



CALL FOR PROJECTS

RULES & REGULATIONS

September 2022

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GENERAL INFORMATION



In 2019, the **Rwanda Film Office (RFO)** initiative was launched under the helm of the **Rwanda Development Board (RDB)**, with the aim to **centralize services** related to the audiovisual and film industry, and **support audiovisual stakeholders** in strengthening their operational capacities. Overall, the RFO initiative falls in line with the country's ambition to become **a leading continental film destination**.

A key component to achieve this objective is the set up of a **Film Fund**, which will **drive the development** of film projects and attract **international productions** to Rwanda.

Until the Film Fund is set up, RFO/RDB will launch **calls for projects** on an annual base.

An **evaluation** of this calls will be made with the laureates and the sector in general after each Commission, to further adapt **the system and optimize the future Film Fund** to the needs of the sector.

While the calls are open to different projects at different stages of production, RFO/RDB can't guarantee that there will be laureates in each section. Priority will be given to the **quality of the projects**, which requires this flexibility, especially for the first calls.

RFO/RDB has set up a selection process conform to international standards and all applicants should accept the decisions of the selection committee. No claim will be permitted.

PARTNERS

THIS FIRST CALL FOR PROJECTS IS MADE POSSIBLE BY THE SUPPORT OF OUR PRECIOUS PARTNERS:



The Audiovisual Sector has been an important area of Rwandan-German cooperation for many years. Joint development initiatives provided structural support to the establishment of the Rwanda Film Office, organized several workshops and training opportunities as well as travels for filmmakers. In continuation of this collaboration, GIZ partners with the Rwanda Development Board for this call for project – a significant milestone towards the common goal of establishing a Rwanda Film Fund.



The Rwanda Development Board, through a partnership with OIF (Organisation Internationale de la Francophonie) benefited from funds from the ACP-EU Culture programme. Implemented by the Organisation of the ACP States and funded by the European Union, the « ACP-EU towards a viable cultural industry » programme (ACP-EU CULTURE) intends to boost the potential of the cultural and creative sector and its contribution to the social and economic development of the ACP countries.

Moreover, OIF supports the Rwanda Film Office through its ARPIC programme (Programme d'appui au renforcement des politiques et industries culturelles).

OVERVIEW

WHO CAN APPLY TO WHAT?



	SHORT FILMS		FEATURE LENGTH		SERIES	
	FICTION & ANIMATION	DOCU	FICTION & ANIMATION	DOCU	FICTION & ANIMATION	DOCU
1- PITCH SUPPORT						
2- WRITING SUPPORT			NGO 		NGO 	
3- REWRITING & DEVELOPMENT SUPPORT			NGO 	NGO 	NGO 	NGO
4- DOCUMENTARY WRITING & RESEARCH SUPPORT				NGO 		NGO
5 - PRODUCTION SUPPORT FOR FEATURE LENGTH FILMS AND SERIES						
6 - COPRODUCTION SUPPORT CLAP-ACP2						
7 - PRODUCTION SUPPORT FOR SHORT FILMS	NGO 	NGO 				
8 - POST-PRODUCTION SUPPORT			NGO 	NGO 	NGO 	NGO
9 - PROMOTION & DISTRIBUTION SUPPORT			NGO 	NGO 	NGO 	NGO

BUDGET AVAILABLE

1- PITCH SUPPORT	8 projects x <u>200.000 RWF</u> = 1.600.000 RWF
2- WRITING SUPPORT	4 projects x <u>2.000.000 RWF</u> = 8.000.000 RWF
3- REWRITING & DEVELOPMENT SUPPORT	2 projects x <u>2.200.000 RWF</u> = 4.400.000 RWF
4- DOCUMENTARY WRITING & RESEARCH SUPPORT	4 projects x <u>2.000.000 RWF</u> = 8.000.000 RWF
5 - PRODUCTION SUPPORT FOR FEATURE LENGTH FILMS AND SERIES	1 fiction (feature length or series) = <u>30.000.000 RWF</u> 1 documentary = <u>20.000.000 RWF</u>
6 - COPRODUCTION SUPPORT CLAP-ACP2	1 feature length film = <u>80.000 EUR</u> (+/- 82.500.000 RWF)*
7 - PRODUCTION SUPPORT FOR SHORT FILMS	2 projects x <u>5.000.000 RWF</u> = 10.000.000 RWF
8 - POST-PRODUCTION SUPPORT	1 feature length film = <u>15.000.000 RWF</u>
9 - PROMOTION & DISTRIBUTION SUPPORT	2 projects x <u>2.500.000 RWF</u> = 5.000.000 RWF

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TOTAL BUDGET AVAILABLE : 184.500.000 RWF

IMPORTANT NOTE: As mentioned in the General Information, the Selection Committee will prioritize the quality of the projects. There might be more laureates in one section and none in another, depending on the evaluations of the projects. This flexibility is necessary for a first call for projects.

* Approximate amount according to the exchange rate of August 27th. The support will be paid in EUR:

TIMEFRAME



15 SEPTEMBER 2022

Launch of the call for projects

15 OCTOBER 2022

DEADLINE FOR SUBMISSIONS
(11.59 pm UTC+2)

24 OCTOBER 2022

Notification of eligibility of the application

JANUARY 2023

Selection Committee

Evaluation phase with the sector to improve next call of projects

30 APRIL 2023

Project steps must be finalized.

Writing support = writing completed

Production support = shooting completed and expenses justified

Coproduction support = expenses justified

Post-production support = film finalized and expenses justified

Promotion support = film released and expenses justified

2023

Next call for projects

(subject to availability of funds)

INTELLECTUAL **PROPERTY**



Before applying for any of these grants, make sure you have protected your work.

COPYRIGHT REQUIREMENTS

THE INTELLECTUAL PROPERTY LAW NO 31/2009 OF 26/10/2009 ARTICLE 197

Audio Visual Work/Script

- [Application form](#)
- Application letter to the Registrar General
- Copy of ID card or passport of the script-writer
- Soft copy of the film (script on flash disk in PDF format)
- Hard copy of the script (on Paper)
- Synopsis of the script
- Copy of company certificate (when the applicant is a company)
- Notarized Power of attorney (when application is done by an agent “delegation”)

For more information, contact the Intellectual Property Department at RDB.

The registration is free of charge.

