

# **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:

**Long-Form Content Grant** (for feature films of at least 70 minutes or episodic series<sup>1</sup>) –

- a. **New SG Director:** With a first or second-time Singapore Director<sup>2</sup>, whose previous long-form content projects have not been supported by IMDA;
- b. **Southeast Asia (SEA) Co-Production:** Originate from the Southeast Asia (SEA) region<sup>3</sup>, and are in collaboration with a Singapore Co-Producer;
- c. **Go-Global:** Large-scale international content with ambition and plans for wide global reach; and

**Short-Form Content Grant** –

- d. **Short-Form Content Grant:** Short film or video content that does not exceed 40 minutes<sup>4</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 or projects that have been completed at the point of formal funding application.

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

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<sup>1</sup> Please note that while the Long-Form Content Grant is applicable to episodic content, currently IMDA is not calling for proposals for episodic content (i.e. the current CFP applies only to feature films). Episodic content refers to content series with episodic duration of 30 to 60 minutes, meant to be aired with major TV broadcasters and/or OTT streaming platforms.

<sup>2</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>3</sup> SEA region refers to Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippines, Thailand, Timor Leste, Vietnam, including Singapore.

<sup>4</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. 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 \(TS Media Freelancers\)](#).
- 2.1.2 The Applicant company should have produced media content that has been publicly screened<sup>5</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>6</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>7</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>8</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> |

<sup>5</sup> On platforms such as broadcast, film festivals, theatrical release, curated online platforms etc.

<sup>6</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>7</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>8</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.

### 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>9</sup> your company. This Singapore Co-Producer must have “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>10</sup> (excluding Singapore). This SEA Co-Producer must be from or engaged by <sup>11</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>12</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> |

2.2.3 You must also show some documentary proof of commitment from partners who contribute financially to the Project, with ambition and plans for minimally regional reach.

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

2.2.4 For Go-Global projects, you must demonstrate that the project is of large-scale, on par with international standards, and is able to stand on the global stage. You must also show documentary proof of commitment from partners who contribute financially to the Project, with ambition and plans for wide global reach.

## 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.

<sup>9</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.

<sup>10</sup> Includes both citizenship and permanent resident.

<sup>11</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>12</sup> This provision is extended only to the Director of a SEA Co-Production project. The SEA Co-Producer of the project must be of non-Singaporean nationality.

- 2.3.3 The Director must be an SC/PR, and must have:
- 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;
  - Not directed any feature film (runtime of 70 minutes or more); this does not apply to episodics/series.
- 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).

### 3. Project KPIs

- 3.1 The Key Performance Indicators (KPIs) for a Project are
- Number of SG media talents\* who worked on/participated in the Project (SC/PR). Please refer to “4. Funding Quantum” for the minimum number of talents required for each grant.
  - 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>• Director of Photography / Cinematographer</li> <li>• Script Consultant / Scriptwriter / Story &amp; Screenplay</li> <li>• Key Cast</li> </ul> | <ul style="list-style-type: none"> <li>• Art Director, Casting Director, Stunt Director, Head Editor, Visual Effects Supervisor, Post-production Supervisor</li> <li>• Assistant Director, Assistant / Associate Producer, Production Manager / Co-ordinator, Line Producer, Script Supervisor / Continuity, Editor, Post-production Producer / Post Producer, Intimacy Co-ordinator</li> <li>• Production Designer, Costume Designer, Wardrobe Stylist, Special Effects Make-up Artist, 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, Best Boy, Grip, Sound Crew, DMX Lighting Technician, Studio Technician</li> <li>• Virtual Production (VP) related roles such as VP Supervisor, Technical Director, VP Engineer, LED Engineer, System Engineer, VP Technical Assistant, Real-time 3D Engine Operator, Real-time 3D Artists</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 further 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 listed at [Annex B1](#) for Long-Form Content Grant; [Annex B2](#) for Short-Form Content Grant) via FormSG by the deadline stipulated. **Please refer to IMDA’s website [here](#) for the relevant CFP dates and FormSG submission links for each category of content grant. Late submissions and/or submissions without all the required documents will NOT be considered for further consideration.**
- 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, partners and project team, including execution ability;
  - Creative merits / strength of story and concept;

