

FILMS DIVISION

Guidelines for production of documentary films through independent film makers in Digital/Celluloid format under Plan Scheme “ Production of Documentary films by Films Division through outside producers”.

Objective

The main objectives of this scheme is to give impetus to documentary film movement in the country and to get good quality documentary, short fiction and animation films produced in Celluloid as well as Digital format.

Call for Proposal

2. Online proposals and direct applications will be invited through Films Division website (www.filmsdivision.org) in the beginning of each year, and the call will be kept open till sufficient proposals are approved for optimal utilizations of the SBG for that year. After completion of process of selection in all respect, selected films will be assigned to the concerned Directors. The proposals will be categorized as under:-

- a) New Film Makers
- b) General Film Makers

Eligibility Conditions

3. Any Citizen of India, 18 years and above, who has a great idea for making a documentary, short film or animation film can apply.
4. The applicant has to be Director/auteur of the film. Middlemen including production houses cannot apply.
5. No members or associate of a member of the Ministry of Information & Broadcasting/Films Division / Organisations under the Ministry of Information & Broadcasting and any employee or member of any committee of these bodies shall be eligible to submit a proposal under this scheme.

Procedure for application

6. The application has to be submitted online on the website of Films Division for which a special application template has been developed. The application format has a section for giving the ‘synopsis’ and ‘treatment’ of the proposed film, respectively in about 100 and 300 words, and a section for the credentials and resume of the director-applicant. The synopsis should spell out clearly what the film is about, and its category (documentary, short film, animation film). The treatment should broadly define the content in the form of topics that the film will deal with. It should also indicate broadly the techniques to be used like voice over, music, interviews, candid shots, graphics etc. The treatment should also give a preliminary indication of the form that the film may take such as classical, impressionistic, portrait, documentation, compilation, experimental and so on.
7. A person who does not have access to internet or who wishes to submit a proposal in any language other than English can make a direct application in the prescribed format to any of the Branch Offices or Regional Production Centers of Films Division.
8. A proposal rejected once will not be considered again under this scheme.

New Film Makers

9. A special category of applicants called “New Film makers” has been created. An applicant will be eligible to apply under this category only if he has made not more than one film for Films Division and more than three films overall. A declaration in the form of an affidavit to that effect will be required from all applicants applying under this category. The proposal of new film makers shall be limited to a film of 26 minutes (\pm 5 minutes) duration.

10. The proposals from new film makers will be judged as a separate category by Final Selection Committee keeping in mind their lack of experience and the fact that new film makers will be working under supervision of a mentor.

11. Approximately one third of the allocation of funds will be reserved for New Filmmakers. However, if sufficient acceptable proposals are not received from New Filmmakers by the mid-year review, the available amount may be used for proposals of General Filmmakers.

Selection procedure

12. For all applicants, Duration of the film should normally be 26 or 52 minutes. However, filmmakers shall be allowed to pitch for different duration as well. They will be required to pitch for appropriate budget for the film.

13. A budget ceiling of Rs. 4 lakh, 5 lakh, 7 lakh & 13 lakh will apply to the proposals of 5 minutes (celluloid), 10 minutes, 26 minutes & 52 minutes films respectively under the scheme. In exceptional cases, where the nature of the proposed films requires a larger budget, the proposal will be submitted with full justification to the Ministry for relaxation from the ceiling.

14. The proposals submitted online shall be screened by a Preliminary Screening Committee constituted by Director General (Film Division) and comprising of three Directors/ Dy. Directors of Films Division. The screening will be primarily on the basis of submitted synopsis and treatment, and proposals found interesting will be forwarded for evaluation by a Regional Screening Committee (RSC).

15. The RSC, constituted by Director General (Film Division), will comprise of one member from Films Division (not below the rank of Deputy Director) and two reputed film experts (film makers, technical experts, critics etc.) from the region, nominated from a panel of such persons maintained by Films Division for each region. The constitution of the RSC shall be changed at least every quarter. Non-official members of the RSC will be paid sitting fee for each meeting as per norms of Films Division. Any such norms will be made with prior approval of the Ministry of I&B.