PITCH SUPPORT

This pitch support is a mix between a **financial support** and **workshops** to accompany the talents and guide them to the writing of a successful synopsis. In order to make it accessible to a large audience, filmmakers can apply with a simple oral presentation of their idea.

WHAT IS THE BASE FOR THE SELECTION PROCESS?

An oral pitch (2 to 5 minutes) with an idea for a fiction, animation or documentary project.

WHO CAN APPLY?

- Rwandan filmmakers residing in Rwanda.
- Rwandan filmmakers abroad who do not have access to a national Film Fund.
- EAC filmmakers residing in Rwanda for more than 3 years.
- Priority will be given to newcomers with a professional experience of less than 5 years.

WHAT DO THE LAUREATES GET?

- 200.000 RWF in cash
 - 50% (100.000 RWF) after signature of the contract*
 - 50% (100.000 RWF) after participating in the workshop and sending deliverables*
- Participation in a writing workshop
- Access to a work station at ICT upon reservation and if available.

WHAT DO THE LAUREATES COMMIT TO?

- to participate in the workshop
- to deliver a written synopsis (min 5 pages), a short synopsis (a few lines), an intention note and a planning with next writing steps at the latest April 30th, 2023.

Note: these documents have to be written in English or French unless the Filmmaker can argue in his intention note that the project can be entirely financed in Rwanda and is mainly for a Rwandan audience.

In case the filmmaker didn't participate in the mandatory workshop or did not deliver the requested documents in time, he will have to reimburse the received instalments.

APPLYING FOR PITCH SUPPORT

HOW TO APPLY?

Each filmmaker can introduce **maximum 2 applications** for the pitch support.

- [Application form](#)
- Link to a video of the filmmaker pitching the project, with a minimum duration of 2 minutes and a maximum duration of 5 minutes.

Note: the technical quality of the video is not assessed, a simple video shot on the phone can be submitted. We strongly recommend to care about the sound quality: do not record in a loud environment and use a micro if possible. Speak slowly and clearly.

Note: RFO will propose slots for free recording at ICT (Kicukiro Innovation Center), with appropriate equipment.

IN WHICH LANGUAGE TO APPLY?

Kinyarwanda, English or French.

Note: In order for the filmmakers to use the video for further financing requests, we recommend to include English and/or French subtitles if you record in Kinyarwanda.

FOR THIS SUPPORT, A SPECIAL SELECTION PROCESS WILL APPLY:

the pitch videos will be posted online and the audience will vote for its favorite pitches.

CHECKLIST PITCH SUPPORT

I am eligible and can apply for this support

- I am a Rwandan residing in Rwanda
- I am a national of one of EAC countries (Republics of Burundi, Kenya, South Sudan, the United Republic of Tanzania, the Republic of Uganda, the Democratic Republic of the Congo) AND I am officially residing in Rwanda for more than three years
- I am a Rwandan living in a country without a Film Fund
- I am a Rwandan living in a country with a Film Fund but to which I am not able to apply for any reason (language, residence issues, etc.)

My project is eligible for this support

- 1) It is an original idea
- 2) for a fiction, animation or documentary project (feature length, series or short film)

I am aware of the commitment engaged by applying for this support and will honour it

My application is complete

- I filled out the [application form](#)
- I have attached a link to a video of me pitching the project, with a minimum duration of 2 minutes and a maximum duration of 5 minutes which will be accessible at least for the next 6 months. If the video is password protected, I have included it in the application.

My application has been submitted in time before the deadline

WRITING SUPPORT

Filmmakers who already have a developed idea in the form of a long synopsis, can apply for this grant.

WHAT IS THE BASE FOR THE SELECTION PROCESS?

A developed synopsis (min 3 pages) for a fiction or animation project, feature length film (min 45 min) or a series.

WHO CAN APPLY?

- Rwandan filmmakers residing in Rwanda.
- Rwandan filmmakers abroad who do not have access to a national Film Fund.
- EAC filmmakers residing in Rwanda for more than 3 years.
- Registered Rwandan production companies or film-related NGOs

WHAT DO THE LAUREATES GET?

- 2.000.000 RWF in cash
 - 30% after signature of the contract*
 - 40% after sending 40 pages of the script*
 - 30% after sending end deliverable*
- Access to a working station at ICT upon reservation and if available.

WHAT DO THE LAUREATES COMMIT TO?

- to deliver a treatment (min 15 pages) or a full script at the latest on April 30th, 2023.
- to mention the support from RFO/RDB & GIZ on the script and in the end credits of the film.
- In case a production company or NGO is applying for this support, it commits to transfer minimum 90% of the grant to the writer.

Note: the treatment/script has to be written in English or French unless the Filmmaker can argue that the project can be entirely financed in Rwanda and is mainly for a Rwandan audience.

In case the filmmaker didn't deliver the requested documents in time, he will have to reimburse the received instalments.

APPLYING FOR WRITING SUPPORT

HOW TO APPLY?

Each filmmaker, production company or NGO can introduce **maximum 2 applications** for the writing support.

- [Application form with short synopsis](#)
- Developed synopsis (min 3 pages)
- Intention note
- Moodboard
- Next writing steps / planning
- CV / Biography / Filmography of the filmmaker with links to his/her previous work(s)

If the application is made through a **production company or NGO**, further documents are needed:

- Contract with the Author
- Producer's note
- CV / Biography / Filmography of the producer and/or production company

IN WHICH LANGUAGE TO APPLY?

English or French preferably. Kinyarwanda possible.

CHECKLIST WRITING SUPPORT

I am eligible and can apply for this support

- I am a Rwandan residing in Rwanda
- I am a national of one of EAC countries (Republics of Burundi, Kenya, South Sudan, the United Republic of Tanzania, the Republic of Uganda, the Democratic Republic of the Congo) AND I am officially residing in Rwanda for more than three years
- I am a Rwandan living in a country without a Film Fund
- I am a Rwandan living in a country with a Film Fund but to which I am not able to apply for any reason (language, residence issues, etc.)
- I am applying with a Rwandan film production company or film-related NGO and have a duly signed contract with an eligible Filmmaker

My project is eligible for this support

- 1) It is an original idea
- 2) for a fiction or animation project, feature length or series

I am aware of the commitment engaged by applying for this support and will honour it

My application is complete

- I filled out the application form
- I have attached:
 - A developed synopsis (min 3 pages)
 - An intention note
 - A Moodboard
 - My next writing steps / planning
 - CV / Biography / Filmography of the filmmaker with links to his/her previous work(s)
- If the application is made through a **production company or NGO**, I further attached:
 - Contract with the Author
 - Producer's note
 - CV / Biography / Filmography of the producer and/or production company

My application has been submitted in time before the deadline

REWRITING & DEVELOPMENT **SUPPORT**

This grant supports scriptwriters with an early version of the script to reach the next stage of development and be competitive on the international market. It can be used to hire a consultant, to translate the script, to start location scouting and casting, to pay for writing residencies, etc.

