



MALTA **FILM** FUND

**2016**

**ACTION 2 PRODUCTION  
SUPPORT**

Guidelines for Applicants

**CONTACT DETAILS:**

**Malta Film Commission**

St. Rocco Street

Kalkara

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## INTRODUCTION

The Malta Film Commission under the auspices of the Ministry for Tourism is responsible for the management and administration of the Malta Film Fund. In accordance with Budgetary Measures 5641 (2016), the Malta Film Fund has a total allocation of €250,000.

The Malta Film Commission, as administrators of the Malta Film Fund and other schemes are working towards an alignment and coordination of various film support measures that will help support Maltese filmmaking talent.

The objective of the Malta Film Fund is to nurture and back the development and production of Maltese qualifying productions in all genres from new and established filmmakers for local and international distribution. It also aims to promote Maltese storytelling, Maltese stories and Maltese cinema and by doing so, improve the structure of the Maltese indigenous film industry.

The Film Fund has the following main objectives:

- 1) To encourage the creation of quality productions;
- 2) To support Maltese filmmaking talent that demonstrates long-term potential;
- 3) To preserve and promote Maltese cultural and linguistic diversity through qualifying productions;
- 4) To develop the artistic scope, quality and dissemination of Maltese qualifying productions;
- 5) To strengthen films as a cultural product and Malta as a production location.

For all grants, the applicant must be the originator of the treatment/script or have majority rights (unless a minority co-producer) relating to the project for which support is being requested. The applicant is required to provide a complete chain of title (i.e. signed agreement/s covering all the rights necessary to make the film e.g. producer's agreement, writer's agreement, director's agreement, agreement with publisher etc.).

In the case of more than one producer, the application must be represented by one company. The producers participating in the co-production must reach an agreement on this point and include a joint declaration in the application.

Projects submitted by teams with varying experience are encouraged, in particular more experienced producers working with new directors and/or scriptwriters.

The applicant is to specify if other public support has been received or has been applied for other than through this Film Fund.

## ELIGIBLE QUALIFYING PRODUCTIONS

We welcome applications for the following eligible qualifying productions aimed for local and international distribution:

- Feature Films of a total duration of minimum 80 minutes.
- Short Films (*production only*) having a screening time of less than 25 minutes (if applying for Short Film Production – New Talent screening time must be of minimum 8 minutes and not exceeding 10 minutes including credits; for ANIMATION projects, the film must be longer than three minutes and not exceed 10 minutes including credits).
- Creative Documentaries of a total duration of minimum 60 minutes.
- High Quality International TV Series aimed for an international market.

## **Production Support**

Production grants awarded are intended to stimulate the realisation of projects. Support for production may only be awarded to applicants for projects which are fully developed. The following schemes aim to provide production support to qualifying productions:

- **Short Film Production - New Talent (maximum grant €2,500)**
- **Short Film Production (maximum grant €20,000)**
- **Production (maximum grant €120,000, not exceeding 50% of the budget)**

## **PROCESSING THE APPLICATION**

Applications will be reviewed by the Fund Administrators for completeness and eligibility. Applications which pass this initial review will be sent to an independent panel of evaluators (unless otherwise indicated). The Fund Administrators will select evaluators on the basis of their independent and professional experience. The evaluators shall examine all eligible applications and rate them according to the specified award criteria. The evaluators will present an assessment on each of the proposed projects indicating the relevant rating awarded.

A number of projects will be shortlisted, and shortlisted applicants may be requested to attend a meeting to discuss their project further (if you are invited for a meeting all members of the creative team making the application should attend). Industry standard professional behaviour will be expected at all times from all applicants.

If successful the Malta Film Commission as administrators will issue a Letter of Intent. You will then be required to enter into an agreement with the Malta Film Fund which will set out the terms and conditions of your funding.

Eligibility and compliance with award criteria alone does not guarantee receipt of funding if demand for funding exceeds available resources.

The selection of a particular project for assistance does not signify agreement to the level of financial support requested and therefore the amount awarded may be less than the amount requested.

Successful and unsuccessful applications will be informed in writing as soon as possible. The Malta Film Fund's decision on whether support is given or not given to your project is final. Costs incurred by you prior to any award being made will not be supported by the Malta Film Fund.

## **SIGNING OF CONTRACT**

The Beneficiary following receipt of notification award will be provided with sufficient time to assess their production and identify how they will be able to comply with the Film Fund requirements. **Notification letter is valid for 3 months. If no agreement has been signed without prior agreement of the fund administrators, the Beneficiary will no longer be eligible for the grant.**

## **CANCELLATION PENALTY**

If the Beneficiary at any point during the duration of the contract should decide to terminate their contract before the full term; a termination liability fee amounting to **10%** of the grant awarded will be imposed and is to be paid by the beneficiary in addition to refunding any initial funds awarded.

