

Programa de Apoio à Produção Cinematográfica de Longas Metragens  
Support Programme for the Production of Feature Films

申請規定  
Regulamento de Candidatura  
Application Rules

# 電影 長片製作 支援計劃

澳門文化創意產業系列補助計劃

Série de Programas  
de Subsídios para as  
Indústrias Culturais e  
Criativas de Macau Subsidy Programme  
Series for Macao's Cultural and Creative Industries

## 2018

申請日期

2018.12.28

Período de Candidatura

2019.02.10

Application Period



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## 1. Programme Overview

With the objective of continuously cultivating Macao's filmmaking talent and boosting local professional capacity in film production, the Cultural Affairs Bureau of the Macao S.A.R. Government (hereafter referred to as IC) has launched the 2018 Support Programme for the Production of Feature Films (hereinafter referred to as the Programme), providing local film talent with the opportunity to produce feature films in order to encourage local filmmakers engaging in the production of feature films.

An adjudicating panel comprising film professionals invited by IC will select eligible applicants for the Programme. Beneficiaries will receive IC support in two critical respects:

1) Financial Support: subsidies for the feature film's production, promotion and marketing costs for the selected project; 2) Professional Advice and Support: panel members will proffer beneficiaries professional advice regarding the production, promotion and marketing of the film during the implementation of the project.

IC, in providing the foregoing support, hopes to improve the quality of the cinematic works.

## 2. General Information

- 2.1 Name of Programme: 2018 Support Programme for the Production of Feature Films
- 2.2 Organiser: Cultural Affairs Bureau of the Macao S.A.R. Government
- 2.3 Location for Submitting Applications: Cultural Affairs Bureau Building, Tap Siac Square, Macao
- 2.4 Application method: Submit all required documents as defined in clause 7.1 (initial review) or 8.2 (second review) of the Application Rules in person or through a representative to the submission location.
- 2.5 Application period: Initial Review — from 28 / 12 / 2018 to 10 / 02 / 2019  
Second Review — within 60 days from the following day after the announcement of entrants to second review (exact period is to be announced)
- 2.6 Office hours: Monday to Friday: 9:30-12:30, 15:00-17:00
- 2.7 Enquiries (during office hours):  
Mr. Leong or Mr. Chong  
Tel.: (853) 8399 6297  
Fax.: (853) 2836 6860  
Email: info.dpicc@icm.gov.mo  
Relevant information available from:  
[www.icm.gov.mo](http://www.icm.gov.mo) / [www.macaucci.gov.mo](http://www.macaucci.gov.mo)
- 2.8 The applicant's original Macao S.A.R. Resident Identity Card must be presented upon submission. Originals of all submitted photocopied documents must be presented for verification;
- 2.9 Applications should be submitted in Chinese and English versions / Portuguese and English versions to the submission location before the deadline mentioned above. Applications submitted after deadline will not be accepted;
- 2.10 In case of any discrepancies between the electronic files and the hard copies, content of the



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hard copies shall prevail;

- 2.11 IC will not return any application documents or appendices submitted to the Programme, regardless of whether applicant is granted support.

### **3. Eligibility to Apply**

Applicant must fulfil the following criteria:

- 3.1 Applicant must be aged 18 or above; s/he must be an individual who holds a valid Macao S.A.R. Resident Identity Card;
- 3.2 Applicant must serve as director or producer of “film in application” (hereinafter referred to as Film);
- 3.3 Should the applicant not be the original author of the Film—that is, person who conceived idea for cinematic work, s/he should be duly authorised by original author to produce it as a feature film;
- 3.4 Should the applicant not be the original screenwriter of the Film, s/he should be authorised by the original screenwriter or related copyright owner to produce the film based on his/her work or reproduce the original scripts;
- 3.5 Applicant must have served as director or producer of at least one feature film (minimum 80 minutes duration) or of two short fiction films (minimum 20 minutes duration each) which must have been screened publicly;
- 3.6 Applicant can only submit one application within a calendar year, and cannot assume role of director or producer in any other applications to Programme;
- 3.7 Members of the adjudicating panel and IC staff involved in Programme are not eligible to apply.