- Strength, feasibility and readiness of project plan and business proposal, including confirmed financing by investors / partners on board the project (preferred) and commercial viability;
- Market and Distribution potential of Project (especially for **Long-Form Content Grant – Go-Global & SEA Co-Production**):
  - Preliminary interest from exhibitors, distributors or sales agents, streaming platforms, broadcasters, and/or investors (confirmed commitment will be preferred);
  - Merits of distribution plan, including list of countries outside of Singapore that the project will be distributed in (a more extensive distribution will be preferred);
  - Sales Projections / Recoupment Plan (projects with high potential for profitability, with clear recoupment structure demonstrating the projects' commercial viability will be preferred);
- Participation of Singapore talents working in key above-the-line roles (refer to para 3.1) will be considered more favourably.

5.4 **Shortlisting Projects:** An Assessment Panel 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 Grant Management System (GMS) or through email submission 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 GMS or email 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 GMS or email, required documents listed in the Online Application Checklist ([Annex C1](#) for Long-Form Content Grant; [Annex C2](#) for Short-Form Content Grant) must also be submitted.
- 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 (Stage 1) / Online Application (Stage 2), as deemed necessary for assessment of the Project.
- 5.13 If your application is approved, a Letter of Offer will be issued via GMS or email. You (company or individual) will need to formally accept the Letter of Offer through GMS or via email before any milestone claim can be made.

## 6. Disbursement and Milestone Claims

- 6.1 You will be required to prepare supporting documents to be submitted at each disbursement milestone.
- 6.2 For **Long-Form Content Grant** projects, there are three disbursement milestones ([Annex A1](#)), which should be **completed within a 24-month period**.
- 6.3 For **Short-Form Content Grant** projects, there are two disbursement milestones ([Annex A2](#)), which should be **completed within a 12-month period**:
- 6.4 Please submit the milestone claim and required deliverables in softcopy via GMS or email. 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 PayNow<sup>13</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.

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<sup>13</sup> For Companies: IMDA will pay grant disbursements to the PayNow Corporate bank account as nominated in the claim form. For Individuals: IMDA will pay grant disbursements to the PayNow bank account linked to the individual's National Registration Identity Card (NRIC) issued in Singapore.



## 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 and/or via GMS. Change requests should only be made under exceptional circumstances, and all requests are subject to IMDA's approval.

## 9. Others

- 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@mda.gov.sg](mailto:SFC@mda.gov.sg).

### Long-Form Content Grant – Disbursement milestones

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 (SC/PR)</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 / hddisk 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>14</sup> with no watermarks had been submitted (refer to Para 9.2)</li> </ul> | 20%                 |

<sup>14</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.

**Short-Form Content Grant – Disbursement milestones**

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%                 |
| 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 (SC/PR)</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>15</sup> with no watermarks had been submitted (refer to Para 9.2)</li> </ul> | 50%                 |

<sup>15</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.