16. The Northern Region Screening Committee will cover the states of Jammu & Kashmir, Haryana, Punjab, Himachal Pradesh, Chandigarh Union Territory, NCT of Delhi, Uttarakhand, Uttar Pradesh, and its head office will be at New Delhi. The Eastern Region Screening Committee will cover the states West Bengal, Odisha, Bihar, Jharkhand, Sikkim, Assam, Meghalaya, Nagaland, Manipur, Tripura, Mizoram, Arunachal Pradesh and its head office will be at Kolkata. The Western Region Screening Committee will cover the states of Gujarat, Rajasthan, Madhya Pradesh, Chhatisgarh, Maharashtra, Goa, Dadra Nagar Haveli Union Territory, Daman & Diu. The Southern Region Screening Committee will cover the states of Karnataka, Andhra Pradesh, Tamil Nadu, Kerala, Pondicherry, Andaman & Nicobar Island and Lakshadweep.

17. The applicant will be given an opportunity to pitch his project before the RSC, which will meet on a regular basis for such screenings. At the time of screening, the applicant will have to submit non refundable processing fees of Rs. 1,500/- in the form of Pay Order / Demand Draft along with other relevant documents. The RSC, after the screening, will recommend the proposals found suitable to the Selection Committee at Head Office of Films Division.

Selection Committee

18. The Selection Committee will be constituted and chaired by Director General, Films Division and will comprise of one member nominated from Films Division (not below the rank of Deputy Director), one member from Ministry of Information & Broadcasting (not below the rank of Deputy Secretary) and two nominated members, chosen from a panel of outside film experts (film makers, technical experts, critics etc.) maintained by the Films Division. The Selection Committee shall meet as and when necessary. Applicants whose - proposals have been recommended by RSC will be called for a final pitching session before the Selection Committee. Second A/C to and fro Train fare and local conveyance allowance of actual expenditure upto maximum Rs. 1000/ - on submission of receipt will be reimbursed to the applicants invited by the Selection Committee. Non-official members of the Selection Committee will be paid sitting fee for each meeting as per norms of Films Division. Any such norms will be made with prior approval of the Ministry of I & B.

19. The final pitch will be made by the applicants before the Selection Committee which will make a decision based on criteria such as the strength of idea, the importance of subject, treatment, duration, costing, funding pattern, time for completion of film and the profile of the director. The Selection Committee will indicate the duration, budget and time for completion of the project as part of its decision.

20. The maximum time for completion of documentary films should not exceed one year after signing of the contract between Filmmaker and Film Division. Further Extension of one month time will be accorded by Selection Committee in exceptional cases only. A proposal of further extension of time for a project will be approved by Secretary, I & B on the recommendation of Selection Committee, if properly justified.

21. The Selection Committee may seek opinion of a subject expert on the proposal at any stage if it deems fit to do so. However, such an opinion will not be binding on the selection committee.

22. The Selection Committee can prioritize various project proposals for priority funding from the budget. Proposals which cannot be funded during the financial year due to budgetary constraints may be taken up for funding subsequently on mutual consent.

23. The recommendation of the Selection Committee will be final and all approved proposals will be kept as a shelf of approved projects in their respective categories. Director General, Films Division, will assign the film to the applicants on the basis of its category, priority & the budget available. Only one film at a time will be assigned to a Director.

Medium

24. All films are to be shot in Hi-Definition digital video format with 50 mbps recording bit rate and 4:2:2 colour depth, with world class production and technical values. In exceptional cases, proposal for shooting on film or SD Video formats can be considered.

Language

25. Films can be produced in any Indian language. Sub-titling in English and/or Hindi shall be required for a film made in another language.

Subject:

26. Proposals can be submitted for any subject. However, while making recommendations, the Selection Committee may give preference to films dealing with issues of National/Social/Cultural importance or films which are innovative /experimental in content/techniques.

27. Proposals for making films on any subject on which Films Division has got films made earlier will be accepted only if the proposal offers some innovative or fresh approach. Only such subjects shall be accepted as contain a potential for contribution to nation building in the wider sense. Proposals deemed to be detrimental to national interest shall be rejected right away.

Contract:

28. A contract in prescribed format shall be executed between Films Division and an applicant, whose proposal has been accepted. The contract shall contain inter alia, details of duration, format, language, cost, schedule for release of funds, schedule for various stages of film making and final material to be submitted to Films Division on completion of film. The amount assigned for a film will be inclusive of all taxes which the film makers may have to pay such as service tax, VAT, GST etc to the Government.

29. In case of any violation of the contract and provisions of this guideline by the Applicant, Film Division shall have full right to debar him and hence any proposal submitted by such applicant under this scheme may not be considered again. However, a reasonable time not less than 15 days would be given to such applicant for submitting the clarification in this regard.