### **4. Number of Beneficiaries, Support Amount and Support Scope**

- 4.1 Support will be given to a maximum of four beneficiaries. The adjudicating panel reserves right to veto choice of applicants according to actual situation;
- 4.2 Cost covered by financial support:
- 4.2.1 Each film selected can receive a financial support covering 70% of the estimated total costs (i.e. the estimated production, promotion and marketing costs) incurred by the proposed project specified in item 1.2 of Part I of the “2018 Support Programme for the Production of Feature Films—Application Form for Second Review”, up to a limit of two million patacas (MOP2,000,000.00);
- 4.2.2 IC shall decide the “Support amount granted by the Programme” based on the rules herein.
- 4.3 Professional advice and support:  
Adjudicating panel will proffer beneficiary professional advice regarding production, promotion and marketing of their feature films throughout implementation of project, enabling beneficiary to complete their films in a professional manner.

### **5. Auditing**

- 5.1 The specification mentioned in Part VII of the “Closure Report” shall be examined by a Macao registered auditor;
- 5.2 Auditing expense arising from the fulfilment of the relevant obligations of the beneficiary shall be reimbursed on an actual cost basis where the maximum amount allowed is fifteen



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thousand patacas (MOP15,000.00).

**6. Requirements for the Film Crew and the Film of the Programme**

- 6.1 Film director must hold a valid Macao S.A.R. Resident Identity Card;
- 6.2 Macao residents must comprise at least 50% of all major members in the film crew (major members include director, producer, production manager, screenwriter, original author, leading actor and actress, supporting actor and actress, director of photography, gaffer, film editor, art director, score producer, costume designer, special effects and Foley artists);
- 6.3 Director, producer, production manager and screenwriter indicated in item 2 of Part II of the Initial Review Application Form shall not be changed once their names are submitted;
- 6.4 Film must be a feature film with a minimum of 80 minutes duration;
- 6.5 Films (with Chinese & English or Portuguese & English subtitles) must be in 35mm film, HD format or format of 4K or above, with copies in 35mm film or DCP output format. Resolution a minimum 1920 x 1080 pixels, with soundtrack of whole film recorded at bit depth of 24 bit and at sampling rate of 48 kHz minimum; frame rate 24fps;
- 6.6 Film production can only commence after announcement of second review results by IC; films already completed or under production beforehand are ineligible to apply;
- 6.7 Films commissioned by government or any organisation(s) are not eligible to apply for the Programme;
- 6.8 The completed film shall not be a pornographic film as defined in Law no. 10/78/M dated on 8 July (Stipulation of Sales, Display and Public Screening of Pornographic and Obscene Articles in the Territory).

**7. Initial Review**

- 7.1 Documents for initial review:
  - 7.1.1 Application Form for Initial Review of 2018 Support Programme for the Production of Feature Films (hereinafter referred to as Initial Review Application Form) comprises the following five parts:
    - Part I: Basic Information;
    - Part II: Information of Film Crew;
    - Part III: Proposal for Feature Film Production;
    - Part IV: Screenplay Synopsis and Scene-by-scene Plot Summary;
    - Part V: Estimated Production Costs and Spending Details.
  - 7.1.2 Photocopy of applicant's Macao S.A.R. Resident Identity Card (both front and back);
  - 7.1.3 Photocopies of public screening documents of one feature film (minimum 80 minutes duration) or two short fiction films (minimum 20 minutes duration each) directed or produced by the applicant;
  - 7.1.4 Photocopies of documents showing experiences and awards of all major members in the film crew (as referred to in item 2 of Part II of Initial Review Application Form);
  - 7.1.5 Declaration signed by major members in the film crew (as referred to item 2 of Part II of Initial Review Application Form) stating agreement to participate in film production;
  - 7.1.6 If applicant is not original author of the Film, document stating original author's agreement on the production of the film should be submitted;
  - 7.1.7 If applicant is not original screenwriter of the Film, authorisation letter from the