WHAT IS THE BASE FOR THE SELECTION PROCESS?

A script in English or French (min. 50 pages) for a feature length fiction or animation film or a series. Documentary projects (feature length and series) can exceptionally be eligible for this first call.

WHO CAN APPLY?

- Rwandan filmmakers residing in Rwanda.
- Rwandan filmmakers abroad who do not have access to a national Film Fund.
- EAC filmmakers residing in Rwanda for more than 3 years.
- Registered Rwandan production companies or film-related NGOs

WHAT DO THE LAUREATES GET?

- 2.200.000 RWF in cash
 - 50% after signature of the contract*
 - 50% after sending end deliverable*
- Access to a working station at ICT upon reservation and if available.

WHAT DO THE LAUREATES COMMIT TO?

- to deliver a report of the work done with the support and the corresponding documents (script, moodboard, casting, etc.), at the latest on April 30th, 2023.
- to mention the support from RFO/RDB & GIZ on the script and in the end credits of the film.

Note: the documents have to be written in English or French.

In case the filmmaker didn't deliver the requested documents in time, he will have to reimburse the received instalments.

APPLYING FOR REWRITING & DEVELOPMENT SUPPORT

HOW TO APPLY?

Each filmmaker can introduce **maximum 1 application** for the rewriting & development support and each production company or NGO can introduce **maximum 2 applications**.

- [Application form with short synopsis](#)
- Script (min 50 pages)
- Intention note
- Note on the needs of the project and the planned usage of the support
- Moodboard
- Next writing steps / planning
- CV / Biography / Filmography of the filmmaker with links to his/her previous work(s)

If the application is made through a **production company or NGO**, further documents are needed:

- Contract with the Author
- Producer's note
- CV / Biography / Filmography of the producer and/or production company

IN WHICH LANGUAGE TO APPLY?

English or French only.

CHECKLIST REWRITING & DEVELOPMENT SUPPORT

I am eligible and can apply for this support

- I am a Rwandan residing in Rwanda
- I am a national of one of EAC countries (Republics of Burundi, Kenya, South Sudan, the United Republic of Tanzania, the Republic of Uganda, the Democratic Republic of the Congo) AND I am officially residing in Rwanda for more than three years
- I am a Rwandan living in a country without a Film Fund
- I am a Rwandan living in a country with a Film Fund but to which I am not able to apply for any reason (language, residence issues, etc.)
- I am applying with a Rwandan film production company or film-related NGO and have a duly signed contract with an eligible Filmmaker

My project is eligible for this support

- 1) It is an original idea
- 2) It is a script in English or French for a fiction, animation or a documentary project

I am aware of the commitment engaged by applying for this support and will honour it

My application is complete

- I filled out the [application form](#)
- I have attached:
 - A Script (min 50 pages)
 - An intention note
 - Note on the needs of the project and the planned usage of the support
 - A Moodboard
 - My next writing steps / planning
 - CV / Biography / Filmography of the filmmaker with links to his/her previous work(s)
- If the application is made through a **production company or NGO**, I further attached:
 - Contract with the Author
 - Producer's note
 - CV / Biography / Filmography of the producer and/or production company

My application has been submitted in time before the deadline

DOCUMENTARY WRITING & RESEARCH SUPPORT

Filmmakers with a documentary project, who already have a developed idea in the form of a long synopsis or concept, can apply for this grant.

WHAT IS THE BASE FOR THE SELECTION PROCESS?

A developed synopsis or concept (min 3 pages) for a feature length (min 45 min) documentary film or a documentary series.

WHO CAN APPLY?

- Rwandan filmmakers residing in Rwanda.
- Rwandan filmmakers abroad who do not have access to a national Film Fund.
- EAC filmmakers residing in Rwanda for more than 3 years.
- Registered Rwandan production companies or film-related NGOs

WHAT DO THE LAUREATES GET?

- 2.000.000 RWF in cash
 - 40% after signature of the contract*
 - 30% after interim report on progress and expenses*
 - 30% after sending deliverable*
- Access to a working station at ICT upon reservation and if available.

WHAT DO THE LAUREATES COMMIT TO?

- to deliver a documentary script at the latest on April 30th, 2023.
- to mention the support from RFO/RDB & GIZ on the script and in the end credits of the film.

Note: the script has to be written in English or French unless the Filmmaker can argue that the project can be entirely financed in Rwanda and is mainly for a Rwandan audience.

In case the filmmaker didn't deliver the requested documents in time, he will have to reimburse the received instalments.

APPLYING FOR THE DOCUMENTARY WRITING & RESEARCH SUPPORT

HOW TO APPLY?

Each filmmaker, production company or NGO can introduce **maximum 2 applications** for the documentary writing & research support.

- [Application form with short synopsis](#)
- Developed synopsis or concept (min 3 pages)
- Intention note
- Moodboard
- Next writing and research steps / planning
- CV / Biography / Filmography of the filmmaker with links to his/her previous work(s)

If the application is made through a **production company or NGO**, further documents are needed:

- Contract with the Author
- Producer's note
- CV / Biography / Filmography of the producer and/or production company

IN WHICH LANGUAGE TO APPLY?

English or French preferably. Kinyarwanda possible.

CHECKLIST DOCUMENTARY WRITING & RESEARCH SUPPORT

I am eligible and can apply for this support

- I am a Rwandan residing in Rwanda
- I am a national of one of EAC countries (Republics of Burundi, Kenya, South Sudan, the United Republic of Tanzania, the Republic of Uganda, the Democratic Republic of the Congo) AND I am officially residing in Rwanda for more than three years
- I am a Rwandan living in a country without a Film Fund
- I am a Rwandan living in a country with a Film Fund but to which I am not able to apply for any reason (language, residence issues, etc.)
- I am applying with a Rwandan film production company or film-related NGO and have a duly signed contract with an eligible Filmmaker

My project is eligible for this support

- 1) It is an original idea
- 2) It is a synopsis/concept for a feature length documentary.