**Long-Form Content Grant  
Documents required to be submitted for CFP (Stage 1)**

| Applicant Company Information  | Business Information   | Creative Information  |
|--|--|---|
| <ul style="list-style-type: none"> <li>• ACRA Business Profile</li> <li>• Supporting document for adopter of the Tripartite Standard (TS Media Freelancers)</li> </ul> | <ul style="list-style-type: none"> <li>• Profile and Track Record of Applicant Company (to include supporting document<sup>16</sup> for Track Record)</li> <li>• Profile, Track Record and Nationality of Key Personnel (to include supporting document<sup>17</sup> for Track Record; for SEA Co-Production – to include declaration and supporting eligibility documents)</li> <li>• List of Proposed or Confirmed Cast and Crew with Nationality</li> <li>• List of Proposed or Confirmed Singapore media SMEs</li> <li>• Country/Countries of Shoot</li> <li>• Production Schedule covering pre-production through to final delivery</li> <li>• Project Budget with topline breakdown to cost categories (e.g. Main Talents, Post-Production, etc.) indicating local and foreign costs</li> <li>• IP Rights and Financing Structure, listing sources of funding, quantum and percentage (to include proof of confirmed financing<sup>18</sup>)</li> <li>• Marketing and Distribution Plan, including interest/commitment from exhibitors / distributors / sales agents</li> <li>• Sales Projection and Justification (with historical data of past projects / examples of similar projects) for Domestic and International Territories (optional for New SG Director)</li> </ul> | <ul style="list-style-type: none"> <li>• Project Cover Page: Title, Genre, Language, Runtime, Shooting format, Setting, Target Audience/Age group</li> <li>• Logline and short synopsis</li> <li>• Director’s and Producer(s)’ Statement and Vision</li> <li>• Character Bible for feature films / series, or Research for documentaries</li> <li>• Treatment in English (also applies to documentaries)</li> <li>• Full script in intended language and/or English translation</li> <li>• Optional: Visual guides, mock-ups, mood boards, URL to trailers / teasers</li> </ul> |

<sup>16</sup> Proof of track record such as screenshot of credits, media articles, letter from broadcaster, etc.

<sup>17</sup> Proof of track record for relevant key roles (e.g. producer, SEA producer, director, SEA producer) such as screenshot of credits, media articles, letter from broadcaster/online platform, invitation / notification of festival selection, etc.

<sup>18</sup> Examples of proof of financing includes latest bank statements showing funds in production account, long-form agreement or deal memos from financiers. Do note that “Letter of Intent” is acceptable as proof of interest, but not as proof of confirmed financing.

**Short-Form Content Grant  
Documents required to be submitted for CFP (Stage 1)**

| Applicant Company Information  | Business Information  | Creative Information   |
|--|---|--|
| <ul style="list-style-type: none"> <li>ACRA Business Profile</li> <li>Supporting document for adopter of the Tripartite Standard (TS Media Freelancers) (only for Applicant Company, not required for individual)</li> </ul> | <ul style="list-style-type: none"> <li>Profile and Track Record of Applicant Company, if applicable (to include supporting document<sup>19</sup> for Track Record)</li> <li>Profile, Track Record and Nationality of Key Personnel (to include supporting document<sup>20</sup> for Track Record)</li> <li>List of Proposed or Confirmed Cast and Crew with Nationality</li> <li>List of Proposed or Confirmed Singapore media SMEs</li> <li>Country/Countries of Shoot</li> <li>Production Schedule covering pre-production through to final delivery</li> <li>Project Budget with topline breakdown to cost categories (e.g. Main Talents, Post-Production, etc.) indicating local and foreign costs</li> <li>IP Rights (if any) and Financing Structure, listing sources of funding, quantum and percentage (to include proof of financing<sup>21</sup>)</li> <li>Marketing and Distribution Plan</li> </ul> | <ul style="list-style-type: none"> <li>Project Cover Page: Title, Genre, Language, Runtime, Shooting format, Setting, Target Audience/Age group</li> <li>Logline and short synopsis</li> <li>Director’s and Producer(s) Statement and Vision</li> <li>Character Bible for shorts, or Research for documentaries</li> <li>Treatment in English (also applies to documentaries)</li> <li>Full script in intended language and/or English translation</li> <li>Optional: Visual guides, mock-ups, mood boards, URL to trailers / teasers</li> </ul> |

<sup>19</sup> Proof of track record such as screenshot of credits, media articles, letter from broadcaster, etc.

<sup>20</sup> Proof of track record for producer and director, such as screenshot of credits, media articles, letter from broadcaster/online platform, invitation / notification of festival selection, etc.