## **MAXIMUM AND MINIMUM AMOUNTS GRANTED**

Type of support available from the Malta Film Fund:

<b>Type of Support</b>	<b>Maximum Grant</b>	<b>Threshold</b>
Short Film Production - New Talent	€2,500	Up to 100%
Short Film Production	€20,000	Up to 100%
Production	€120,000	Up to 50%

**NOTE: Awarding of previous funds does not bind the fund administrators to support further funding of the project.**

### **WHO CAN APPLY**

According to the relevant Grant, applications may be made by an individual or through a Independent Audiovisual Company that has audiovisual production as its main purpose and activity and a company that is duly registered as an audiovisual production company in Malta/Europe, having at least one director or a major shareholder of the company who is a Maltese/European citizen.

Applicants must satisfy at least **ONE** of the following eligible criteria:

- 1) Producer/s is a Maltese citizen or holds a permanent residence status in Malta;
- 2) Writer/s is a Maltese citizen or holds a permanent residence status in Malta;
- 3) Director/s is a Maltese citizen or holds a permanent residence status in Malta;

And **ONE** of the following criteria:

- 1) Content and location of story is based completely or partially in Malta;
- 2) Language to be used is Maltese;
- 3) Likely location of the development, production and/or post production is Malta.

**NOTE: Beneficiaries awarded a Production Grant over €20,000 will be expected to set up a Company with established standard accounting procedures.**

### **INELIGIBLE PROJECTS**

**Ineligible Activities** means the following types of funding are not eligible for any support:

- **NO TELEVISION PROGRAMS OR SERIES** including reality shows, magazine and lifestyle programmes, discussion programmes, quizzes and game shows, serials/soap operas, advertorials, light entertainment.

**NOTE FOLLOWING EXCEPTION: High Quality International television series aimed for an International market are eligible.**

- Corporate communications, training and/or promotional films.
- Projects promoting violence, racism and pornographic content. The contents of the proposed audiovisual work may not violate the Maltese Constitution.

### **TRAINEE/APPRENTICESHIP PROGRAMME**

Beneficiaries may be asked to comply with certain requests in relation to interns or trainees and participate in any apprenticeship schemes run by the Film Fund administrators during a production.

### **MENTORING**

Successful applicants will also benefit from a mentor as an integral part of the project to provide the right support every step of the way.

## **CO-DEVELOPMENT/CO-PRODUCTIONS**

Applicants are encouraged to seek possible co-production agreements. Co-productions may be made between local production companies, local TV stations and international production companies/TV stations.

Applications with a **co-development agreement** in place will only be considered if the applicant can provide a duly signed co-development agreement. The agreement should include clauses as is standard practice in the film industry including amongst other things clauses which regulate the sharing of rights, the creative input of each producer. Application for the Malta Film Fund must be made by the Maltese producer. Further assurances may be requested at the discretion of the Evaluators and Administrators

Applications with **co-productions** will only be considered if a confirmed co-production agreement is in place; the applicant should provide proof of attachment with a clear plan to resource the cost of producing the project between the parties; include a clause dealing with an equitable share of rights; and include the creative remit of each co-producer.

In the case of more than one producer, the application must be represented by one company. The producers participating in the co-production must reach an agreement on this point and include a joint declaration in the application. Application for the Malta Film Fund must be made by the Maltese producer.

## **RIGHTS**

The applicant must hold the rights to the project for which funding is being applied for. This may take the form of ownership of or a valid option over a treatment, script or underlying novel or stage play. Writer agreements and chain of title documentation are expected to be in place.

## **SUBSTANTIAL CHANGES TO PROJECT**

Substantial changes to the Project (relating to the script, artistic, economic or technical related area) as described in the Proposal is not allowed unless such changes are, in exceptional circumstances, previously and explicitly consented to in writing.

## **BUDGET**

Financial support will be granted on the basis of a budget that reflects realistic costs. The budget estimates provided must present the most comprehensive representation of expected costs, in line with market prices. Costs incurred must be fair, reasonable and represent value for money. The budget presented must be as detailed as possible to enable the Evaluators to understand and assess the underlying calculations.

The evaluation panel reserves the right to check the feasibility of the budget presented and may ask the applicant for additional documents or require financial securities.

The Malta Film Fund reserves the right to negotiate amendments to the budget as a condition of funding.

Approved budgets on projects awarded grants cannot be changed. Any changes to the budget prior to signing of the contract, and after signature, will only be considered in exceptional circumstances, and have to be fully substantiated and justified. Approval of such changes is at the discretion of the evaluation panel and the Film Fund administrators.