I am aware of the commitment engaged by applying for this support and will honour it

My application is complete

- I filled out the [application form](#)
- I have attached:
 - A Developed synopsis or concept (min 3 pages)
 - An intention note
 - A Moodboard
 - My next writing & research steps / planning
 - CV / Biography / Filmography of the filmmaker with links to his/her previous work(s)
- If the application is made through a **production company or NGO**, I further attached:
 - Contract with the Author
 - Producer's note
 - CV / Biography / Filmography of the producer and/or production company

My application has been submitted in time before the deadline

PRODUCTION SUPPORT **FOR FEATURE LENGTH FILMS AND SERIES**

Production companies with an advanced script for a fiction, animation or documentary project, feature length or series, developed in Rwanda can apply for this support. The director must have directed at least one short film, selected in a major festival.

WHAT IS THE BASE FOR THE SELECTION PROCESS?

An advanced script (min 50 pages) for a feature length or series fiction, animation or documentary film.

Only directors who have previously made at least one short film showed in a major festival are eligible for this support.

WHO CAN APPLY?

Registered Rwandan production companies, established for more than 2 years, with a project by an eligible writer and/or director (Rwandan filmmakers residing in Rwanda or Rwandan filmmakers abroad who do not have access to a national Film Fund or EAC filmmakers residing in Rwanda for more than 3 years; and who has already directed at least one short film which has been selected in a major festival).

WHAT DO THE LAUREATE GET?

- Maximum amounts:

Fiction & animation	30 000 000,00 RWF
Documentary	20 000 000,00 RWF

WHAT DO THE LAUREATE COMMIT TO?

The production support has **two phases**:

- 1) when **applying**, the production company guarantees that:
 - it has paid all taxes and has a stable financial situation
 - the rights on the project have been secured and that, at the latest by the first day of the shooting, the rights will be owned by the production company for a minimum duration of 15 years
 - the production strategy is thought through and that it will put all its efforts into financing the film.
 - the shooting will be finalized at the latest by April 30th, 2023.

- 2) Once the production company **completed the financing** and can prove to RFO/RDB that the project is viable, the contract for the production support can be signed. In this contract, the production company commits to :
- finish the film
 - spend 100% of the amount on Rwandan eligible expenses (cf. List)
 - keep RFO/RDB regularly informed about the situation of the project
 - accept and collaborate with an accountant from SPIU department at RDB, who will monitor the project
 - hand in a **provisory cost report showing that the support has been spent at the latest by April 30th, 2023** and keep all proofs available on request. The cost report shall include all actual costs (e.g. personnel, travel, procurement) that were incurred during the contract period in line with the detailed budget. A template and the exact financial requirements will be shared with the successful bidder. It should be noted that any cost item that is not eligible under this grant or where proof cannot be provided is considered ineligible and must be reimbursed to RDB.
 - hand in a final cost report of the film at the latest 6 months after the premiere of the film.
 - allow audits if requested by RFO/RDB
 - give a pro-rata percentage to RFO/RDB on future receipts
 - mention the support from RFO/RDB & GIZ in the opening and end credits of the film.

The instalments will be set in the contract.

APPLYING FOR THE PRODUCTION SUPPORT

HOW TO APPLY?

Each production company can introduce **maximum 2 applications** for the production support.

- [Application form with short synopsis](#)
- Script
- Intention note
- Producer's note
- Moodboard
- Cast and Crew list
- Schedule (estimated start of shooting & post-production, expected delivery)
- Production, financing and distribution strategy
- Financing plan (+ Letters of confirmation or contracts for confirmed financing)
- Detailed budget (cf. model) + top sheet
- CV / Biography / Filmography of the writer & director with links to their previous work(s)
- CV / Biography / Filmography of the producer / production company
- Chain of title (Scriptwriter's agreement, Director's agreement, etc.)

If applicable:

- Coproduction agreement
- CV / Biography / Filmography of the producer / production company
- Link to a 10 minutes extract of previous works of the director

IN WHICH LANGUAGE TO APPLY?

English or French unless the Filmmaker can argue that the project can be entirely financed in Rwanda and is mainly for a Rwandan audience.

CHECKLIST PRODUCTION SUPPORT

My company is eligible and can apply for this support

- Registered Rwandan production companies, established for more than 2 years, with a project by an eligible writer and/or director (Rwandan filmmakers residing in Rwanda or Rwandan filmmakers abroad who do not have access to a national Film Fund or EAC filmmakers residing in Rwanda for more than 3 years).

My project is eligible for this support

- 1) It is an original script on which my company has the rights.
- 2) It is a fiction, animation or documentary project, feature length or series.

I am aware of the commitment engaged by applying for this support and will honour it

My application is complete

- I filled out the [application form](#)
- I have attached:
 - A Script
 - An intention note
 - A Producer's note
 - Cast and Crew list
 - A Moodboard
 - Schedule (estimated start of shooting & post-production, expected delivery)
 - Production, financing and distribution strategy
 - Financing plan (+ Letters of confirmation or contracts for confirmed financing)
 - Detailed budget (cf. model) + top sheet
 - CV / Biography / Filmography of the writer & director with links to their previous work(s)
 - CV / Biography / Filmography of the producer / production company
 - Chain of title (Scriptwriter's agreement, Director's agreement, etc.)

My application has been submitted in time before the deadline

COPRODUCTION SUPPORT **CLAP-ACP2**

This is a special coproduction or post-production support for feature length films which fulfil different eligibility criteria.

WHAT IS THE BASE FOR THE SELECTION PROCESS?

An advanced script (min 50 pages) for a feature length fiction, animation or documentary film or a 30min pre-editing in case of a post-production support request.