<sup>21</sup> Examples of proof of financing includes latest bank statements showing funds in production account, long-form agreement or deal memos from financiers. Do note that “Letter of Intent” is acceptable as proof of interest, but not as proof of confirmed financing.

**Long-Form Content Grant  
Online Application (GMS / Email Submission) Checklist (Stage 2)**

*Submission of funding applications is via the Grant Management System (GMS) or email, with the items listed below. All items are mandatory and must be in English, unless otherwise stated. Please compress files to reduce file size to no more than 25 MB.*

| <b>Applicant Company / Project Information</b> |  | <b>Check (☐)</b> |
|--|--|------------------|
| 1  | Latest ACRA Business Profile (dated within 6 months from the date of application)  | ☐                |
| 2  | <p>Audited financial statements that are not more than 2 years from the current financial year end of the company.</p> <p>Audit-exempt small companies<sup>22</sup> may provide unaudited accounts that are not more than 2 years from the current financial year end of the company, accompanied by a signed/endorsed Company Director(s)' declaration form.</p> <p>Sole proprietorships may provide a Profit &amp; Loss Statement and Balance Sheet that are not more than 2 years from the current financial year end of the business, accompanied by a signed / endorsed Partner(s)' / Owner(s)' declaration form.</p> | ☐                |
| 3  | Supporting document for adopting of Tripartite Standard on Procurement of Services from Media Freelancers (i.e. <u>Screenshot of adopters listing with Applicant Company's name, or the email notification from TAFEP</u> )  | ☐                |
| 4  | <p>Related-Party Transactions (RPTs) Disclosure Form<br/><i>(*mandatory only for Projects with RPTs)</i></p> <p>If any potential supplier/service provider for the Project is a related-party, the Applicant Company is required to make the appropriate declaration and disclosure to IMDA. Do note that any related-party transaction<sup>23</sup> incurred for the Project that had not been declared to and approved by IMDA, would not be funded.</p>   | ☐                |
| 5  | <p>Internal Cost Disclosure Form<br/><i>(*mandatory only for Projects with Internal Costs associated with Applicant Company)</i></p> <p>If any potential supplier/service provider for the Project is an internal cost, the Applicant Company is required to make the appropriate declaration and disclosure to IMDA. Do note that any internal cost<sup>24</sup> incurred for the Project that had not been declared to and approved by IMDA, would not be funded.</p>  | ☐                |

<sup>22</sup> Singapore Companies (Amendment) Act 2014 defines audit exempt small companies as private companies meeting at least 2 of 3 following criteria for immediate past two consecutive financial years: (i) Total annual revenue ≤ S\$10m; (ii) Total assets ≤ S\$10m; (iii) No. of employees ≤ 50.

<sup>23</sup> For the definition of Related Party, please refer to the Related Party Transactions Disclosure Form.

<sup>24</sup> Broadly, an internal cost is a cost incurred by utilising the Grant Recipient's own resources (e.g. staff, equipment, office space, etc), which could be charged at a market / package rate if rented out to others.

