

2016 Support Programme for the Production of Feature Films Application Form for Second Review

Instruction for filling in the form

1. All fields on this application form must be completed. Please write “N/A” in fields where no relevant information is available;
2. Please use block letters to complete the form in either bilingual form (Chinese & English or Portuguese & English);
3. All the personal information provided by applicants will only be used for the Support Programme and shall be handled pursuant to the *Law No. 8/2005—Personal Data Protection Act*;
4. Please attach extra sheets if space is not enough.

Part I: Basic Information

1. Project and Applicant’s Information

1.1 Title of film	Chinese / Portuguese	
	Other language	
1.2 Estimated total costs (MOP) ^{Note 1}	Estimated production costs ^{Note 2}	
	Estimated promotion and marketing costs ^{Note 3}	
1.3 Name of applicant	Chinese / Portuguese	
	Other language	

Part II: Source of Capital

Self-funded Co-funded

1. Capital Plan

1.1 Basic Capital Plan

Item	Amount (MOP)	Percentage of the estimated total costs
Source of capital	Self-funded capital	
	Co-funded capital (to be completed if applicable)	
	Financial support and subsidy from other public organisations (to be completed if applicable)	

1.2 Co-funded capital information (If applicable, a copy of the signed collaboration agreement should be submitted.)

Name of co-funding organisation	Region	Amount (MOP)	Percentage of the co-funded capital
	<input type="checkbox"/> Local <input type="checkbox"/> Foreign		

Notes: 1. Applicant should fill out the estimated total costs according to the actual need (including estimated production costs and estimated promotion and marketing costs);

2. Refer to the total sum of items 1.1 to 1.6 of Part III of this application form;

3. Refer to the total sum of items 3.1 to 3.6 of Part IV of this application form.

Name of co-funding organisation	Region	Amount (MOP)	Percentage of the co-funded capital
	<input type="checkbox"/> Local <input type="checkbox"/> Foreign		
	<input type="checkbox"/> Local <input type="checkbox"/> Foreign		

1.3 Financial support and subsidy from other public organisations (please complete if applicable)

Has financial support or subsidy been sought from any other public organisation?

No Yes (please provide the following information)

Name of organisation providing / to provide financial support / subsidy	Amount (MOP)	Status
		<input type="checkbox"/> Waiting for reply <input type="checkbox"/> Approved
		<input type="checkbox"/> Waiting for reply <input type="checkbox"/> Approved
		<input type="checkbox"/> Waiting for reply <input type="checkbox"/> Approved

Part III: Latest Estimated Production Costs and Spending Details

1. Latest estimated production costs

1.1 Personnel costs

Department	Position	Job duties	Quantity	Amount (MOP)
	Producer			
Directing	Director			
	Screenwriter			
	Assistant director			
	Script supervisor			
Production	Production manager			
	Production assistant			
	Grip			
Cast	Leading actor / actress			
	Special appearances			
	Extra			
Photography	Director of photography			
	Assistant director of photography			
	Camera operator			

Lighting	Gaffer			
	Best boy			
	Technician			
Art and costume	Art / costume director			
	Assistant art director			
	Props assistant			
	Wardrobe assistant			
Hair and make-up	Make-up artist / hairdresser			
Sound	Sound recordist			
	Boom operator			
Other				
Sub-total:				
1.2 Production costs 1: Pre-production and filming phases (equipment rental and material costs)				
Department	Equipment / materials	Particular	Quantity	Amount (MOP)
Photography	Photographic equipment			
	Additional equipment			
	Consumables and others			
Lighting	Lighting equipment			
	Consumables and others			
Art and costumes	Props / sets cost			
	Costumes cost			
Sound	Recording equipment			
	Consumables and others			
Production	Generator vehicle			
	Generator			
	Track			
	Site rental cost			
Hair and make-up	Materials for make-up / hairdressing			

Other				
Sub-total:				
1.3 Production costs 2: Post-production phase				
Department	Item	Particular	Quantity	Amount (MOP)
Post-production	Sound effects			
	Film editing			
	Colour grading			
	CG special effects			
	Scoring			
	Consumables and others			
Other				
Sub-total:				
1.4 Transportation costs				
Department	Item	Particular	Quantity	Amount (MOP)
Photography	Vehicle rental (used for carrying people and delivering equipment)			
Lighting				
Art and costume				
Sound / hair and make-up / cast / production				
Other				
Sub-total:				
1.5 Accommodation costs				
Production period	Particular		Quantity	Amount (MOP)
Pre-production				
Filming				
Post-production				
Sub-total:				

1.6 Catering costs			
Category	Particular	Quantity	Amount (MOP)
Meals for Production Department for			
Meals for filming phase			
Meals for post-production phase			
Other			
Sub-total:			
Estimated total production costs ^{Note 4} :			
2. Production Costs Spending Details			
Category	Details of spending / usage	Percentage of estimated production costs	
Personnel costs			
Production costs			
Transportation / accommodation / catering costs			

Note: 4. Must be the same as that given for the estimated production costs provided in item 1.2 of Part I of this application form.

