INTERNATIONAL CO-PRODUCTION FUND (ICOF)
TECHNICAL REQUIREMENTS

Some advice before you start:

1. It's important you provide as much information as you can to help a) us present your project to the FilmPhilippines Incentives Selection Committee in the best manner possible and b) the members of said committee to make a full and fair assessment.

2. The application form is applicable to all types of format. Some of the fields are not relevant depending on your project (animation, documentary, etc.). Fill up the sections of the form as much as possible, and provide within the form a brief explanation when you can not provide a certain information/document.

3. Keep in mind that our small team receives many applications each cycle. Your application needs to make the best case for your project.

4. Allow yourself TIME to complete your application.

5. As the guidelines and application forms are subject to changes and updates, please make sure before filling your application that you are using the latest version of these documents by checking at: http://www.filmphilippines.com/

6. Getting a fresh pair of eyes to review and proofread your application is also recommended. You only get one chance to make a first impression.

Technicalities:

1. Submit the soft copy of the full application to filmphilippines@fdcp.ph with the subject field labeled "ICOF PROVISIONAL APPLICATION/ ICOF FINAL VERIFICATION <name of project>".

2. Submit your application during working hours (9am to 6 pm Manila Time) from Monday to Friday, with the exception of Philippine holidays.

3. In order for your application to be verified complete by the FPO before the cycle's end, please submit your application at least a week before the last day of the cycle of application. FPO will only send notice of complete application until 6PM Manila Time on the last day of the cycle. Submission of documents for incomplete applications past this time will be verified for the succeeding cycle.

4. Late or incomplete applications will be considered for the succeeding cycle.

5. We recommend using Microsoft Excel to open and fill out the application form as the format may change when using a different software. Submit this AND either

a) a single PDF file with all annexes (except for the script which you should submit as a separate attachment) grouped and labelled with the name of the project in all capital letters (compress the file size to around 10MB if possible) OR
b) a well organized file-sharing link with all the annexes properly named as per the requirement checklist and the name of your project

6. DO NOT send any element or item from your application individually or in separate emails. The FDCP will disregard these and consider your application incomplete.

7. Ensure all the requirements on the checklist are supplied in English.

8. The official date of submission will be the date the FPO confirms that your application is complete.

9. Once the Provisional Application is verified complete, please send the hard copy of your signed and notarized statutory declaration to: FILM DEVELOPMENT COUNCIL OF THE PHILIPPINES 855 Kalaw Avenue, Ermita, Manila, 1000, Metro Manila, Philippines.

10. Once selected, submit three (3) hard copies of your signed MOA to: FILM DEVELOPMENT COUNCIL OF THE PHILIPPINES 855 Kalaw Avenue, Ermita, Manila, 1000, Metro Manila, Philippines.

11. Once the Final Verification is verified complete, send the hard copy of all your Primary and Supplementary Receipts corresponding to the declared QPPE (see QPPE section of the Guidelines to see the eligible supporting documents) to: FILM DEVELOPMENT COUNCIL OF THE PHILIPPINES 855 Kalaw Avenue, Ermita, Manila, 1000, Metro Manila, Philippines.