## **PAYMENT PROCEDURES**

The Malta Film Fund grant will be advanced at the following stages and on the receipt of all the required documents specified in the agreement:

- 30% on execution of the Malta Film Fund agreement.
- 30% on receipt of the mentors progress report.
- 40% on delivery and evidence of acceptance of the final script/production by the Malta Film Fund; receipt of the final reports; and on receipt and acceptance of the final costs which will be sent for verification and audited by the Malta Film Fund.

The Fund Administrators may require a successful applicant to provide a guarantee of the match-funding beforehand in order to limit financial risks linked to pre-financing payment. If the eligible costs actually incurred by the beneficiary during the action are lower than anticipated in the provisional budget, the amount given shall reflect this decrease.

## **PROFIT – REIMBURSEMENT CONDITION**

In the case of any profits generated towards the project the beneficiary is to present gross revenue statements and on verification by the Ministry or its representatives and/or its auditors the beneficiary may be requested to:

- i) Reinvest the equivalent of the total grant awarded into a new production project of the beneficiary themselves; or
- ii) refund 35% of the net profit not exceeding the grant awarded.

## **FEEDBACK**

The Malta Film Fund decision is final. Formal appeals against the final decision will not be considered. We aim to make the application process as transparent as possible; feedback on unsuccessful projects will be provided at the discretion of the fund administrators.

## **RESUBMISSIONS**

If you have applied with a project previously and were unsuccessful in securing funding, you can only reapply if the project has significant and substantial changes or new elements have been developed since the last application. You will be expected to present a report/statement on where these changes have been effected.

## **REPORTING OBLIGATIONS**

Once the agreement on support has been made, the beneficiary may not make substantial changes to the project related to the script, artistic, economic or technical related areas, unless these are presented in writing and accepted by the Fund Administrators.

The beneficiary is obliged to provide detailed updates and periodical summary reports throughout the project. Reports must be submitted in a format which clearly sets out and includes the following information (adapted depending on relevant strand):

- Clearly identified timelines including specific dates.

- Updated budgets
- Work completed to date
- Work yet to be completed
- Festivals/markets identified and/or attended and why
- Steps taken to source financing

Failure to include any or all of the above information in the periodical reports may result in a reduction of the support granted.

### **MONITORING**

The Fund Administrators are responsible for the review of the project. The Fund Administrators and/or the Auditors on its behalf may carry out checks to establish whether public support has been used in accordance to established conditions.

The Fund Administrators, through its auditors, may demand access to the company's financial record and/or annual report of the applicant company as part of its beneficiary screening, review or control procedure. Upon the presentation of the final accounts, The Fund Administrators may perform spot checks.

The beneficiary's accountant shall, without regard to prevailing confidentiality restrictions, at any time communicate to the fund administrators or their auditors any information the fund Administrators demand.

Relevant invoices/receipts are to be submitted to the Fund Administrators, in original, for every eligible item approved for the grant. In all cases, all submitted invoices and receipts are to be presented with the VAT element separated. The Fund Administrators cannot issue certification for the payment of items for which no such original receipts are submitted.

### **COMBINING THE GRANT WITH OTHER FUNDING**

Grants awarded under the Malta Film Fund cannot be accumulated with any other government funded scheme for same costs. Should it become apparent that any project has been awarded separate funds for same costs, i.e. double dipping, this will result in funds having to be reimbursed.

### **STATE AID REGULATIONS CONDITIONS & LIMITS (CUMULATIVE AID AND DOUBLE FINANCING)**

#### **DE MINIMIS REGULATION**

The Malta Film Fund will be implemented in line with the rules on cumulation in article 5 of the Commission Regulation (EU) No 1407/2013 and any funds granted as de minimis aid will be in line with the parameters and criteria of Commission Regulation (EU) No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Function of the European Union to de minimis aid (Official Journal of the European Union L352/1, 24/12/2013) (the De Minimis Regulation).

In line with the provisions of the de minimis regulations (The total *de minimis* aid granted to any single undertaking shall not exceed **€200,000** over any period of three fiscal years). The applicant will be requested to provide a signed declaration confirming the amount of de minimis aid received during the current and two previous fiscal years.

In line with the de minimis State Aid regulation regarding de minimis aid reports shall be maintained for 10 years from the date on which the last individual aid was granted under the scheme.



The Applicant is required to complete and sign the De Minimis Declaration that they (and/or their shareholders) have not received or has not applied for any De Minimis aid which would result in the de minimis ceiling established by the De Minimis Regulation being exceeded, during the current fiscal year and the two previous fiscal years in terms of the De Minimis Regulation, and warrants and represents that it has fully disclosed any de minimis aid received and/or applied for.