|   |  |                          |
|---|--|--------------------------|
| 6   | <p>Planned Project Start Date &amp; End Date</p> <p>Start Date: Please note that the Project start date cannot be before date of application. As a guide, please put Project start date as one week after date of application (e.g. If date of application is 1 June, Project start date to key as 8 June).</p> <p>End Date: Project end date is the date of last milestone per item 8.6a.</p>   | <input type="checkbox"/> |
| <p><b>Section A: Creative Information (Items 7.1 – 7.7)</b></p> <p><i>Please submit Section A as <b>one PDF</b>.</i></p>  |  |                          |
| 7.1   | Project Cover Page, stating: Title, Genre, Language, Runtime, Shooting format, Setting, Target age group   | <input type="checkbox"/> |
| 7.2   | Logline and Short Synopsis   | <input type="checkbox"/> |
| 7.3   | Director’s and Producers’ Statement and Vision   | <input type="checkbox"/> |
| 7.4   | Character Bible for feature films, or Research for documentaries   | <input type="checkbox"/> |
| 7.5   | Treatment in English (also applies to documentaries)   | <input type="checkbox"/> |
| 7.6   | Full Script in intended language and English (if the script is not in English, a translated version of the full script in English is required)   | <input type="checkbox"/> |
| 7.7   | Optional: Visual guides, mock-ups, mood boards, URL to trailers / teasers  | <input type="checkbox"/> |
| <p><b>Section B: Business Information (Items 8.1 – 8.10)</b></p> <p><i>Please submit Section B as <b>one zip file</b> containing the following:</i></p> <ul style="list-style-type: none"> <li>• <i>One pdf file for items 8.1 to 8.2, 8.3 to 8.8, 8.9 to 8.10</i></li> <li>• <i>One pdf file for item 8.2a – Proof of Track Record</i></li> <li>• <i>One pdf file for item 8.2b – Declaration of Eligibility [SEA Co-Production only]</i></li> <li>• <i>One pdf file for item 8.8a – Proof of Financing</i></li> </ul> |  |                          |
| 8.1   | <p>Applicant Company Profile and Track Record in Film or TV Production</p> <p>To include proof of track record for company (<i>such as screenshot of credits, media articles, letter from broadcaster etc</i>)</p>   | <input type="checkbox"/> |
| 8.2   | Profile, Track Record and Nationality of Key Personnel   | <input type="checkbox"/> |
| 8.2a  | <p>Proof of Track Record (<i>e.g. screenshot of credits, media articles, letter from broadcaster/online platform, invitation / notification of festival selection, etc.</i>)</p> <ul style="list-style-type: none"> <li>• [For Long-form Content – New SG Director]: Proof of track record for Applicant Company, Producer and Director</li> <li>• [For Long-form Content – SEA Co-Production]: Proof of track record for Applicant Company, Singapore Producer, SEA Producer and SEA Director</li> <li>• [For Long-form Content – Go-Global]: Proof of track record for Applicant Company and Producer</li> </ul> <p>The Applicant Company must declare grants received from MDA/IMDA, if any, for the projects listed in the respective track records of the Project’s key personnel.</p> <p><i>*Please name file as “8.2a. Proof of Track Record_Project Title.pdf”</i></p> | <input type="checkbox"/> |

|      |   |                          |
|------|---|--------------------------|
| 8.2b | <p>[Only for Long-form Content – SEA Co-Production]:</p> <p>Declaration and supporting eligibility documents for SEA Producer and Director (i.e. Proof of nationality for both [such as copy of passport], and proof of company’s registration in a SEA<sup>25</sup> country for SEA Producer)</p> <p><i>*Please name file as “8.2b. Declaration of Eligibility_Project Title.pdf”</i></p>  | <input type="checkbox"/> |
| 8.3  | List of Proposed or Confirmed Cast and Crew with Nationality  | <input type="checkbox"/> |
| 8.4  | List of Proposed or Confirmed Singapore media SMEs  | <input type="checkbox"/> |
| 8.5  | Country/Countries of Shoot  | <input type="checkbox"/> |
| 8.6  | Production Schedule covering pre-production through to final delivery   | <input type="checkbox"/> |
| 8.6a | Milestone Delivery Dates  | <input type="checkbox"/> |
| 8.7  | <p>Project Budget with topline breakdown to cost categories (e.g. Main Talents, Post-Production, etc.) indicating Local and Foreign costs.</p> <p><i>*IMDA will assess and determine the final grant amount upon successful application and approval of the Project.</i></p>  | <input type="checkbox"/> |
| 8.8  | IP Rights and Financing Structure listing sources of funding, quantum and percentage, including requested amount from IMDA  | <input type="checkbox"/> |
| 8.8a | <p>Proof of Financing in Place (e.g. latest bank statement showing funds in production account, long-form agreement or deal memos from financiers)</p> <p>Please note that “letter of intent” is not accepted as proof of financing.</p> <p>Please ensure that supporting document is in line with what is submitted under item 8.7; if document is not in English, please provide a translated copy.</p> <p><i>*Please name file as “8.8a. Proof of Financing_Project Title.pdf”</i></p> | <input type="checkbox"/> |
| 8.9  | Marketing and Distribution Plan, including interest/commitment from exhibitors / distributors / sales agents  | <input type="checkbox"/> |
| 8.10 | <p>[Optional for Long-form Content – New SG Director]</p> <p>Sales Projection and Justification (with historical data of past projects / examples of similar projects) for Domestic and International Territories</p>   | <input type="checkbox"/> |