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- original screenwriter or related copyright owner agreeing to the production of film based on his/her work or reproducing the original scripts should be submitted;
- 7.1.8 Edited clip of feature film directed or produced by applicant, of three to five minutes duration with dialogue, in MPEG-2 format or can play in full on a DVD;
- 7.1.9 E-copy of all application documents as required in clauses 7.1.1 to 7.1.8 of the Application Rules, recorded on CD-ROM.
- 7.2 Applicant shall submit eight copies of the application documents including one original set and seven photocopies. In case of any discrepancies between the original and the photocopies, content of the original document shall prevail;
- 7.3 Contents stated in the “Concept of creation and production plan” indicated in item 2 of Part III and “Screenplay synopsis” indicated in item 1 of Part IV of the Initial Review Application Form cannot be changed after submission.

## **8. Second Review**

- 8.1 Applicant must submit applications for second review within 60 days from the following day after IC announcing entrants for second round;
- 8.2 Documents for second review:
- 8.2.1 Application Form for Second Review of 2018 Support Programme for the Production of Feature Films (hereinafter referred to as Second Review Application Form) comprises the following four parts:  
Part I: Basic Information;  
Part II: Source of Capital;  
Part III: Latest Estimated Production Costs and Spending Details;  
Part IV: Feature Film Promotion and Marketing Plan.
- 8.2.2 Complete script (written in Chinese & English or Portuguese & English);
- 8.2.3 Except for the contents of clause 6.3 which shall not be changed, if the applicant wishes to replace other major members of the film crew stated in the Initial Review Application Form, s/he shall submit detailed explanations in Chinese and English, or in Portuguese and English, as well as resubmitting relevant documents listed in clauses 7.1.4 and 7.1.5 to IC for approval;
- 8.2.4 Except for the contents of clause 7.3 which shall not be changed, if the applicant wishes to renew or modify the content of the Initial Review Application Form, s/he shall inform IC and submit detailed explanations and updated content in Chinese and English, or in Portuguese and English to IC for approval; the content can only be changed after obtaining IC’s consent;
- 8.2.5 Photocopy of film’s copyright trading agreement (if any);
- 8.2.6 If the applicant is self-funded, s/he should submit the photocopy of bankbooks or certificates of deposit issued by bank;
- 8.2.7 If the applicant has co-funding organisation, s/he should submit the photocopy of the collaboration agreement signed between the applicant and the co-funding organisation;
- 8.2.8 If the film is to be co-produced, applicant should submit photocopy of co-production agreement signed between applicant and legal representative of the co-producer;
- 8.2.9 If the film is to be co-produced, applicant may submit photocopies of the list of awards won by feature films which co-produced by applicant and co-producer, as well as photocopies of the proof of international copyright trading revenues (if any);



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- 8.2.10 E-copy of all application documents as referred to in clauses 8.2.1 to 8.2.9 of the Application Rules, provided on CD-ROM;
- 8.2.11 PowerPoint presentation about project, burned onto CD-ROM, which should include information regarding film introduction, concept of creation, cinematic techniques, visual effects (visual references can be provided), actors/actresses' information, marketing goal and positioning, updated budget and spending details, in Chinese and English or in English and Portuguese versions.
- 8.3 IC reserves the right not to accept the changes mentioned in clauses 8.2.3 and 8.2.4 of the Rules, and have the right to disqualify the applicant to enter the second review;
- 8.4 Applicant shall submit eight copies of the application documents including one original set and seven photocopies. In case of any discrepancies between the original and the photocopies, content of the original document shall prevail;
- 8.5 Applicant eligible for second review will receive subsidy for paying only translation fees for complete script after an interview. Translation fees will be reimbursed based on actual cost, with a maximum of fifteen thousand patacas (MOP15,000.00);
- 8.6 If expense involves foreign currency, it shall be denominated in patacas. The exchange rate will take the average of the exchange rates provided by Banco Nacional Ultramarino (BNU) and Bank of China (BOC) Macau branches on the following day after the announcement of the list of entrants to second review; if the result shows decimals, it should be rounded up to one decimal place.

