

# Overseas Participation Grant

## APPLICATION AND PROGRAMME GUIDELINES

This document provides the Application and Programme Guidelines.

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

Note: This document comprises three (3) sections:

**Section A** provides the application and programme guidelines for the Overseas Participation Grant, including eligibility criteria and expected deliverables.

**Section B** provides the lists of supported events for the Overseas Participation Grant for the film sector and non-film media sectors.

**Section C** provides the contact information.

# Section A: Application and Programme Guidelines for Overseas Participation Grant

## 1. General

- 1.1 The Overseas Participation Grant supports participation at film labs, project development platforms, and prestigious awards/competitions. The full list of supported events can be found in Section B of this document.
- 1.2 Applicants must be individuals who are:
  - 1.2.1 Singaporean / Singapore Permanent Residents; and
  - 1.2.2 Selected and invited to a renowned film lab; or
  - 1.2.3 Selected and invited to a project development platform, or nominated for a prestigious award at selected awards/competitions (full list of supported events at Section B of this document).
- 1.3 IMDA does not provide retrospective funding. Funding cannot be given retrospectively for events that have already taken place.
- 1.4 Formal approval from IMDA should be obtained by applicants before travelling. Applicants who choose to travel to participate in the events before receiving IMDA's formal approval do so at their own financial risk, as IMDA's approval is not guaranteed. IMDA will not fund applicants for travel expenses incurred should their funding application be unsuccessful.
- 1.5 IMDA's decision is final and no appeal will be entertained.

## 2. Funding Quantum

- 2.1 The Overseas Participation Grant will defray the costs for the following Qualifying Cost Items, up to \$20,000 per application:
  - 2.1.1 For participation in film labs:
    - Round-trip Economy Airfare

- Accommodation for the purposes of the film lab
- Film lab participation fees

2.1.2 For participation in project development platforms or awards / competitions:

- Round-trip Economy Airfare

### 3. Application

- 3.1 Applications for the Overseas Participation Grant can only be made through the Online Grant Management System (OGMS). The OGMS application form is only accessible via an email invitation sent by an IMDA Industry Officer. Parties who are interested to apply should have an initial discussion with an IMDA Industry Officer regarding their application. Interested parties can submit their enquiries via the Online Feedback Form at this [link](#).
- 3.2 IMDA will only assess projects for the Overseas Participation Grant once all required information and documentation is submitted by the applicant. Together with the completed OGMS Application Form, applicants must submit the documents listed in Table 1 below:

Table 1: List of Documents required for Submission

	<b>Documents</b>
1	Letter of Invitation from organiser
2	Project plan and content (including components of event, film project if any)
3	Track record of applicant and project team if any

- 3.3 Submitted materials will not be returned.
- 3.4 The funding decision will be made and conveyed to applicants within eight (8) weeks upon IMDA's receipt of completed application form and all supporting documents. The funding decision will be communicated via OGMS.
- 3.5 If a funding application is approved, a Letter of Offer would be issued by IMDA via OGMS. The applicant must accept the offer via OGMS. The Letter of Offer needs to be duly accepted via OGMS before any milestone claim can be made.

### 4. Milestone Claims

- 4.1 One disbursement of the grant funds will be made at the end of the event upon IMDA's satisfactory acceptance of the deliverables stipulated below:
- Confirmation of the fund recipient's participation in the event in the form of:

- Boarding pass (if applicable); and
  - Written confirmation from the organiser (e.g. by email) confirming the fund recipient's participation, participation badge, or other proof of participation that is deemed acceptable by IMDA;
- Evidence of actual costs incurred:
    - Round-trip economy airfare receipt (if applicable);
    - Accommodation receipts / invoices (if applicable); and
    - Proof of payment for programme fees (if applicable)
  - Post-event Report, including details about:
    - The project that was developed (if applicable);
    - The progress made after attending the event;
    - Key observations and learning points from the event;
    - Meetings held (if applicable);
    - Media coverage and publicity (if applicable); and
    - Awards, accolades, nominations received for project (if applicable)
- 4.2 Fund recipients are to submit the milestone claim via OGMS. For deliverables in softcopy, fund recipients are to submit them through OGMS. IMDA must be assured that the fund recipient has met the drawdown conditions for the claim and IMDA must be satisfied with the respective deliverables submitted by the fund recipient, before disbursement of the grant.
- 4.3 Disbursement of grants would be made via GIRO. The GIRO Direct Credit Authorisation Form must be completed and submitted to IMDA before the first claim can be made by the fund recipient.
- 4.4 In the event that the fund recipient fails to complete and deliver the Project milestone stated in the Letter of Offer, IMDA shall have no obligation to provide any funds.