*\*IMDA reserves the right to request for additional supporting documents to be submitted as part of the application at Online Application stage, as deemed necessary for assessment of the Project.*

<sup>25</sup> SEA region refers to Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippines, Thailand, Timor Leste, Vietnam; and excludes Singapore.



**Short-Form Content Grant  
Online Application (GMS / Email Submission) Checklist (Stage 2)**

*Submission of funding applications is via the Grant Management System (GMS) or email, with the items listed below. All items are mandatory and must be in English, unless otherwise stated. Please compress files to reduce file size to no more than 25 MB.*

| <b>Company-related Information (Only for Applicant Companies)</b> |  | <b>Check (☐)</b> |
|---|--|------------------|
| 1   | Latest ACRA Business Profile (dated within 6 months from the date of application)  | ☐                |
| 2   | <p>Audited financial statements that are not more than 2 years from the current financial year end of the company.</p> <p>Audit-exempt small companies<sup>26</sup> may provide unaudited accounts that are not more than 2 years from the current financial year end of the company, accompanied by a signed/endorsed Company Director(s)' declaration form.</p> <p>Sole proprietorships may provide a Profit &amp; Loss Statement and Balance Sheet that are not more than 2 years from the current financial year end of the business, accompanied by a signed / endorsed Partner(s)' / Owner(s)' declaration form.</p> | ☐                |
| 3   | Supporting document for adopting of Tripartite Standard on Procurement of Services from Media Freelancers (i.e. Screenshot of adopters listing with Applicant Company's name, or the email notification from TAFEP)  | ☐                |
| 4   | <p>Internal Cost Disclosure Form</p> <p>If any potential supplier/service provider for the project is an internal cost, the Applicant Company is required to make the appropriate declaration and disclosure to IMDA/SFC. Do note that any internal cost<sup>27</sup> incurred for the project that had not been declared to and approved by IMDA/SFC, would not be funded.</p>  | ☐                |
| <b>Project Information</b>  |  |                  |
| 5   | <p>Related-Party Transactions (RPTs) Disclosure Form<br/>(*mandatory only for Projects with RPTs)</p> <p>If any potential supplier/service provider for the Project is a related-party, the Applicant is required to make the appropriate declaration and disclosure to IMDA. Do note that any related-party transaction<sup>28</sup> incurred for the Project that had not been declared to and approved by IMDA, would not be funded.</p>  | ☐                |

<sup>26</sup> Singapore Companies (Amendment) Act 2014 defines audit exempt small companies as private companies meeting at least 2 of 3 following criteria for immediate past two consecutive financial years: (i) Total annual revenue ≤ S\$10m; (ii) Total assets ≤ S\$10m; (iii) No. of employees ≤ 50.

<sup>27</sup> Broadly, an internal cost is a cost incurred by utilising the Grant Recipient's own resources (e.g. staff, equipment, office space etc), which could be charged at a market / package rate if rented out to others.

<sup>28</sup> For the definition of Related Party, please refer to the Related Party Transactions Disclosure Form.