#### **STATE AID FOR FILMS AND OTHER AUDIOVISUAL WORKS (2013/C 332/01).**

In line with the new rules established under the Communication from the Commission on State aid for films and other audiovisual works (2013/C 332/01). Productions that intend to apply for the **Financial Incentives for the Audiovisual Industry** need to be aware of any possible accumulation of several subsidies from different sources.

If any aid is received under the **Malta Film Fund** which falls under the de minimis aid Regulation, this will not be cumulated with any state aid approved scheme unless awarded under a scheme that is regulated under 'de minimis aid' and provided any such de minimis aid is not awarded towards the same eligible costs as those supported via that approved state aid scheme. De minimis aid cannot be used to top up awards made under approved State aid schemes, resulting in a circumvention of the aid intensities set out in the rules attached to such schemes. In these cases it can only be awarded towards separate eligible costs.

In line with State Aid regulations, in order to determine whether the maximum aid intensity has been respected, the total amount of public support measures of Member States for the aided activity shall be taken into account, regardless of whether that support is financed from local, regional, national or Union sources. However, funds awarded directly by EU programmes (e.g. CREATIVE EUROPE), without the involvement of Member States in the award decision, are not State resources. Therefore, their assistance does not count for the purposes of respecting the aid ceilings. Any unlawful aid or double dipping considered as being incompatible by a Commission Decision will not be permitted and will result in funds having to be reimbursed with the corresponding recovery interest (this principle applies to Co-Productions). In an international co-production, the amount of state aid in a project is the aggregate of all such funding provided by all the co-producing countries.

The applicant is under obligation to present a full and accurate disclosure of any relevant information relating to state aid received from any party and in any form (i.e. grant, loan, rebate, tax relief) in relation to this production, while the MFC will verify that the said threshold is not exceeded both at the stage of receiving the application for funding and prior to making a recommendation on the amount of finance to be granted.

#### **SCREENING RIGHTS AND PUBLICITY OBLIGATIONS**

The Ministry and The Malta Film Commission will hold the rights to non-commercial screenings of any production receiving support from the fund at overseas cultural events. Such screenings shall not conflict with any commercial opportunities of the production.

All material, print and communication by the beneficiary with regards to the project, including its website, articles, references, publications, catalogues and end credits, are to indicate that funding was received from the Malta Film Fund. Where applicable, the beneficiary is to use the Malta Film Fund logo as supplied by the Fund Administrators.

Beneficiaries will be asked to supply stills, photographs, brochures and other material related to the production to be used exclusively for non commercial purposes for the promotion of the Malta Film Fund and/or similar funding schemes.

#### **KEY DATES**

Call for applications	1st September 2016
Deadline for applications	Monday, 31st October 2016 (12 noon)
Evaluation period	November/December
Announcement / notification of awards	December/January
Signing of contracts	January

It is in your interest that when you apply for funds that you only do so when you are thoroughly prepared. **Emphasis will be on quality rather than quantity.** Applications that do not include all the requested material as specified in the guidelines (including signed documentation/declarations) will be considered as ineligible and will not be processed further. Only completed applications will be accepted. If in doubt please do not hesitate to contact us by sending an email to [info@mfc.com.mt](mailto:info@mfc.com.mt)

If you have doubts about the eligibility or completeness of your application, it is strongly recommended that you contact us before putting in your application. If you are not thoroughly prepared it is strongly recommended that you wait until the next call for Malta Film Fund applications.

The Malta Film Fund decisions are final. The Fund Administrators reserves the right to alter time frames and the guidelines with general public notice to all potential applicants duly given via the MFC website or MFC facebook page. The Malta Film Fund is not required to make any minimum number of awards.

All inquiries pertaining to the Malta Film Fund are to be directed to the Malta Film Commission. Applicants are not to direct any questions or comments to the evaluation panel in advance of deadlines or following the evaluation panel's decisions.

#### **THE APPLICATION**

Applications can be downloaded from [www.maltafilmcommission.com](http://www.maltafilmcommission.com) or by sending an email to [info@mfc.com.mt](mailto:info@mfc.com.mt). Applicants are strongly encouraged to begin the application process early to allow for ample time to complete the necessary information. The deadline for applications to be submitted, by hand, is no later than **12.00 noon on Monday, 31st October 2016.**

Applications should be addressed as follows: **Malta Film Fund 2016 Action 2: Production Support**, Malta Film Commission, St Rocco Street, Kalkara.

