

# Production Assistance (Film)

## 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.

There are two stages to the application process: [Stage 1] Call-for-Proposals (CFP) and [Stage 2] Online Application. Specifically, responding to the CFP is not an official application for a grant. Only projects that have been selected during the CFP will be invited to submit an official application through the IMDA Online Grant Management System (OGMS). The official Guidelines published as of the date of the OGMS application applies.

# Application Guidelines for Production Assistance (Film)

## 1. General

- 1.1 Production Assistance (Film) supports the production of feature films that engage Singapore talent in quality credited roles, and emphasise the creation and ownership of IP by Singapore companies.
- 1.2 Feature films should be no less than 70 minutes, can be of any genre, can be intended for exhibition in various formats, including for cinemas/theatres, film festivals, broadcast or online.
- 1.3 The films should have potential for digital distribution, including the infusion of digital capabilities to capture new audiences and new revenue streams.
- 1.4 The Singapore Applicant Company should have produced film / TV content that has been publicly screened<sup>1</sup>, and the producer of the Project must be from or engaged by<sup>2</sup> the Singapore Applicant Company.
- 1.5 IMDA/SFC does not provide retrospective funding.
- 1.6 IMDA/SFC's decision is final and no appeal will be entertained.

## 2. Eligibility for P-Assist (Film)

- 2.1 P-Assist (Film) is open to Singapore-registered companies (Singapore Applicant Company) 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 \(TS Media Freelancers\)](#).

## 3. Credited Roles for Singapore Media Professionals

- 3.1 P-Assist (Film) focuses on getting maximum credited talent engagement for Singaporeans and Singapore Permanent Residents (PRs) in quality roles.

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<sup>1</sup> On platforms such as broadcast, film festivals, theatrical release etc.

<sup>2</sup> If the Singapore Producer is not an employee of the Singapore Applicant Company, should the project be approved, the Singapore Applicant Company will be required to sign a back-to-back agreement with the Singapore Producer, and submit a copy to IMDA/SFC.

### 3.2 The Credited Talent roles are:

Above the Line	Below the Line	Marketing and Distribution
<ul style="list-style-type: none"> <li>• Executive Producer</li> <li>• Producer</li> <li>• Director</li> <li>• Script Supervisor / Script Consultant / Scriptwriter</li> <li>• Key Cast</li> </ul>	<ul style="list-style-type: none"> <li>• Head of Department               <ul style="list-style-type: none"> <li>- Director of Photography, Art Director, Casting Director, Stunt Director, Visual Effects Supervisor, Post-production Supervisor</li> </ul> </li> <li>• Project Managers               <ul style="list-style-type: none"> <li>- Assistant Director, Assistant Producer, Production Manager, Line Producer</li> </ul> </li> <li>• Editor</li> <li>• Designer               <ul style="list-style-type: none"> <li>- Production (Costume/Set), Music Composer, Audio Engineer, Animation Artist, Visual Effects Artists, Colour Grader, Composer</li> </ul> </li> <li>• Technical Crew               <ul style="list-style-type: none"> <li>- Data Wranglers, Digital Imaging Technician, Camera Operator, Camera Assistant, Gaffer, Grip, Sound Crew</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Online Video Content Creator               <ul style="list-style-type: none"> <li>- New Media Creative Director/Manager, Social Media Manager</li> </ul> </li> <li>• Marketing, Publicity and Distribution of Media IP</li> </ul>
<p>Note: Other roles equivalent to the above listed roles can also be considered on a case-by-case basis.</p>		

## 4. Funding Quantum

4.1 IMDA/SFC will support up to 40%\* of the Qualifying Costs that are directly linked to the Project, and contribute significantly to the production of the Project. The categories of the Qualifying Costs include:

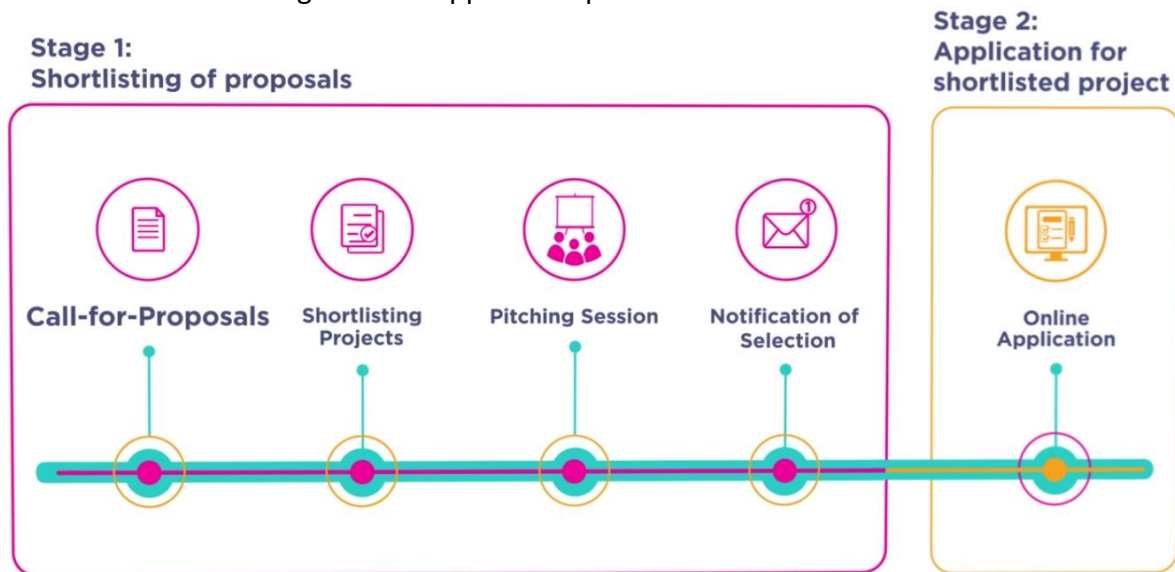
- Manpower: Full-time employees hired by the Singapore Applicant Company.
- Equipment (Hardware): Cost of leased equipment; all purchase will not be supportable except for the purchase of storage media [e.g. hard disks].
- Equipment (Software): Same as Equipment (Hardware).
- Intellectual Property: Cost of IP acquisition, specifically to secure the rights or property of another platform.
- Professional Services: Professional services provided by third parties which directly contributes to the production of the film; auxiliary services such as catering and Singapore ground transport will not be supportable.

- Others (where applicable): Unique costs which directly contributes to the production of the film, beyond the above five categories, with explanations.

\* *IMDA/SFC will assess and determine the final grant amount upon successful application and approval of the project.*

## 5. Application Process

5.1 There are two stages to the application process:



5.2 Submitted materials will not be returned.

### **Stage 1 – Call-for-Proposals (CFP)**

5.3 Stage 1 is the CFP, which interested parties may respond to by submitting the [Response Form and required documents listed in the Form](#) to [SFC@imda.gov.sg](mailto:SFC@imda.gov.sg) within the deadline stipulated [here](#). **Late submissions and/or submissions without all the required documents will NOT be considered for shortlisting.**

5.4 Proposals shall be assessed on the following criteria, if applicable, including but not limited to:

- Track record and financial assessment of applicant and partners
- Strength, feasibility and readiness of project plan and business proposal
- Application of data / technology to products and services created
- Potential for distribution on digital platforms

5.5 Shortlisting Projects: An Assessment Panel consisting three to five members will shortlist projects based on the assessment criteria. Project teams will be notified if they are shortlisted.

- 5.6 **Pitching Session:** Shortlisted project teams will be invited to present their proposals to an Assessment Panel. The Producer and Director should be part of the presentation pitch, whether in person or via online teleconference (e.g. Skype). At least one representative would have to be physically present in Singapore during the pitch<sup>3</sup>.
- 5.7 **Notification of Selection:** Project teams whose proposals are selected by the Assessment Panel will be informed and invited to make a formal application in IMDA's Online Grant Management System (OGMS) for grant funding (Stage 2).

### **Stage 2 – Online Application**

- 5.8 Selected project teams must make a formal funding application via OGMS within **6 months** from the Notification of Selection. The official Guidelines published as of the date of the OGMS application applies.
- 5.9 Together with the submission of the funding application via OGMS, [required documents listed in the online application checklist](#) must also be submitted.
- 5.10 IMDA reserves the right to request for additional supporting documents to be submitted as part of the application at Response / Online Application stage, as deemed necessary for assessment of the project.
- 5.11 If a funding application is approved, a Letter of Offer will be issued via OGMS. The Singapore Applicant Company will need to formally accept the Letter of Offer through OGMS before any milestone claim can be made.