ELIGIBILITY CRITERIA

- The project must be a feature-length fiction, animation or documentary film of **60 minutes or more**. Reports, magazines and other "flow programmes" are excluded, as well as short films and TV series.
- The director must be a **national of an ACP country** (Africa, Caribbean and Pacific)
- The director must have already made **at least one short film selected in a major festival**
- The applicant must be a **production company registered in Rwanda for at least one year**
- The project must be a co-production involving **at least 3 co-producers representing at least 2 different ACP countries**, including Rwanda
- If the co-production includes non-ACP co-producers, **the number of ACP co-producers must be equal or superior to the non-ACP ones**.
- The ACP co-producers must jointly hold **40% of the shares** of the work produced. A derogation reducing this rate to 20% may be granted if the production strategy requires it and on condition that one of the ACP co-producers is a producer or delegated co-producer and signatory of the author's contract.
- **The cumulative amount of ACP-EU bonuses may not exceed €150,000** received by the same project or producer, all funds combined (i.e. OIF, Fonsic, NFA, RDB-RFO plus the other beneficiary funds of the ACP-EU Culture Programme).
- **All documents must be in French or English**, but the work may be filmed in any language of the director's ACP country (it must be delivered in a version subtitled or dubbed in French or English).
- For **production support** :
 - 40% of the funding must be confirmed
 - 100% of the funding must be spent in Rwanda (see eligible expenses)
- For **post-production support**:
 - A pre-edit of a minimum 30 min clip must be available
 - 75% of the funding must be spent in ACP countries or on salaries of ACP nationals (and at least 50% in Rwanda)
- At least **one Head of Department** and **four assistants** must be Rwandans

WHAT DO THE LAUREATE GET?

- Flat amount:

Fiction, animation, documentary		40 000,00 EUR
Clap ACP UE Bonus	+	40 000,00 EUR
	=	80 000,00 EUR

WHAT DO THE LAUREATE COMMIT TO?

The production support has **two phases**:

- 1) when **applying**, the production company guarantees that:
 - it has paid all taxes and has a stable financial situation
 - the rights on the project have been secured and that, at the latest by the first day of the shooting, the rights will be owned by the production company for a minimum duration of 15 years
 - the production strategy is thought through and that it will put all its efforts into financing the film.
 - the shooting will start at the latest in 2023. (Note: 50% of the support must be spent before April 30th, 2023).
- 2) Once the production company **completed the financing** and can prove to RFO/RDB that the project is viable, the contract for the production support can be signed. In this contract, the production company commits to :
 - finish the film
 - spend 100% of the amount on Rwandan eligible expenses in case of a production support and 50% in case of a post-production support (cf. List)
 - keep RFO/RDB regularly informed about the situation of the project
 - accept and collaborate with an accountant from SPIU department at RDB, who will monitor the project
 - hand in a provisory cost report showing that **50% of the support has been spent at the latest by April 30th, 2023** and keep all proofs available on request. The cost report shall include all actual costs (e.g. personnel, travel, procurement) that were incurred during the contract period in line with the detailed budget. A template and the exact financial requirements will be shared with the successful bidder. It should be noted that any cost item that is not eligible under this grant or where proof cannot be provided is considered ineligible and must be reimbursed to RDB
 - hand in a final cost report of the film at the latest 6 months after the completion of the film.
 - allow audits if requested by RFO/RDB
 - mention the support from RFO/RDB & GIZ & OIF Clap-ACP2 & EU & ACP in the opening and end credits of the film.

The instalments will be set in the contract.

APPLYING FOR THE CLAP-ACP2 SUPPORT

HOW TO APPLY?

PART A - ADMINISTRATIVE

- [Registration form](#)
- Statutes of the production company (registered by the competent authority of the country) and distribution of its share capital.
- A certificate issued by the tax authorities certifying that the production company is in a regular tax situation, for the projects selected.
- Copies of the author(s) agreement(s), expressly indicating the amount and method of remuneration.
- Copies of the director(s) agreement(s), expressly indicating the amount and method of remuneration.
- Copy of the memorandum of understanding or co-production contract, which specifies in particular the distribution of shares in the film
- A bank statement in the name of the Rwandan production company.

PART B - ARTISTIC

- Letter / Producer's note
- Logline (2 - 5 lines)
- Synopsis (½ - 1 page)
- Script for fiction or treatment for documentaries protected by a collective rights management organisation
- Writer's note
- Director's note
- Presentation of the actors and head of departments if applicable (composer, cinematographer, set designer, costume designer, editor, sound editor, mixer)
- Bio-filmographies of the writer / director / producer
- 10 min clip from a previous work by the director
- Other optional elements: moodboard, teaser, etc.
- pre-edit or rough cut for post-production support

PART C - PRODUCTION

- Top sheet and detailed production budget.
- Financing plan with, on the one hand, the financing acquired and justified and, on the other hand, the financing planned.
- Proofs of financing (at least: a letter of agreement with contact details and the amount of funding granted).
- Schedule including start date of shooting, duration of shooting, start date of post-production, duration of post-production and expected delivery date of the finished product.
- Strategy for the promotion and distribution of the work

CHECKLIST CLAP-ACP2

COPRODUCTION SUPPORT

My company is eligible and can apply for this support

- Registered Rwandan production companies, established for more than 1 year, with a production or coproduction having a significant part of shooting in Rwanda or with Rwandan talents.

My project is eligible for this support

- The project is a feature-length fiction, animation or documentary film of **60 minutes or more**.
- The director is a **national of an ACP country**.
- The director has made **at least one short film selected in a major festival**.
- The project is a co-production involving **at least 3 co-producers representing at least 2 different ACP countries**, including Rwanda.
- The **number of ACP co-producers is equal or superior to the non-ACP ones**.
- The ACP co-producers jointly hold min. **40% of the shares** of the work produced (20% if a derogation is granted).
- **The cumulative amount of ACP-EU bonuses does not exceed €150,000** received by the same project or producer, all funds combined (i.e. OIF, Fonsic, NFA, RDB-RFO plus the other beneficiary funds of the ACP-EU Culture Programme).
- **All documents are in French or English**, but the work may be filmed in any language of the director's country
- For **production support** :
 - 40% of the funding min. is confirmed
 - 100% of the funding is spent in Rwanda
- For **post-production support**:
 - A pre-edit of a minimum 30 min clip is available
 - 75% is spent in ACP countries (and at least 50% in Rwanda)
- At least **one Head of Department** and **four assistants** are Rwandans

I am aware of the commitment engaged by applying for this support and will honour it

My application is complete

- PART A - ADMINISTRATIVE
- PART B - ARTISTIC
- PART C - PRODUCTION

My application has been submitted in time before the deadline

PRODUCTION SUPPORT **FOR SHORT FILMS**

Rwandan production companies or film-related NGOs with an advanced script for a short film (fiction, animation or documentary) can apply for this support.

WHAT IS THE BASE FOR THE SELECTION PROCESS?

An advanced script for a short film (fiction, animation or documentary).

WHO CAN APPLY?

- Registered Rwandan production companies or film-related NGOs with a project by an eligible writer and/or director (Rwandan filmmakers residing in Rwanda or Rwandan filmmakers abroad who do not have access to a national Film Fund or EAC filmmakers residing in Rwanda for more than 3 years).