## **9. Provision of Supplementary Information**

- 9.1 Should application documents not meet requirements, or information provided in application form be incomplete, or appendices to application form or required certificates be incomplete, applicant should submit necessary documents within ten working days from the following day after IC's notification;
- 9.2 If applicant does not meet deadline for resubmission, or resubmitted documents are still incomplete or fail to meet the requirements, IC reserves right to refuse application or have the right to the disqualification of entering the second review.

## **10. Adjudicating Panel and Adjudicating Criteria**

- 10.1 An adjudicating panel is comprised of film professionals;
- 10.2 The five criteria for the Initial Review are listed as below:
- 10.2.1 Contents and creativity of script;
  - 10.2.2 Applicant and film crew's implementing capacity;
  - 10.2.3 Feasibility of film production project;
  - 10.2.4 Degree of perfection of whole project planning;
  - 10.2.5 Overall budget rationale.
- 10.3 The adjudication panel shall review and analyse the application documents submitted for the initial review, and select no more than ten applications according to criteria listed in clause 10.2, to enter the second review phase;
- 10.4 The adjudication panel shall review and analyse the application documents submitted for the second review based on the criteria stated in clause 10.2, completeness of the script and feasibility of promotion and marketing plan for film, interview the applicant and members of the film crew (composed of three persons, including the applicant and the director of the



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project, while the other member shall be decided by the applicant) and assess the applicant's PowerPoint before it decides on a list of eligible applicants.

## **11. Duty for Beneficiary**

- 11.1 After announcing the eligible applicant, IC will sign with them Agreement for 2018 Support Programme for the Production of Feature Films (hereinafter referred to as Agreement); upon signing the Agreement, IC will grant beneficiary the first payment, i.e. 40% of the "Support amount granted by the Programme";
- 11.2 Within 120 days from the following day after signing the Agreement, beneficiary shall submit a 2018 Support Programme for the Production of Feature Films—Programme Mid-term Progress Report (hereinafter referred to as the Programme Mid-term Progress Report);
- 11.3 Beneficiary shall carry out his/her selected film productions as well as promotion and marketing plans in accordance with the content of their application documents submitted for Initial and Second Reviews, Programme Mid-term Progress Report and review documents. The content approved by IC shall prevail in case of differences;
- 11.4 If the submitted "Programme mid-term progress report" does not comply with the requirements of the Application Rules, the beneficiary shall re-submit the "Programme mid-term progress report" within ten working days from the following day after IC's notification. The Report must be revised in line with the IC's requirements;
- 11.5 If the beneficiary does not make the necessary changes before the deadline, or the re-submitted "Programme mid-term progress report" still does not comply with the IC's requirements, IC shall disapprove the "Programme mid-term progress report";
- 11.6 After the approval of the "Programme mid-term progress report", IC will grant beneficiary the second payment, i.e. 40% of the "Support amount granted by the Programme";
- 11.7 Beneficiary must complete production of the film within 12 months from the following day after signing Agreement, and should submit initial-edition copy of film (minimum 80 minutes duration) to IC. If beneficiary is unable to complete production within specified period, s/he should request an extension in writing to IC with justification one month in advance of deadline;
- 11.8 An extension (mentioned above) of a maximum six months is allowed only after IC's consent and limited to one time only;
- 11.9 In event production of the film cannot be completed within extension period due to force majeure, beneficiary should co-ordinate with IC for appropriate remedial measures, with IC having right of final decision;
- 11.10 Beneficiary should include an IC logo (to be collected from IC) as well as the wording: "Film supported by the 2018 Support Programme for the Production of Feature Films by the Cultural Affairs Bureau of the Macao S.A.R. Government" in the film and all the promotional materials;
- 11.11 Beneficiary must guarantee that his/her completed films will not violate any rights of third parties;
- 11.12 Any dispute or lawsuit be brought against the IC or the beneficiary, the beneficiary must bear full responsibility and compensate IC for all the losses.