## **5. Variations**

- 5.1 If any variations are required, such as changes in timelines and deliverables, a request must be made to IMDA and IMDA's approval must be obtained.

## **6. Others**

- 6.1 Fund recipients must maintain full and accurate records with respect to the Project. IMDA must have complete access to such records (including complete and proper books and records of 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 reports, contracts, documents and other information, if requested by IMDA.

## Section B:

### 1. List of prestigious film labs, festivals, awards / competition events and project development platforms considered for OPG

<b>Film Labs</b>  <i>(up to 100% support for round-trip Economy airfare, accommodation and lab fees)</i>	<b>Awards / Competition Events</b>  <i>(up to 100% support for round-trip Economy airfare)</i>	<b>Project Development Platforms</b>  <i>(up to 100% support for round-trip Economy airfare)</i>
<ol style="list-style-type: none"> <li>1. Berlinale Talents (e.g. Script Station, Doc Station etc)</li> <li>2. CPH DOX:LAB</li> <li>3. IDFA DocLab Academy</li> <li>4. Locarno Filmmakers Academy</li> <li>5. NAFF (Network of Asian Fantastic Films) Fantastic Film School</li> <li>6. Rotterdam Lab</li> <li>7. Sam Spiegel International Film Lab (Jerusalem)</li> <li>8. Sundance Institute (e.g. Screenwriters Lab)</li> <li>9. Sources 2 (e.g. Script Development Workshop)</li> <li>10. SEAFIC (Southeast Asia Fiction Film Lab) x Produire au Sud</li> <li>11. TorinoFilmLab</li> <li>12. Taipei Golden Horse Film Academy (金马电影学院)</li> </ol>	<ol style="list-style-type: none"> <li>1. Annecy International Animated Film Festival</li> <li>2. British Academy of Film and Television Arts (BAFTA) Awards</li> <li>3. Berlin International Film Festival</li> <li>4. Busan International Film Festival</li> <li>5. Cannes Film Festival (excluding Short Film Corner)</li> <li>6. Clermont-Ferrand International Short Film Festival</li> <li>7. Golden Globe Awards</li> <li>8. Hot Docs Canadian International Documentary Festival</li> <li>9. International Film Festival Rotterdam</li> <li>10. Locarno Film Festival</li> <li>11. Sundance Film Festival</li> <li>12. San Sebastian International Film Festival</li> <li>13. Taipei Golden Horse Awards (金马奖)</li> <li>14. The Academy Awards a.k.a. the Oscars</li> <li>15. Toronto International Film Festival</li> <li>16. Venice International Film Festival</li> <li>17. British Academy of Film and Television Arts (BAFTA) Awards</li> <li>18. Emmys</li> </ol>	<ol style="list-style-type: none"> <li>1. Asian Project Market (Busan)</li> <li>2. Berlinale Co-Production Market</li> <li>3. Berlinale Talents – Talents Project Market</li> <li>4. Cannes Cinefondation’s L’Atelier</li> <li>5. CineMart</li> <li>6. Hong Kong Filmart Asia Film Financing Forum (HAF)</li> <li>7. Taipei Golden Horse Film Project Promotion (金马创投会议)</li> </ol>

	<ol style="list-style-type: none"><li>19. Digital Emmys</li><li>20. Golden Bell</li><li>21. Cannes Lions</li><li>22. Games Developers Choice Awards@GDC</li></ol>	
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## Section C: Contact Information

**If you have any enquiries on IMDA Programmes,  
please submit your enquiry via the online feedback form at  
<https://www.imda.gov.sg/feedback>**