

Talent Progression Programme (TPP): Overseas Development

APPLICATION GUIDELINES

Info-communications Media Development Authority (IMDA) reserves the right to change the guidelines from time to time. Please be sure to check our website for the latest version.

Application Guidelines for TPP: Overseas Development

Amidst the COVID-19 pandemic, please take note of the latest travel guidelines and advisories at the following websites before making travel arrangements:

ICA: <https://safetravel.ica.gov.sg/>

MFA: <https://www.mfa.gov.sg/where-are-you-travelling-to>

1. General

- 1.1 TPP: Overseas Development supports participation at project labs, project development platforms, and prestigious awards/competitions. The full list of supported events can be found in Para 2.3.
- 1.2 IMDA does not provide retrospective funding. Funding cannot be given retrospectively for events that have already taken place.
- 1.3 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.
- 1.4 IMDA's decision is final and no appeal will be entertained.

2. Eligibility Criteria

- 2.1 Applicants can be either individuals who are Singapore Citizens / Singapore Permanent Residents (SC/PR); or 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 \(TS Media Freelancers\)](#).
- 2.2 Applicants must be:
 - a. Selected and invited to a recognised project lab; or
 - b. Selected and invited to a project development platform, or nominated for a prestigious award at selected awards/competitions.
- 2.3 The list of supported events for TPP Overseas Development are:

Project Labs <i>(up to 100% support for round-trip Economy airfare, accommodation and participation fees)</i>	Project Development Platforms <i>(up to 100% support for round-trip Economy airfare)</i>	Awards / Competition Events <i>(up to 100% support for round-trip Economy airfare)</i>
<ol style="list-style-type: none"> 1. Berlinale Talents (e.g. Script Station, Doc Station etc) 2. CPH DOX:LAB 3. IDFA DoCLab Academy 4. Locarno Filmmakers Academy 5. NAFF (Network of Asian Fantastic Films) Fantastic Film School 6. Rotterdam Lab 7. Sam Spiegel International Film Lab (Jerusalem) 8. Sundance Institute (e.g. Screenwriters Lab) 9. SEAFIC (Southeast Asia Fiction Film Lab) x Produire au Sud 10. TorinoFilmLab 11. Taipei Golden Horse Film Academy (金马电影学院) 	<ol style="list-style-type: none"> 1. Asian Project Market (Busan) 2. Berlinale Co-Production Market 3. Berlinale Talents – Talents Project Market 4. Cannes Cinefondation’s L’Atelier 5. CineMart 6. Hong Kong Filmart Asia Film Financing Forum (HAF) 7. Taipei Golden Horse Film Project Promotion (金马创投会议) 	<ol style="list-style-type: none"> 1. Annecy International Animated Film Festival 2. British Academy of Film and Television Arts (BAFTA) Awards 3. Berlin International Film Festival 4. Busan International Film Festival 5. Cannes Film Festival (excluding Short Film Corner) 6. Clermont-Ferrand International Short Film Festival 7. Golden Globe Awards 8. Hot Docs Canadian International Documentary Festival 9. International Film Festival Rotterdam 10. Locarno Film Festival 11. Sundance Film Festival 12. San Sebastian International Film Festival 13. Taipei Golden Horse Awards (金马奖) 14. The Academy Awards a.k.a. the Oscars 15. Toronto International Film Festival 16. Venice International Film Festival 17. British Academy of Film and Television Arts (BAFTA) Awards 18. Emmys 19. Digital Emmys 20. Golden Bell

3. Funding Quantum

3.1 TPP: Overseas Development will defray the costs for the following Qualifying Cost Items, capped at \$10,000 per application:

a. For participation in project labs:

- Round-trip Economy Airfare
- Accommodation for the purposes of attending the project lab
- Participation fees

b. For participation in project development platforms or awards / competitions:

- Round-trip Economy Airfare

4. Application Process

4.1 Applications for TPP: Overseas Development 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](#).

4.2 IMDA will only assess projects for TPP: Overseas Development 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

	Documents
1	Letter of Invitation from organiser
2	Project plan and content (including components of event, project if any)
3	Track record of Applicant and project team if any

4.3 Submitted materials will not be returned.

4.4 IMDA reserves the right to request for additional supporting documents to be submitted as part of the application, as deemed necessary for assessment of the project.

4.5 The funding decision will typically be made and conveyed to Applicants via OGMS within eight (8) weeks upon IMDA's receipt of completed application form and all supporting documents.

- 4.6 If a funding application is approved, a Letter of Offer would be issued via OGMS. The Applicant will need to formally accept the Letter of Offer through OGMS before any milestone claim can be made.

5. Disbursement and Milestone Claims

- 5.1 The grant will be disbursed in one disbursement milestone at the end of the event, upon IMDA's satisfactory acceptance of the deliverables stipulated below:

- Confirmation of the Grant 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 Grant 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 participation 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).

- 5.2 Grant Recipients are to submit the milestone claim and required deliverables in softcopy via OGMS. IMDA must be assured that the Grant Recipient has met the drawdown conditions for the claim and be satisfied with the respective deliverables submitted by the Grant Recipient, before the grant will be disbursed.

- 5.3 Disbursement of grants will be made via GIRO. The GIRO Direct Credit Authorisation Form must be completed and submitted to IMDA before the claim can be made by the Grant Recipient.

- 5.4 In the event that the Grant Recipient fails to complete and deliver the project milestone stated in the Letter of Offer, IMDA shall have no obligation to provide any funds.

6. Variations

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

7. Others

- 7.1 Grant 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 Grant Recipient must promptly furnish all reports, contracts, documents and other information, if requested by IMDA.
- 7.2 If you have any enquiries, please submit your enquiry via the online feedback form at <https://www.imda.gov.sg/feedback>.