/DCP, and HDCam
- DVD screeners (4 copies)
- Copy of film stills, theatrical posters, key art in JPEG/TIF format 300dpi
- Full credit list (indicating Singaporeans/PRs)

6.2 The New Talent Feature Grant focuses on getting maximum credited talent engagement for Singaporeans and Singapore PR, and the list of credited roles expected includes:

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

## 7. Other Requirements

7.1 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

7.2 Proposals must be in no more than FIVE (5), (or six (6), if there are Related-Party Transactions (RPTs) to be declared and disclosed) files in .pdf as indicated below. All items are mandatory unless otherwise stated. (For combining .pdf files, go to [www.pdfcombine.com](http://www.pdfcombine.com)):

- Latest ACRA business profile (to be in one .pdf)
- Latest audited annual report / financial statements, and for the past three (3) years (to be in one .pdf), if available
- 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)
  - 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 (in English)
  - Full script (can be in intended language; optional for documentaries)
  - Optional: mock-ups, visual guides, URL to trailers/teasers/showreel
- Section 2 – Business Information (to be in one .pdf)
  - 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 Expenses; to exclude management or overhead fees 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)
  - Marketing and Distribution Plan/Strategies (including target audience, scale of release)
  - Sales Projection (domestic and international)
  - Optional: other supporting documents (e.g. interest from investors, partners, broadcasters, distributors, assignment agreements, co-production/distribution/sales agreements, bank loans etc)
- 7.3 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.
- 7.4 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.
- 7.5 SFC/MDA will be tracking the number of credited roles given to Singaporeans or Singapore Permanent Residents, as well the total amount of Qualifying Expenses. The completed film must be shown to the widest possible audience, with a minimum audience number to be advised in consultation with the SFC/MDA; commercial release in theatres and on broadcast platforms is strongly encouraged.
- 7.6 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: CONTACT INFORMATION

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