WHAT DO THE LAUREATE GET?

- Maximum amount 5.000.000 RWF
- The support should **not exceed 90% of the total budget**.
- The amount requests have to be tailored to the needs of the project.

WHAT DO THE LAUREATE COMMIT TO?

The production support has **two phases**:

- 1) when **applying**, the production company or NGO guarantees that:
 - it has paid all taxes and has a stable financial situation
 - the rights on the project have been secured and that, at the latest by the first day of the shooting, the rights will be owned by the production company for a minimum duration of 15 years
 - the production strategy is thought through and that it will put all its efforts into financing the film.
 - the **shooting will be finalized at the latest by April 30th, 2023**.

- 2) Once the production company **completed the financing** and can prove to RFO/RDB that the project is viable, the contract for the production support can be signed. In this contract, the production company commits to :
- finish the film
 - spend 100% of the amount on Rwandan eligible expenses (cf. List)
 - keep RFO/RDB regularly informed about the situation of the project
 - accept and collaborate with an accountant from SPIU department at RDB, who will monitor the project
 - hand in a **provisory cost report showing that the support has been spent at the latest by April 30th, 2023** and keep all proofs available on request. The cost report shall include all actual costs (e.g. personnel, travel, procurement) that were incurred during the contract period in line with the detailed budget. A template and the exact financial requirements will be shared with the successful bidder. It should be noted that any cost item that is not eligible under this grant or where proof cannot be provided is considered ineligible and must be reimbursed to RDB
 - hand in a final cost report of the film at the latest 6 months after the premiere of the film.
 - allow audits if requested by RFO/RDB
 - give a pro-rata percentage to RFO/RDB on future receipts
 - mention the support from RFO/RDB in the opening and end credits of the film.

APPLYING FOR THE SHORT FILM PRODUCTION SUPPORT

HOW TO APPLY?

Each production company or NGO can introduce **maximum 2 applications** for the production support.

- [Application form with short synopsis](#)
- Script
- Intention note
- Producer's note
- Moodboard
- Cast and Crew list
- Schedule & Production, financing and distribution strategy
- Financing plan (+ Letters of confirmation or contracts for confirmed financing)
- Detailed budget (cf. model) + top sheet
- CV / Biography / Filmography of the writer & director with links to their previous work(s)
- CV / Biography / Filmography of the producer / production company
- Chain of title (Scriptwriter's agreement, Director's agreement, etc.)

IN WHICH LANGUAGE TO APPLY?

English or French preferably. Kinyarwanda possible.

CHECKLIST SHORT FILM PRODUCTION SUPPORT

My company is eligible and can apply for this support

- Registered Rwandan production companies or film-related NGOs with a project by an eligible writer and/or director (Rwandan filmmakers residing in Rwanda or Rwandan filmmakers abroad who do not have access to a national Film Fund or EAC filmmakers residing in Rwanda for more than 3 years).

My project is eligible for this support

- 1) It is an original script on which my company has the rights
- 2) It is a fiction, animation or documentary short film project.

I am aware of the commitment engaged by applying for this support and will honour it

My application is complete

- I filled out the [application form](#)
- I have attached:
 - A Script
 - An intention note
 - A Producer's note
 - Cast and Crew list
 - A Moodboard
 - Schedule & Production, financing and distribution strategy
 - Financing plan (+ Letters of confirmation or contracts for confirmed financing)
 - Detailed budget (cf. model) + top sheet
 - CV / Biography / Filmography of the writer & director with links to their previous work(s)
 - CV / Biography / Filmography of the producer / production company
 - Chain of title (Scriptwriter's agreement, Director's agreement, etc.)

My application has been submitted in time before the deadline

POST-PRODUCTION **SUPPORT**

Rwandan production companies or film-related NGOs which have wrapped a shooting for a feature length film or series and need support to finalize the film can apply for this grant.

WHAT IS THE BASE FOR THE SELECTION PROCESS?

Edited scenes (min. 15 min) of a fiction, animation or documentary project (feature length or series).

Note : the post-production support can't be used to reimburse shooting expenses.

WHO CAN APPLY?

- Registered Rwandan production companies or film-related NGOs with a project by an eligible writer and/or director (Rwandan filmmakers residing in Rwanda or Rwandan filmmakers abroad who do not have access to a national Film Fund or EAC filmmakers residing in Rwanda for more than 3 years).

WHAT DO THE LAUREATE GET?

- Maximum amount 15.000.000 RWF
- The amount requests have to be tailored to the needs of the project.

WHAT DO THE LAUREATE COMMIT TO?

When **applying**, the production company or NGO guarantees that:

- it has paid all taxes and has a stable financial situation
- the rights on the project have been secured for a minimum duration of 15 years
- the production has been conducted with all necessary permits and contracts signed with the crew and casting
- it will finalize the film
- it will spend 50% of the amount on Rwandan eligible expenses (cf. List)
- it will keep RFO/RDB regularly informed about the situation of the project
- It will accept and collaborate with an accountant from SPIU department at RDB, who will monitor the project
- it will **hand in a provisory cost report showing that the support has been spent at the latest by April 30th, 2023** and keep all proofs available on request. The cost report shall include all actual costs (e.g. personnel, travel, procurement) that were incurred during the contract period in line with the detailed budget. A template and the exact financial requirements will be shared with the successful bidder. It should be noted that any cost item that is not eligible under this grant or where proof cannot be provided is considered ineligible and must be reimbursed to RDB

- it will hand in a final cost report of the film at the latest 6 months after the completion of the film.
- it will allow audits if requested by RFO/RDB
- it will give a pro-rata percentage to RFO/RDB on future receipts
- the support from RFO/RDB & GIZ will be mentioned in the opening and end credits of the film.

The instalments will be set in the contract.

APPLYING FOR THE POST-PRODUCTION SUPPORT

HOW TO APPLY?

Each applicant can introduce **maximum 1 application** for the post-production support.

- [Application form with short synopsis](#)
- Script
- Link to edited scenes (min. 15 min)
- Intention note
- Producer's note
- Cast and Crew list
- Schedule & Post-production and distribution strategy
- Financing plan (+ Letters of confirmation or contracts for confirmed financing)
- Detailed budget (cf. model) + top sheet
- CV / Biography / Filmography of the writer & director with links to their previous work(s)
- CV / Biography / Filmography of the producer / production company
- Chain of title (Scriptwriter's agreement, Director's agreement, etc.)