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## 12. Film Review

- 12.1 Within 180 days from the following day after the completion of film production and before Film's screening, beneficiary must submit to IC the materials for review, including a copy of film (with Chinese & English or Portuguese & English subtitles) attaching with final credit list of film crew, for requesting the film review;
- 12.2 Should the submitted materials provided be incomplete, beneficiary must hand in supplementary materials within ten working days from the following day after IC's notification;
- 12.3 The submitted film should comply with the requirements of the Application Rules. If the film does not meet the requirement or the quality of the film cannot pass the review, IC shall require concerned parties to modify it within one month from the following day after IC's notification and resubmit it for review without extension of submission period;
- 12.4 If the revised review documents cannot be submitted within the period indicated in clause 12.3 or resubmitted film does not comply with the requirements, IC will disapprove the "Film Review".

## 13. Case Closure

- 13.1 Beneficiary shall close the case within 540 days from the following day after the notification of the approval of film review and submit the below documents (hereinafter referred to as closure documents):
  - 13.1.1 Completed and signed "2018 Support Programme for the Production of Feature Films—Closure Report" (hereafter referred to as Closure Report), include following contents:
    - Part I: Information of the Film;
    - Part II: Screening Information;
    - Part III: Film Festival Information;
    - Part IV: Film Production Plan Execution and Performance Report;
    - Part V: Film Promotion and Marketing Plan Execution and Performance Report;
    - Part VI: Analysis Report of the Benefit of the Film Brings to Macao's Film Industry;
    - Part VII: Statement of Revenue and Expenditure for the Items Supported by the Programme;
    - Part VIII: Statement of Revenue and Expenditure for the Items not Supported by the Programme;
    - Part IX: Photos, Audio-visual Recording and Other Information.
  - 13.1.2 Specification of revenue and expenditure for the items supported by the Programme (hereafter referred to as "Specification"), should be verified, signed and sealed by a Macao registered auditor. The actual revenue and expenditure of every item in the "Statement of revenue and expenditure for the items supported by the Programme" submitted by the beneficiary should be the consistent with the verified specification;
  - 13.1.3 Other documents indicated in the Agreement and the Closure Report.
- 13.2 If the closure documents are incomplete, beneficiary should hand in supplementary material within ten working days from the following day after IC's notification;
- 13.3 If the closure documents fail to comply with requirements, beneficiary shall hand in supplementary material within 15 working days from the following day after IC's notification, and re-apply for case closure without any extension of submission period;