## AWARD CRITERIA

The Malta Film Fund is a competitive process and **PRODUCTION** applications will be assessed on the following criteria:

## PRODUCTION SUPPORT

Eligible applications applying will be assessed on the basis of the following criteria:

1. The quality of the creative team previous work/s, the relevant experience and potential to undertake and manage the proposed project.
2. The strength and originality of the script and the potential to reach both a national and international audience as cultural products.
3. The quality, viability and professional, industry standard treatment of the proposed budget, the financing plan and strategy, and implementation plan (production schedule and shooting schedule).
4. Potential for local and international distribution, as well as the potential to stimulate interest from sales agents, distributors and/or broadcasters.

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When allocating points for the above criteria, the evaluation team shall take into account the following elements:

- 1. The quality of the creative team previous work/s, the relevant experience and potential to undertake and manage the proposed project.**
  - The relevant previous experience of the creative team in development, production and distribution on a National and International level.
  - The creative team's potential to undertake and manage the proposed project.
- 2. The strength and originality of the script and the potential to reach both a national and international audience as cultural products.**
  - Script shows originality (theme, adaptation, perspective, visual approach) and is fully developed;
  - Strong proposal with potential to reach both a national and international audience as a cultural product;
  - Storyline or underlying material deals with contemporary or historical Maltese, Mediterranean or European issues of political and socio-cultural relevance;
  - Project features a Maltese or a Maltese related story and/or setting or Maltese characters, contemporary and/or historical personalities or Malta's diverse urban and rural heritage and landscapes or makes use of the Maltese language to reflect the Maltese cultural context.
- 3. The quality, viability and professional, industry standard treatment of the proposed budget, the financing plan and strategy, and implementation plan (production schedule and shooting schedule).**
  - Realistic production budget
  - Financing plan
  - Overall quality and viability of the financing strategy\*;
  - Level of confirmed financing (evidenced by signed agreements or letters of intent) already in place\*;
  - Letter(s) of interest of co-development, co-production, or other agreement(s), if available.
  - Realistic production schedules (implementation and shooting);

*\* financing strategy and level of confirmed financing does not apply for SHORT FILM - NEW TALENT GRANT and SHORT FILM PRODUCTION GRANT.*

4. **Potential for local and international distribution, as well as the potential to stimulate interest from sales agents, distributors and/or broadcasters.**
- Distribution and Audience Strategy (local and international) including:
  - Audience Research and Strategy
  - Screening, Festival and Distribution Strategy

## SHORT FILM PRODUCTION – NEW TALENT

This funding is a grant.

The Short Film Production – NEW TALENT grant may award grants up to €2,500.

This grant is intended to help NEW TALENT produce short films and will provide them with a platform for showcasing their talent at local and international film festivals. Support for production may only be awarded to applicants for projects which are fully developed.

The period whereby eligible costs for funding begins will be from the official notification of approval and shall end as follows:

- 6 months from the signing of the contract

A maximum extension of 6 months may be granted if requested at least one month before the deadline in the contract. **Only ONE (1) extension request is permitted.**

VAT registration is obligatory for applicants applying for this scheme.

The beneficiary will be required to enter into an agreement with the Malta Film Fund. The contract will set out the full terms and conditions tied to the funding of the project. Below is a brief overview of the expected deliverables, eligible and ineligible costs.

The application must come from the producer on behalf of a team including a writer and director, or a writer/director.

There is no upper limit on the experience of the teams, although applicants should be aware that the intention of this grant is to develop emerging creative teams.

The film must be longer than eight minutes and not exceed 10 minutes including credits.

For ANIMATION projects, the film must be longer than three minutes and not exceed 10 minutes including credits.

The beneficiary will be required to enter into an agreement with the Malta Film Fund. The contract will set out the full terms and conditions tied to the funding of the project. Below is a brief overview of the expected deliverables, eligible and ineligible costs.

### Production Deliverables

- Finished film
- EPK/Publicity material
- Evaluation Report of the Production Process
- Copies of Production documents i.e. call sheets, final cast and crew lists, shooting schedules, etc.
- Distribution and Audience Strategy (local and international) including: Audience Research and Strategy and Screening, Festival and Distribution Strategy

### Indicative List of Eligible Costs for Production Support

1. Set (design, construction, rental and/or location)

2. Hire of equipment and technology (for CGI Animation this can include services of a render farm; rental of custom-build animation and all paraphernalia such as light boxes, scanners, cameras, tablets etc)
3. Acquisition of rights (e.g. music clearance)
4. Travel and transportation expenses (excluding Fuel)
5. Salaries/fees: production crew, director's staff and crew, technicians, other crew, actors, musicians
6. Film material and post-production
7. Insurance costs
8. Final completion costs
9. Financing and Legal fees related to project