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| 6  | <p>Planned Project Start Date &amp; End Date</p> <p>Start Date: Please note that the project start date cannot be before date of application. As a guide, please put project start date as one week after date of application (e.g. if date of application is 1 June, project start date to key as 8 June).</p> <p>End Date: Project end date is the date of last milestone per item 8.6a.</p>                                |                          |
| <p><b>Section A: Creative Information (Items 7.1 – 7.7)</b></p> <p><i>Please submit Section A as <b>one PDF</b>.</i></p>   |   |                          |
| 7.1  | Project Cover Page, stating: Title, Genre, Language, Runtime, Shooting format, Setting, Target age group  | <input type="checkbox"/> |
| 7.2  | Logline and Short Synopsis  | <input type="checkbox"/> |
| 7.3  | Director’s and Producers’ Statement and Vision  | <input type="checkbox"/> |
| 7.4  | Character Bible for feature films, or Research for documentaries  | <input type="checkbox"/> |
| 7.5  | Treatment in English (also applies to documentaries)  | <input type="checkbox"/> |
| 7.6  | Full Script in intended language and English (if the script is not in English, a translated version of the full script in English is required)  | <input type="checkbox"/> |
| 7.7  | Optional: Visual guides, mock-ups, mood boards, URL to trailers / teasers   | <input type="checkbox"/> |
| <p><b>Section B: Business Information (Items 8.1 – 8.10)</b></p> <p><i>Please submit Section B as <b>one zip file</b> containing the following:</i></p> <ul style="list-style-type: none"> <li>• <i>One pdf file for items 8.1 to 8.2, 8.3 to 8.8, 8.9 to 8.10</i></li> <li>• <i>One pdf file for item 8.2a – Proof of Track Record</i></li> <li>• <i>One pdf file for item 8.8a – Proof of Financing</i></li> </ul> |   |                          |
| 8.1  | <p><b><u>This item is only for Applicant Companies</u></b></p> <p>Applicant Company Profile and Track Record in Film or TV Production</p> <p>To include proof of track record (<i>such as screenshot of credits, media articles, letter from broadcaster, etc.</i>)</p>   | <input type="checkbox"/> |
| 8.2  | Profile, Track Record and Nationality of Key Personnel  | <input type="checkbox"/> |
| 8.2a   | <p>Proof of Track Record (e.g. screenshot of credits, media articles, letter from broadcaster/online platform, invitation / notification of festival selection, etc.)</p> <p>The Applicant must declare grants received from MDA/IMDA, if any, for the projects listed in the respective track records of the Project’s key personnel.</p> <p><i>*Please name file as “8.2a. Proof of Track Record_Project Title.pdf”</i></p> | <input type="checkbox"/> |
| 8.3  | List of Proposed or Confirmed Cast and Crew with Nationality  | <input type="checkbox"/> |
| 8.4  | List of Proposed or Confirmed Singapore media SMEs  | <input type="checkbox"/> |
| 8.5  | Country/Countries of Shoot  | <input type="checkbox"/> |
| 8.6  | Production Schedule covering pre-production through to final delivery   | <input type="checkbox"/> |
| 8.6a   | Milestone Delivery Dates  | <input type="checkbox"/> |

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|------|--|--------------------------|
| 8.7  | Project Budget with topline breakdown, indicating Local and Foreign costs.<br><i>*IMDA will assess and determine the final grant amount upon successful application and approval of the project.</i>   | <input type="checkbox"/> |
| 8.8  | IP Rights (if any) and Financing Structure listing sources of funding, quantum and percentage, including requested amount from IMDA  | <input type="checkbox"/> |
| 8.8a | Proof of Financing in Place, if any (e.g. latest bank statement showing funds in production account, long-form agreement or deal memos from financiers)<br>Please note that “letter of intent” is not accepted as proof of financing.<br>Please ensure that supporting document is in line with what is submitted under item 8.7; if document is not in English, please provide a translated copy.<br><i>*Please name file as “8.8a. Proof of Financing_Project Title.pdf”</i> | <input type="checkbox"/> |
| 8.9  | Marketing and Distribution Plan  | <input type="checkbox"/> |

*\*IMDA reserves the right to request for additional supporting documents to be submitted as part of the application at Online Application stage, as deemed necessary for assessment of the Project.*