IN WHICH LANGUAGE TO APPLY?

English or French unless the Filmmaker can argue that the project can be entirely financed in Rwanda and is mainly for a Rwandan audience.

CHECKLIST POST-PRODUCTION SUPPORT

My company is eligible and can apply for this support

- Registered Rwandan production companies or film-related NGO, with a project by an eligible writer and/or director (Rwandan filmmakers residing in Rwanda or Rwandan filmmakers abroad who do not have access to a national Film Fund or EAC filmmakers residing in Rwanda for more than 3 years).

My project is eligible for this support

- 1) It is a fiction, animation or documentary project, feature length or series.
- 2) The shooting is wrapped and at least 15 minutes have been edited.

I am aware of the commitment engaged by applying for this support and will honour it

My application is complete

- I filled out the [application form](#)
- I have attached:
 - A Script
 - A link to edited scenes (min. 15 min)
 - An intention note
 - A Producer's note
 - Cast and Crew list
 - Schedule & Post-production and distribution strategy
 - Financing plan (+ Letters of confirmation or contracts for confirmed financing)
 - Detailed budget (cf. model) + top sheet
 - CV / Biography / Filmography of the writer & director with links to their previous work(s)
 - CV / Biography / Filmography of the producer / production company
 - Chain of title (Scriptwriter's agreement, Director's agreement, etc.)

My application has been submitted in time before the deadline

PROMOTION & DISTRIBUTION **SUPPORT**

Rwandan production companies or film-related NGOs which have finalized a feature length film or a series and need support for its promotion or distribution.

WHAT IS THE BASE FOR THE SELECTION PROCESS?

Finalized film or series and promotion & distribution strategy.

WHO CAN APPLY?

- Registered Rwandan production companies or film-related NGOs or distribution companies with a feature length film or a series by an eligible writer and/or director (Rwandan filmmakers residing in Rwanda or Rwandan filmmakers abroad who do not have access to a national Film Fund or EAC filmmakers residing in Rwanda for more than 3 years).

WHAT DO THE LAUREATES GET?

- Maximum amount 2.500.000 RWF
50% after signature of the contract
50% after final cost report
- The amount requests have to be tailored to the needs of the project.

WHAT DO THE LAUREATES COMMIT TO?

When **applying**, the production company or NGO guarantees that:

- the rights on the project have been secured for a minimum duration of 15 years
- the production has been conducted with all necessary permits and contracts signed with the crew and casting
- It will accept and collaborate with an accountant from SPIU department at RDB, who will monitor the project
- it will hand in a **provisory cost report showing that the support has been spent at the latest by April 30th, 2023** and keep all proofs available on request. The cost report shall include all actual costs (e.g. personnel, travel, procurement) that were incurred during the contract period in line with the detailed budget. A template and the exact financial requirements will be shared with the successful bidder. It should be noted that any cost item that is not eligible under this grant or where proof cannot be provided is considered ineligible and must be reimbursed to RDB
- it will hand in a final cost report at the latest 6 months after the premiere of the film.
- it will allow audits if requested by RFO/RDB
- the support from RFO/RDB will be mentioned on the promotional materials.

If a distribution company is applying instead, it guarantees, in addition to the points listed above, that:

- the rights on the project have been secured to perform the promotion and distribution activity for which the support is requested

APPLYING FOR THE PROMOTION & DISTRIBUTION SUPPORT

HOW TO APPLY?

Each applicant can introduce **maximum 2 applications** for the promotion support.

- [Application form with short synopsis](#)
- Link to the finalized film or series
- Intention note
- Producer's note
- Cast and Crew list
- Schedule & Promotion and distribution strategy
- Budget and financing plan for the promotion activity
- CV / Biography / Filmography of the writer & director
- CV / Biography / Filmography of the producer / production company
- Chain of title (Scriptwriter's agreement, Director's agreement, etc.)

If the application is made through a **distribution company** , further documents are needed:

- Distribution agreement
- CV / Biography / Filmography of the distributor

IN WHICH LANGUAGE TO APPLY?

English or French preferably. Kinyarwanda possible.

CHECKLIST PROMOTION & DISTRIBUTION SUPPORT

My company is eligible and can apply for this support

- Registered Rwandan production companies or film-related NGO or distribution company, with a project by an eligible writer and/or director (Rwandan filmmakers residing in Rwanda or Rwandan filmmakers abroad who do not have access to a national Film Fund or EAC filmmakers residing in Rwanda for more than 3 years).

My project is eligible for this support

- 1) It is a fiction, animation or documentary project, feature length or series.
- 2) The film or series is completely finalised.

I am aware of the commitment engaged by applying for this support and will honour it

My application is complete

- I filled out the [application form](#)
- I have attached:
 - A Link to the finalized film or series
 - An intention note
 - A Producer's note
 - Cast and Crew list
 - Schedule & Promotion and distribution strategy
 - Budget and financing plan for the promotion activity
 - CV / Biography / Filmography of the writer & director
 - CV / Biography / Filmography of the producer / production company
 - Chain of title (Scriptwriter's agreement, Director's agreement, etc.)

My application has been submitted in time before the deadline

SELECTION PROCESS

ELIGIBILITY CHECK

The team of the RFO checks all applications. It checks if the applicants are eligible, if the projects are eligible and if all necessary documents have been handed in before the deadline.

If it is the case, the projects are sent to the Reading Committee.

READING COMMITTEE

The Reading Committee is constituted by professionals of the film sector and related sectors, Rwandans and Internationals, which assess the projects depending on given criteria (cf. selection criteria).

SELECTION COMMITTEE

The Selection Committee is constituted by Rwandan professionals of the film sector and representatives of Government Institutions, which make the final selection based on the assessment of the Reading Committee.

Whereas the Reading Committee is limited on a number of projects to assess due to the amount of work that it represents, the Selection Committee has an overview on all assessments, which favours a final selection of the most qualitative and promising projects.