### **Ineligible Costs**

1. Purchase of equipment of any kind
2. Development costs are not eligible for production supported projects
3. VAT and other taxes and charges
4. Contributions in kind
5. Interest owed and doubtful debts
6. Any costs paid outside the eligible period of the operation, including costs paid prior to the official date of approval for assistance through the Scheme unless otherwise agreed to specifically and for justified reasons with the Malta Film Fund
7. Any costs which have been claimed under a previous grant.
8. Service charges arising on leases, hire purchase agreements, depreciation, loan charges, debit interest, charges for financial transactions, foreign exchange commissions and losses, fines, financial penalties and expenses of litigation, bad debts and other purely financial expenses
9. The purchase of land and real estate
10. Fuel Expenses
11. Office overheads

All costs eligible for funding under the Film Fund must be necessary and reasonable for the completion of the project and consistent with the principles of sound financial management and accounting practices.

The Malta Film Fund administrator/s reserves the right to request further information or clarification on any aspect of the above.

## SHORT FILM PRODUCTION

This funding is a grant.

The Short Film Production grant may award grants up to €20,000.

This grant is intended to help creative teams produce short films and will provide them with a platform for showcasing their talent at local and international film festivals. Support for production may only be awarded to applicants for projects which are fully developed.

The period whereby eligible costs for funding begins will be from the official notification of approval and shall end as follows:

- 12 months from the signing of the contract

A maximum extension of 6 months may be granted if requested at least one month before the deadline in the contract. **Only ONE (1) extension request is permitted.**

The beneficiary will be required to enter into an agreement with the Malta Film Fund. The contract will set out the full terms and conditions tied to the funding of the project. Below is a brief overview of the expected deliverables, eligible and ineligible costs.

The application must come from the producer on behalf of a team including a writer and director, or a writer/director.

Support for production may only be awarded to applicants for projects which are fully developed.

VAT registration is obligatory for applicants applying for this scheme.

The beneficiary will be required to enter into an agreement with the Malta Film Fund. The contract will set out the full terms and conditions tied to the funding of the project. Below is a brief overview of the expected deliverables, eligible and ineligible costs.

### Production Deliverables

- Finished film
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2. Hire of equipment and technology (for CGI Animation this can include services of a render farm; rental of custom-build animation and all paraphernalia such as light boxes, scanners, cameras, tablets etc)
3. Acquisition of rights (e.g. music clearance)
4. Travel and transportation expenses (excluding Fuel)

5. Salaries/fees: production crew, director's staff and crew, technicians, other crew, actors, musicians
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The Malta Film Fund administrator/s reserves the right to request further information or clarification on any aspect of the above.



## PRODUCTION

This funding is a grant.

Production funding is aimed towards a production company that has audiovisual production as its main purpose and activity and a company that is duly registered as an audiovisual production company. Support for production may only be awarded to applicants for projects which are fully developed.

VAT registration is obligatory for applicants applying for this scheme.

Production grants awarded may amount up to 50% of the entire production budget, however, not exceeding €120,000; and are intended to stimulate the realisation of projects. The application must indicate the other sources and amounts of finance that have been obtained or are being sought for the project.

**NOTE: Beneficiaries awarded Grants over €20,000 will be expected to set up a Company with established standard accounting procedures.**

The application must come from the producer on behalf of a team including a writer and a director if attached to the project.

The period whereby eligible costs for funding begins will be from the official notification of approval and shall end as follows:

- 12 months from the signing of the contract

A maximum extension of 6 months may be granted if requested at least one month before the deadline in the contract. **Only ONE (1) extension request is permitted.**

The beneficiary will be required to enter into an agreement with the Malta Film Fund. The contract will set out the full terms and conditions tied to the funding of the project. Below is a brief overview of the expected deliverables, eligible and ineligible costs.

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1. Set (design, construction, rental and/or location)
2. Hire of equipment and technology (for CGI Animation this can include services of a render farm; rental of custom-build animation and all paraphernalia such as light boxes, scanners, cameras, tablets etc)
3. Acquisition of rights (e.g. music clearance, archive material for documentaries)
4. Travel and transportation expenses (excluding Fuel)

5. Salaries/fees: production crew, director's staff and crew, technicians, other crew, actors, musicians
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#### **Ineligible Costs**

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7. Any costs which have been claimed under a previous grant.
8. Service charges arising on leases, hire purchase agreements, depreciation, loan charges, debit interest, charges for financial transactions, foreign exchange commissions and losses, fines, financial penalties and expenses of litigation, bad debts and other purely financial expenses
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10. Fuel Expenses
11. Office overheads

All costs eligible for funding under the Film Fund must be necessary and reasonable for the completion of the project and consistent with the principles of sound financial management and accounting practices.