## **6. Disbursement and Milestone Claims**

- 6.1 The grant will be disbursed to the Singapore Applicant Company (funding recipient) in four disbursement milestones<sup>4</sup>:

S/N	Disbursement Milestones	Required Supporting Materials to be submitted	Disbursement Amount
1	Pre-Production	- Signed contracts for the project (e.g. above-the-line crew, cast, locations and/or back-to-back agreements with producer / director etc)	20%
2	Production	- Proof of commencement of shoot (e.g. Day 1 call sheet) - Finalised shooting script - Cast and Crew list (Credited Talents, SG/Non-SG)	40%
3	Post-production	- Preview of Fine Cut	25%

<sup>3</sup> Unless due to exceptional circumstances such as travel restrictions due to COVID-19.

<sup>4</sup> Required Supporting Materials and Disbursement Amounts are listed as a guide, and subjected to changes.

4	Upon completion and submission of film for archival	<ul style="list-style-type: none"> <li>- Final Report</li> <li>- Reference / viewing copy of completed film</li> <li>- Acknowledgement letter from the Asian Film Archive that the completed film in the requested formats<sup>5</sup> with no watermarks had been submitted (refer to para 8.2)</li> <li>- Documents required for claims verification (refer to para 6.5)</li> </ul>	15%
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6.2 Fund recipients are to submit milestone claims and required deliverables in softcopy via OGMS. Any hardcopy deliverables (e.g. reference/viewing copy of film) are to be physically delivered/mailed to IMDA's office. IMDA/SFC must be assured that the fund recipient has met the drawdown conditions for each claim and be satisfied with the respective deliverables submitted by the fund recipient, before the grant will be disbursed. The final drawdown can only be made after IMDA/SFC's acceptance of the final deliverables, which includes the claims verification process (refer to Para 6.5).

6.3 For each project under P-Assist (Film), the fund recipient shall open a separate bank account set up specifically for the project. IMDA/SFC funding for the project under P-Assist (Film) should only be used for the P-Assist (Film) project. Disbursement of grants will be made via GIRO. The GIRO Direct Credit Authorisation Form must be completed and submitted before the first claim can be made by the fund recipient.

6.4 In the event that the fund recipient fails to complete and deliver the project milestones stated in the Letter of Offer, IMDA/SFC will not provide any further funds, and will also clawback any funds previously disbursed for the project.

6.5 The fund recipient will be required to submit the following documents to IMDA's auditor for verification at the completion of the project (some examples but not limited to):

- Claim form with statement of all expenses (in English), signed by a company director named in the fund recipient's ACRA Biz Profile or CEO / CFO equivalent
- Certified audited statement of expenses for Non-Singapore expenses (in English)
- Related-party transactions and internal costs must be supported with documentation (e.g. official ratecards, competitive quotes) to prove that the prices charged to the project are at competitive market rates
- Manpower:
  - Employment contracts
  - Timesheets to substantiate manpower cost
  - Evidence of payment relating to manpower costs (e.g. Official Pay-slip, CPF Forms)
- Equipment (Hardware / Software), Intellectual Property, Professional Services:
  - Original suppliers' invoices
  - Detailed service agreements / leased agreements

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<sup>5</sup> This includes one portable hard drive containing Final Production Masters (with and without subtitles), Access Copy (H.264), Film Stills (TIFF files in 300dpi) and Finalised Script; and one portable hard drive containing unencrypted Digital Cinema Package (DCP).

- Payment documents / Payment vouchers with corresponding proof of payment (e.g. bank statements, acknowledgement receipt especially for cash transactions)

Funding claims are valid only for expenditures incurred within the qualifying period as indicated in the Letter of Offer.

## **7. Variations**

- 7 If any variation to the Letter of Offer is required, such as changes to timelines and deliverables, a request must be made to IMDA/SFC ahead of the milestones deadlines. Variation requests should only be made under exceptional circumstances, and all requests are subject to IMDA/SFC's approval.

## **8. Others**

- 8.1 Fund recipients must maintain full and accurate records with respect to the project. IMDA/SFC 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.
- 8.2 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 film and relevant deliverables with the [Asian Film Archive](#) which is located in Singapore.
- 8.3 If you have any enquiries, please submit your enquiry via email to [SFC@imda.gov.sg](mailto:SFC@imda.gov.sg).