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- 13.4 If the beneficiary fails to re-apply for case closure before the deadline specified in clause 13.3, or the resubmitted closure documents still fail to comply with IC's requirement, IC will not approve the "Case Closure";
- 13.5 IC only accepts expenditure from when after the Support Programme is announced;
- 13.6 Beneficiary should keep original copies of all the expenditure invoices for five years in case of review;
- 13.7 Upon the approval of the case closure, IC shall provide the beneficiary with the third payment, which amounts to 20% of the "Support amount granted by the Programme" and the verified auditing expense;
- 13.8 The final amount is calculated according to the below provisions:
- 13.8.1 The final amount shall be granted under the following two circumstances:
- 13.8.1.1 If the verified "Total expenditure of the items supported by the Programme" is less than "Estimated total costs", i.e. item 1.2 of Part I of the Second Review Application Form, then the IC shall multiply the "Total expenditure of the items supported by the Programme" by the ratio which is calculated by dividing "Support amount granted by the Programme" as stated in the Agreement by the aforementioned "Estimated total costs", to calculate final amount granted by the Programme to the beneficiary;
- 13.8.1.2 If the verified "Total expenditure of the items supported by the Programme" is higher than or equal to "Estimated total costs", i.e. item 1.2 of Part I of the Second Review Application Form, the "Support amount granted by the Programme" as stated in the Agreement will be granted to the beneficiary.
- 13.8.2 If "Total revenue from the grant and subsidy of the local public institutions" is higher than verified "Total expenditure of the items supported by the Programme", difference will be deducted from final amount granted by the Programme;
- 13.8.3 If final amount granted by the Programme calculated in accordance with clauses mentioned above is less than "Support amount granted by the Programme" as stated in the Agreement, difference will be deducted from the third payment of the "Support amount granted by the Programme". If the third payment is insufficient to cover the abovementioned difference, beneficiary must return the excess amount to the IC in cash or by cheque within the period stated in the refund notification letter sent by IC.
- 13.9 If expenditure or revenue in the Closure Report involves foreign currency, it shall be denominated in patacas. The exchange rate will take the average of the exchange rates provided by Banco Nacional Ultramarino (BNU) and Bank of China (BOC) Macau branches on the date of signing the Agreement; if the result shows decimals, it should be rounded up to one decimal place.

#### **14. Termination of Financial Support and Follow-up Procedures**

- 14.1 The financial support will be suspended in the event that the "Programme mid-term progress report", "Film Review" and "Case Closure" are not approved;
- 14.2 If the condition in clause 14.1 occurs, beneficiary shall submit all completed and signed documents necessary to close the case within 30 days from the following day after receiving



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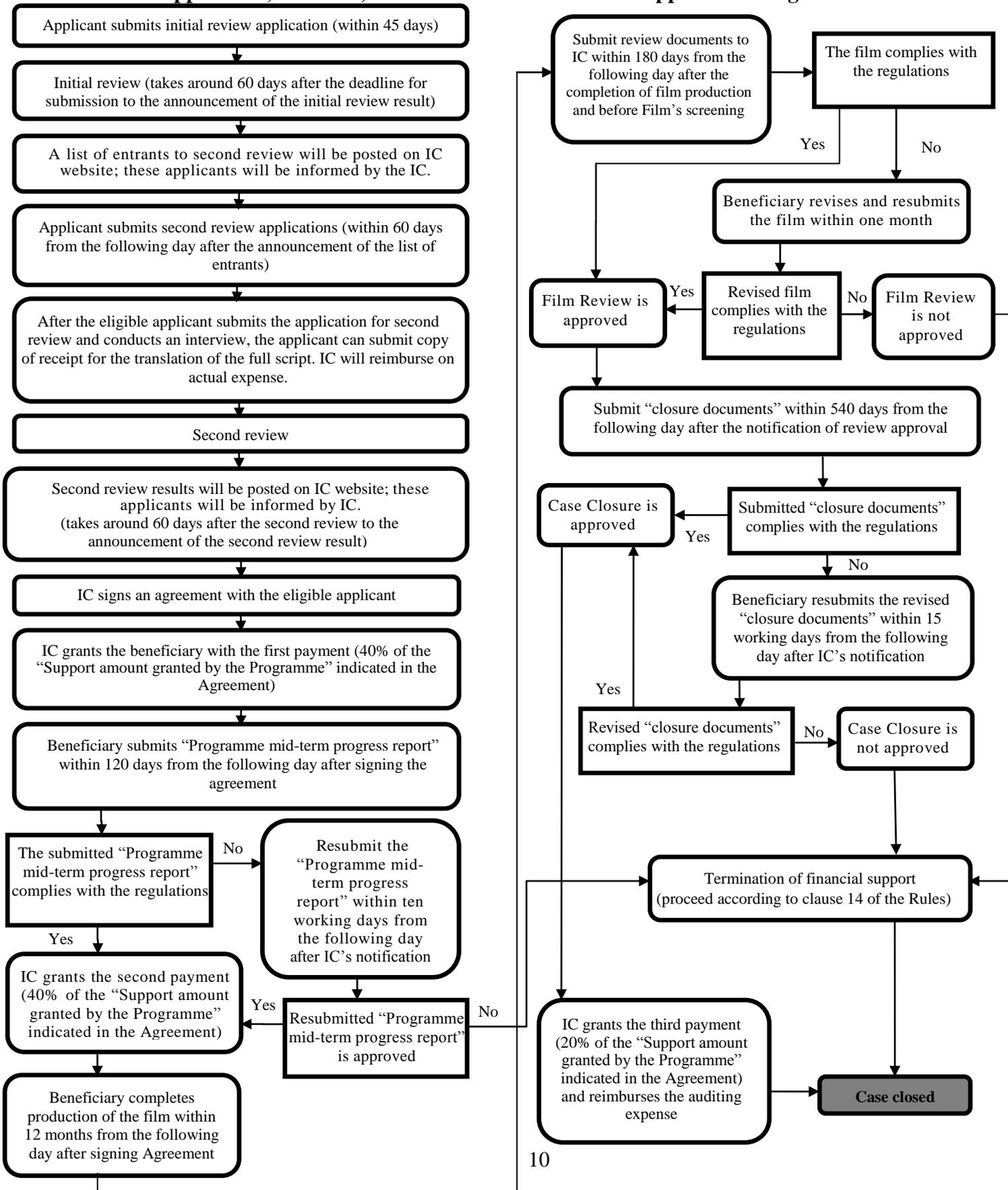
- IC's notification;
- 14.3 If the financial support is suspended, IC will decide whether the beneficiary must return the financial support received in full or in part, or cannot receive the remaining financial support by reference to the reason for disapproval as well as the rationality of the submitted and verified expenditure;
  - 14.4 Whether in full or in part, if the financial support is to be returned in accordance with clause 14.3, beneficiary must return the relevant sum in cash or cheque within the period stated in the refund notification letter sent by IC;
  - 14.5 Whether the case closure is approved or not, IC will reimburse the auditing expense if receipts are presented as required;
  - 14.6 The specification of the "Statement of revenue and expenditure of the items supported by the Programme" (as of the date when the beneficiary receives the notification about the termination of financial support) must be verified, signed and sealed by a Macao registered auditor.