ANNOUNCEMENT OF THE LAUREATES

SELECTION CRITERIA

The Reading and Selection Committee will assess the projects on following criteria:

WRITING SUPPORT & DOCUMENTARY WRITING AND RESEARCH SUPPORT

- the quality of the synopsis and intention note of the writer
- the link to Rwandan Culture or topics relevant for Rwanda
- the clarity and reliability of the next writing steps
- the importance of the support for the filmmaker
- female filmmakers will be particularly encouraged

REWRITING & DEVELOPMENT SUPPORT

- the quality of the script and intention note of the writer
- the link to Rwandan Culture or topics relevant for Rwanda
- the international potential of the project
- the clarity and reliability of the next development steps
- the importance of the support for the filmmaker
- female filmmakers will be particularly encouraged

PRODUCTION SUPPORT

- the quality of the script and intention note of the writer/director
- the previous work(s) of the writer / director
- the contribution of the artistic team involved and the level of the technical crew
- the link to Rwandan Culture or topics relevant for Rwanda
- the coherence of the production, financing and distribution strategy
- the importance of the support for the project
- the track record of the production company
- female filmmakers will be particularly encouraged

CLAP-ACP2 COPRODUCTION SUPPORT

- the quality of the script and intention note of the writer/director (or of the edited footage)
- the previous work(s) of the writer / director
- the contribution of the artistic team involved and the level of the technical crew
- (see next page)

CLAP-ACP2 COPRODUCTION SUPPORT

- ...
- the credibility and quality of the coproduction
- the coherence of the production, financing and distribution strategy
- the importance of the support for the project
- the track record of the production companies
- female filmmakers will be particularly encouraged

POST-PRODUCTION SUPPORT

- the quality of the script and intention note of the writer/director
- the potential based on the first edited scenes
- the previous work(s) of the writer / director
- the contribution of the artistic team involved and the level of the technical crew
- the link to Rwandan Culture or topics relevant for Rwanda
- the coherence of the post-production and distribution strategy
- the track record of the applicant
- the international potential of the project
- the importance of the support for the project
- female filmmakers will be particularly encouraged

PROMOTION SUPPORT

- the quality of the finalized film or series
- the link to Rwandan Culture or topics relevant for Rwanda
- the coherence of the promotion and distribution strategy
- the track record of the applicant
- female filmmakers will be particularly encouraged

DEFINITIONS

- Chain of title: memo-deals or agreements that prove the ownership right of the entire movie: adaptation rights if it is an adaptation, rights on the script from every entitled writer, rights on the film from every entitled director, rights on the music from every entitled composer, etc.
- Intention note: it is a 1 to 2 page note of the writer (and the director if it is not the same person, for production and post-production support), written in the first person, explaining how he came to the idea, why he wants to make that film, how he structured the story, who his characters are, what their goals are, etc. etc. Everything which makes his intention clear to the readers and will allow them to picture the film at an early stage.
- Moodboard: it helps to visualise the future film. It is a compilation of images (location pictures, cast pictures, screen shots from other films, etc.) which give an impression of the mood of the film, its colours, its set, its frame, etc. A moodboard should be coherent with the intention note, not be overloaded and not give too many different directions.
- Next writing (and research) steps / planning: detail your next writing (and research) steps and mention until when they will be completed. Make sure the delivery for the final documents is aligned with the regulations.
- Non refundable Grant: if the laureate has fulfilled his commitments, the grant is acquired and does not need to be paid back.
- Oral Pitch: in this pitch, the filmmaker explains how he came to the idea, why it matters and what the story is about. He needs to speak slowly and clearly, be enthusiastic and convincing. A lot of tutorials exist on that topic on internet.
- Pro-rata percentage: it is a percentage corresponding to the percentage of the grant in the final financing plan. Example: if a production support of 50.000.000 RWF represents 30% of the final financing plan, the production company will return 30% of the net receipts of the production company to RFO/RDB.
- Refundable Grant: the grant needs to be paid back on future receipts up to the maximum value of the grant, but only on a pro-rata base (if the grant represents 50% of the budget, then 50% of the net receipts are paid back).

ELIGIBLE EXPENSES

The final list of eligible expenses will be detailed in the agreements with the laureates.

To give an overview, the eligibility of expenses is linked to certain requirements:

TIMEFRAME

The expenses need to be done and invoiced between the date of the announce of the laureates and April 30th 2023.

TYPE OF EXPENSES

For production support:

- Author's rights on the **Scenario** up to 5% of the total budget
- Music and other **rights** (archives, images, sounds, etc.)
- Salaries and fringes of **Cast & Crew**
- **Director's fee** up to 5% of the total budget (if it is higher, only 5% will be considered eligible)
- **Producer's fee** up to 8% of the total budget (if it is higher, only 8% will be considered eligible)
- **Camera / Lighting / Grip equipment rental** (acquisitions are not eligible) and purchase of small accessories
- **Costumes** purchases and rentals (it needs to be documented that the costumes are used in the film. After shooting, it is recommended that the production company makes a sale by auction for the team, and deducts the revenues from the costumes budget line).
- **Props** purchases and rentals (it needs to be documented that the props are used in the film. After shooting, it is recommended that the production company makes a sale by auction for the team, and deducts the revenues from the props budget line).
- **Set construction** and **Set design** purchases and rentals (for non-disposable elements, it needs to be documented that they are used in the film. After shooting, it is recommended that the production company makes a sale by auction for the team, and deducts the revenues from the set design budget line).
- **Make-up** and **Hair** purchases and rentals
- **Car & truck** rentals
- **Hotel accommodations & catering**
- **Post-production** costs (cf. details)
- **Insurance costs** and **banking fees**
- **Overheads** up to 2% of the total budget

ELIGIBLE EXPENSES

For post-production support:

- **Re-shoot costs** (cf. production) up to 15% of the total post-production budget
- Salaries and fringes of **post-production Crew** (and Cast for ADR / voice-over / dubbing)
- **Director's fee** up to 5% of the total budget (if it is higher, only 5% will be considered eligible)
- **Producer's fee** up to 8% of the total budget (if it is higher, only 8% will be considered eligible)
- **Post-production equipment rental** (acquisitions are not eligible) and purchase of small accessories
- **Post-production studio rental** (private facilities for the editing phase can be eligible if properly invoiced / declared, to a reasonable market price)
- **VFX and lab costs**
- **Trailer / teaser / subtitles / dubbing**
- **Post-production insurance costs and banking fees**
- **Overheads** up to 2% of the total budget

DOCUMENTATION OF EXPENSES

- **Invoices** must be addressed to the Production company and include mandatory information (date of the invoice, number of the invoice, description of the products/services, VAT, total amount due) + proof of payments, and where applicable an EBM invoice
- **Salary slips** + working contracts + proof of payments
- