

Production Assistance

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 general application and scheme guidelines for Production Assistance.

Section B provides the sector specific guidelines including the sector specific eligibility criteria 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 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 The MDA funding amount is capped at 20 times the applicant's paid-up capital, for grants of S\$50,000 and above.

3 Application

3.1 The funding application must be made by completing and submitting the official MDA Application Form “Application Form for Production Assistance” via the Online Grant Management System (OGMS).

3.1 Applicants must submit one of the following:

- 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.

3.3 The funding decision will be made and conveyed to applicants within eight (8) weeks upon MDA’s receipt of completed application form and all supporting documents. MDA will strive towards informing the applicant of decision earlier, where possible.

3.4 If a funding application is approved, a Letter of Offer would be issued by MDA, and the applicant should formally accept the offer by completing and signing the Letter of Acceptance and submitting it to MDA.

3.5 The Letter of Offer/Acceptance needs to be duly signed and executed before the milestone claim can be made.

4 Milestone Claims

4.1 Applicants 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, applicants 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 disbursement of any 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/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

5. Variations

- 5.1 If any variations are 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 shall apply to engage at least two (2) persons (the "Trainees") who are not current employees of the fund recipient prior to such engagement to

participate in the project as credited talent. The fund recipient shall include a detailed job description and training plan for the Trainees in the Application and have in place systems of supervision and review to ensure that the Trainees gain maximum benefits from the attachment and training opportunities provided by the fund recipient. The cost of engagement of the Trainees shall be part of the Budget and engagement of the Trainees must commence prior to the completion of the Project in accordance with the job description and training plan that the fund recipient had submitted with the Application. The fund recipient shall also submit an evaluation report of the Trainees, pay-slips and proof of the Trainees' participation in the Project upon completion of the Project.

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 • VFX Supervisor / VFX Artistes

	<ul style="list-style-type: none"> • 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:

- Track record of company and team
- Strength of the story and concept
- Potential for Singaporeans/PRs to be involved
- Marketability (ability to travel, i.e. festivals, or commercial release/distribution)
- Level of financial commitment to-date
- Feasibility of budget and scale
- Benefits to the Singapore film industry such as job creation, direct investment, skills/technology up-scaling, intellectual property and/or have social and cultural value

3.2 Completed proposal should be submitted in no more than five .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 Online Grant Management System (OGMS), after receiving an invitation from MDA. Interested applicants may go through the online feedback form at www.mda.gov.sg/schemes or an industry officer to request for the invite. Upon verification on eligibility (refer to Section B.1), an invitation would be issued for the application on OGMS.

Proposals must be in FOUR 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)
- 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 Singapore Spend; 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 the online feedback form at
www.mda.gov.sg/schemes**