Payment Terms / Drawl of on account advance -

30. The Government may at its own discretion pay 'on account advance' to the Filmmaker as mentioned below against the agreed Contracted amount towards initial expenses:

- a) Not exceeding being fifty per cent of the total Contracted amount on signing of the contract.
- b) Not exceeding being thirty per cent of the Contracted amount on approval of the rough cut by the Government.
- c) The rest and remainder to be paid after delivery of the film and acceptance and approval of the final film materials as mentioned hereinabove.

31. The New Filmmakers will be allowed to draw advance on submission of a personal bond and surety of one person having adequate immovable assets and properties etc. for the like amount in the prescribed form for drawl of on account advances mentioned at (a) & (b) above. The surety shall be liable with the filmmaker to refund the amount of on account advance paid to him to the Government in case of breach of any of the conditions of the contract within one month.

32. An initial Research Grant of not more than Rs.25,000/- as advance will be provided to new film makers, whose proposal is accepted, for preparing a detailed treatment and production plan. This advance is considered as a production cost and therefore taken into account while calculating budget ceiling of 7 Lakhs for such projects.

33. A new film maker will make the film under the supervision of a Mentor. For this purpose, Films Division will constitute a panel of expert filmmakers to work as Mentors. It will be open for the applicants to opt for a mentor either from the panel or from outside, subject to approval by Films Division. If an applicant does not opt for a particular mentor, a mentor will be assigned to his project by Films Division. Out of the budget for the film, 2.5% will be paid as Professional fee to the mentor by Films Division. This Professional fee is also considered as a production cost and therefore taken into account while calculating budget ceiling of 7 Lakhs for such projects.

34. The General Filmmakers will be paid on account advance either on submission of a Bank Guarantee of the equivalent amount, or on submission of sureties of two persons having adequate immovable assets and properties etc. and a personal bond for the like amount in the prescribed form for drawl of on account advances mentioned at (a) & (b) above. The sureties shall be liable jointly and severally with the filmmaker to refund the amount of on account advance paid to him to the Government in case of breach of any of the conditions of the contract within one month.

35. The validity of bank guarantee/sureties should be for a minimum of one year and it will be the responsibility of the filmmaker to extend the same beyond 6 months in case the film assigned to him is not completed during the validity period.

Copyright & all other rights

36. Copyright, marketing and all other rights of all films produced in this arrangement shall vest in Films Division. However, an implied consent to the director of the film for limited non-commercial use such as submission of the film to film festivals or screening of films in educational institutions and film societies shall be included in the contract. This will not include any theatrical screening a telecast, even on non-commercial basis, for which prior permission of Films Division shall be necessary. The Director will keep Films Division informed of all such entries/screenings. Director will be permitted to retain the prize money if the film wins a prize specifically for direction in any film festival or competition.

37. The director will have to indemnify Films Division against any damages resulting from violation of any copyright or intellectual property right or any law in force for breach of condition that may form part of festival/screenings.

Monitoring of Projects:

38. For new film makers, the entire process of film making will be guided by the Mentor, who will also approve the detailed treatment, rough-cut and final-cut before it is submitted to the Selection Committee. Each film will be evaluated at the rough-cut stage as well as final-cut. For new film makers, the first evaluation will take place at detailed treatment stage. Efforts will be made to ensure that the Selection Committee which approves a certain film will continue to be associated without change in constitution for all stages of evaluation through the entire project for every film.

39. Films Division/Selection Committee may schedule special evaluation of any film at any stage.

40. Selection Committee as well as Mentors shall ensure that independence of the Director in making a film is not compromised or influenced by them.

41. If at any stage or during any evaluation, the Selection Evaluation Committee comes to the conclusion that a project is not likely to yield a good quality film, the project can be scrapped at any stage. However, in such a case, a Special Evaluation Committee will be set up for re-evaluation and the Director shall be given an opportunity to present his case before the Evaluation Committee.

42. At the time of final evaluation after the submission of the final film, the Selection Committee will also assess the suitability of the film for entry in Indian/International film festivals, and make an appropriate recommendation.

Miscellaneous:-

43. A non-official member will be included in RSC, final Selection Committee and Evaluation Committee only on submission of an undertaking of no conflict of interest and absolute integrity from them.

44. The films produced under this scheme will give credit to the Films Division as Producer, in the opening and closing credits.