**15. Applicant Withdrawal, Withdrawal after being Selected and Violation of Regulations**

- 15.1 For withdrawal during the initial review and second review, applicant should notify IC as soon as possible;
- 15.2 If the eligible applicant does not apply for the application for second review according to the provisions of the Application Rules or cannot attend the interview, it will be deemed as giving up the application;
- 15.3 If the eligible applicant decides to withdraw from the Programme before signing the Agreement, s/he should notify IC as soon as possible;
- 15.4 For violation of the Application Rules or the regulations of the Agreement, IC reserves the right to require beneficiary to return the granted financial support partially or in full in cash or by cheque according to the provisions of the Agreement within the period stated in the refund notification letter sent by IC;
- 15.5 Before receiving refund of the related amount, IC reserves the right not to accept the application for the Support Programme for Production of Feature Films by the applicant in future.



### 16. Application, Selection, Case Closure and Financial Support Granting Procedures





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**17. Final Provisions**

- 17.1 False information must not be submitted for the application of the Support Programme and after the selection;
- 17.2 Applicant guarantees that all parties providing their personal information for the Support Programme acknowledge the purpose of the data collection;
- 17.3 Submitted documents will be kept strictly confidential. IC will not use them for any other purpose than that for the Programme;
- 17.4 By participating in the Programme, applicant is deemed to have read, understood, and agreed to comply with all the terms and stipulations of the Rules, without any objection;
- 17.5 In case of any discrepancies between the provisions of the Application Rules and the provisions of the Agreement signed between the beneficiary and the IC, the latter shall prevail;
- 17.6 IC reserves the right of final interpretation of the terms and conditions of the Programme and its decision shall be deemed final.