The Malta Film Fund administrator/s reserves the right to request further information or clarification on any aspect of the above.

## REQUIREMENTS FOR PRODUCTION APPLICATIONS

### PRODUCTION SUPPORT - APPLICATION AND FORMS

Applicants should submit, in a sealed envelope, the following:

- **ONE (1) ORIGINAL** signed and completed official application form, required mandatory material and other documentation as requested/indicated in Guidelines/Application. Envelope to be labelled “**ORIGINAL COPY**”
  - **Annexe Form 1:** Completed and signed ‘DeMinimis’ Declaration Form (**even if NIL**)
  - **Annexe Form 2:** Financial Details Form
- **TWO (2) COPIES** in separate envelopes of the official application form, required mandatory material and other documentation as requested/indicated in Guidelines/Application. Envelope to be labelled “COPY 1 AND COPY 2” respectively).
- **ONE (1) digital copy** (on USB or CD) of the official application form, required mandatory material and other documentation as requested/indicated in Guidelines/Application.

**MANDATORY DOCUMENTATION TO BE INCLUDE WITH APPLICATION FOR SCHEMES (unless otherwise indicated).**

## Quality, Experience and Qualification of the Creative Team

*The quality of the creative team previous work/s, their relevant experience and their potential to undertake and manage the proposed project.*

Applicable for ALL GRANTS (unless otherwise stated), **PLEASE PROVIDE:**

- **List of team members** (together with profile, filmography, CV (one page) – detailing previous experience and previous works in the role listed for this application – include title of works, type of works, duration (running time), year of completion, evidence of distribution i.e. proof of cinema release or broadcast, proof of exhibition at festivals etc).
- **Company Industry Profile** and track record (last year) [applies for Co-Production partners], if applicable. Not more than 1 page long.
- **Author’s statement of intent** (which outlines the writer’s connection to the story and what you are attempting to explore thematically).
- **Producer’s Statement** – Please submit an overview/strategy from the Producer on the project, the team and the intended outcomes of the project.
- **Director’s Statement** for the final production/project (why this production/project matters and why will an audience relate to it) and an outline how you will treat this particular production/project (i.e in terms of techniques, casting etc. – this will help evaluators to understand your visual approach and style).
- Example(s)/samples of **previous work/s** on DVD or provide a URL link to show reel /previous works which can be assessed for each creative team member.
- **Evidence** of any distribution of works.
- **Writers’ / Producers’ Agreement**

## Creativity (strength and originality) and Cultural Relevance

*The strength and originality of the treatment and/or script and their potential to reach both a national and international audience as cultural products.*

Applicable for ALL GRANTS (unless otherwise stated), **PLEASE PROVIDE:**

### ○ TREATMENT

- Feature Film: max 15-20 pages.
- Creative Documentary: max 10 pages.
- Short Film: max 5 pages.
- High Quality International TV Series : max 15 pages.

#### NOTES:

- *Page numbers must be on all pages. A three line logline noting the central conflict must be on the front page. All written work must be in 12 point 1.5 space.*

### ○ SCRIPT

#### ➤ ALL PRODUCTION GRANTS REQUIRE A FULL DEVELOPED SHOOTING SCRIPT

#### NOTES:

- *If script is in Maltese, please translate to English at least one dialogue scene or narration.*
- *Screenplay for full length feature films must not exceed 120 pages.*
- *Page numbers must be on all pages. A three line logline noting the central conflict must be on the front page. All written work must be in 12 point 1.5 space.*
- *If script is an adaptation of a novel or play (and option rights are in place or a letter of intent is available), **one copy of the novel and/or play** should be included in the application (it is understood that this will not necessary be able to be provided in digital format).*

- **Visual Style References** (that convey the look and feel of the film you wish to develop or produce)
- **Crew list**
- **Cast list**
- **Location List**
- **Story board** and other visual material i.e mood boards, if available
- **Teaser Trailer**, for feature films and High Quality International TV Series productions, if available.
- For animation projects:
  - **Animation Bible** which will include amongst other things a visual treatment, style development/design (drawn examples), character/s model sheets (drawing – at least one page per character); pose and expression concept artwork of character/s (at least 6 poses and 6 facial expressions); setting and character concept art (drawn); additional concept art – props, secondary characters, etc (optional); storyboard (reproduction in a size that fits in the notebook);
  - 3 to 5 minute **teaser sequence** for Animation projects (FINAL visualisation of concept) as a detailed animatic [i.e. animated storyboard, typically used to establish key element such as posing, timing, composition, style, mood and concept] or block test or sequences that can illustrate component parts of the film);
  - **Samples** of previous animation work.

- For Creative Documentary projects:
  - **Research Material** should be provided (research footage and materials concerning the main characters of the film or at least photos).
  - A 3 to 5 minute **teaser trailer** (that demonstrates style and treatment).
- For High Quality International TV Series projects:
  - **Character/Series Bible**
    - *NOTES:*
      - *Must be in English.*
      - *Page numbers must be on all pages.*
      - *A three line logline must be on the front page. All written work must be in 12 point 1.5 space.*

## Finance and Implementation Plan

Applicable for ALL PRODUCTION GRANTS, **PLEASE PROVIDE:**

*The quality, viability and professional, industry standard treatment of the proposed budget, the financing plan and strategy, and implementation plan (production schedule and shooting schedule).*

- FULL BUDGET breakdown (*with at least one supporting quote will need to be provided with your application*).
- Financing Plan
- Finance Strategy\*
- Level of confirmed financing\* i.e.:
  - Letters of intent from financial partners, if available;
  - Pre-sale/distribution or other agreements, if available.
- Letter(s) of interest of co-production, or other agreement(s), if available
- Realistic production schedules (implementation and shooting)

*\* financing strategy and level of confirmed financing does not apply for SHORT FILM PRODUCTION NEW TALENT GRANT AND SHORT FILM PRODUCTION GRANT*

## Distribution Potential

Applicable for ALL GRANTS, **PLEASE PROVIDE:**

Distribution and Audience Strategy (local and international) including:

- Audience Research and Strategy
- Screening, Festival and Distribution Strategy

The Malta Film Fund administrator/s reserves the right to request further information or clarification on any aspect of the above.

## ADDITIONAL MATERIAL REQUIRED FOR SPECIFIC SCHEMES:

### SHORT FILM PRODUCTION - NEW TALENT GRANT

*Applicable for SHORT FILM PRODUCTION - NEW TALENT GRANT. **PLEASE PROVIDE:***

- Minimum **3 minutes digital rough copy/extract of the short film** that you intend to shoot (can be shot on mobile or DSLR camera) in advance.
- **Animation Bible** which will include amongst other things a visual treatment, style development/design (drawn examples), character/s model sheets (drawing – at least one page per character); pose and expression concept artwork of character/s (at least 6 poses and 6 facial expressions); setting and character concept art (drawn); additional concept art – props, secondary characters, etc (optional); storyboard (reproduction in a size that fits in the notebook).
- 3 to 5 minute **teaser sequence** for Animation projects (FINAL visualisation of concept) as a detailed **animatic** [i.e. animated storyboard, typically used to establish key element such as posing, timing, composition, style, mood and concept] or block test or sequences that can illustrate component parts of the film.
- Samples of previous animation work.

The Malta Film Fund administrator/s reserves the right to request further information or clarification on any aspect of the above.

## DEFINITIONS

For the scope of this call for proposals the following terms are defined as follows:

**Beneficiary** means the individual or company legally responsible for the implementation of the action for the selected project and the recipient of the grant.

A **Creative Documentary** refers to a production that takes a real-life subject as its starting point but requires substantial original writing and sets out an author's and/or director's point of view. A creative documentary should contain a certain 'timeless' element and should contain significant original filming and does not merely report information. A creative documentary is understood as having a screening time of a minimum length of 60 minutes. This includes docudramas that make use of literary and narrative techniques to render story-like the bare facts of an event. A Creative Documentary refers to a one-off.

**Eligibility Criteria** means the minimum conditions that a proposal must meet if it is to be evaluated. The eligibility criteria relate to submission before the deadline, minimum participation, and completeness of the application form, scope of the company and the type and duration of the eligible qualifying production.

**Electronic Press Kit (EPK)**, which includes photos, footage of behind-the-scenes, clips from the actual shoot, and the trailer.

A **Feature Film** is a non-documentary, of a total duration of minimum 80 minutes that is intended for local and international distribution; aims to promote Maltese storytelling, Maltese stories, Maltese cinema and by doing so improve the structure of the Maltese Indigenous Film Industry.

A **High Quality International TV series** refers to a pilot series intended primarily for the purpose of an International market.

**Maltese/European Independent Audiovisual Company** means a production company that has audiovisual production as its main purpose and activity and a company that is duly registered as an audiovisual production company in Malta/Europe, having at least one director or a major shareholder of the company who is a Maltese/European citizen.

**Maltese Production** is a production that has a 'certificate of origin' stating that the film is a Maltese film, with Malta formally recognized as its country of origin.

A **Short Film** is to have a screening time of less than 25 minutes; however for Short Film Production – New Talent screening time must be of minimum 8 minutes and not exceeding 10 minutes including credits; for ANIMATION projects, the film must be longer than three minutes and not exceed 10 minutes including credits.