Part IV: Feature Film Promotion and Marketing Plan

1. Basic promotion and marketing plan

1.1	<p>Marketing position (In either bilingual form (Chinese & English or Portuguese & English), within 300-500 words for each language.)</p>
1.2	<p>Market analysis (Please describe the market share and box office sales for this genre of film in either bilingual form (Chinese & English or Portuguese & English), within 300-500 words for each language.)</p>

1.3	Target audience analysis (Please describe the target audiences by profession, age and personality as well as their estimated ratio of all filmgoers. In either bilingual form (Chinese & English or Portuguese & English), within 300-500 words for each language.)	
1.4	Promotion and market distribution strategies for local and foreign markets (Please describe the promotion and marketing strategies based on the film's marketing position and audience preferences. In either bilingual form (Chinese & English or Portuguese & English), 1,000 words for each language.)	
1.5	Estimated screening period	
	Local	From (dd/mm/yyyy) to (dd/mm/yyyy)
	Foreign	From (dd/mm/yyyy) to (dd/mm/yyyy)

2. Festival Participation Plan

Festival participation plan (please write in chronological order of the festivals)

Film Festival (1)	Name of Film Festival	
	Host city	
	Festival dates	
	Section	
	Eligibility	
	Registration dates	
Film Festival (2)	Name of Film Festival	
	Host city	
	Festival dates	
	Section	
	Eligibility	
	Registration dates	
Film Festival (3)	Name of Film Festival	
	Host city	
	Festival dates	
	Section	
	Eligibility	
	Registration dates	
Film Festival (4)	Name of Film Festival	
	Host city	
	Festival dates	
	Section	
	Eligibility	
	Registration dates	
Film Festival (5)	Name of Film Festival	
	Host city	
	Festival dates	
	Section	
	Eligibility	
	Registration dates	

3. Estimated Promotion and Marketing Costs			
	Item	Content	Amount (MOP)
3.1	Promotional materials		
3.2	Exhibition preparation and materials		
3.3	Premiere		
3.4	Advertising		
3.5	Outdoor promotion		
3.6	Promotional planning		
Estimated total promotion and marketing costs <small>Note 5:</small>			

Note: 5. Must be the same as that given for the estimated promotion and marketing costs provided in item 1.2 of Part I of this application form.

Submission Requirements

1. Applicants should submit this Application Form along with all documents outlined in clause 8.2 of the “Application Rules for the 2016 Support Programme for the Production of Feature Films”. Please provide a total of eight copies of all documents including one original set and seven photocopies. At the same time, applicants must ensure that the content of all photocopies matches the original. In case of any discrepancies between the original and photocopies, content of the original document shall prevail;
2. All documents must be compiled into a pamphlet and put in a document envelope following the sequence of documents stated in clause 8.2 of the Application Rules. The following information should be indicated on the envelope:
 - 2.1 Application for the 2016 Support Programme for the Production of Feature Films—
Second Review;
 - 2.2 Name of applicant;
 - 2.3 Film title.

Statement

1. I hereby confirm that I have read and understood all terms in the “Application Rules of the 2016 Support Programme for the Production of Feature Films” issued by the Cultural Affairs Bureau and agree to be bound by all provisions and conditions;
2. I, undersigned, hereby acknowledge and guarantee that all information completed in this application form and those in the appendices attached are true and accurate with no errors, fraud, or omissions, and I am committed to accepting all legal liabilities for the content of such information.

Applicant’s signature

Application date

(As in ID card)

____/____/____

(dd/mm/yyyy)

For official use only

Application no.: _____

Documents received:

- Hard copy of Application Form for the 2016 Support Programme for the Production of Feature Films—Second Review
- Complete script (submitted in Chinese and English versions or in Portuguese and English versions)
- Any update or change to the submitted Initial Review Application Form shall be made along with the provision of detailed explanations and updated content in either bilingual form (Chinese & English or Portuguese & English), except screenplay synopsis, creative filmmaking concepts and production plan which shall remain unchanged
- If the applicant replaces the major member(s) of the film crew stated in the submitted Initial Review Application Form, the applicant shall provide a detailed explanation and relevant updated content in either bilingual form (Chinese & English or Portuguese & English), in addition to resubmitting the documents as required by clauses 7.1.4 and 7.1.5 of the Application Rules in line with the update to the aforesaid member(s), except the director, producer, production manager and screenwriter which shall remain unchanged
- Photocopy of the film's copyright trading agreement (if any)
- Photocopy of applicant's bankbook or certificates of deposit issued by a banking institution (if applicable)
- Photocopy of the collaboration agreement signed between the applicant and the co-funding organisation (if applicable)
- Photocopy of the co-production agreement signed between the applicant and the legal representative of the co-producer (if applicable)
- Photocopies of the list of awards won by feature films co-produced by applicant and co-producer, as well as photocopies of the proof of international copyright trading revenues (if any)
- CD-Rom containing all the application documents
- CD-Rom containing the PowerPoint file

Staff's signature

Date
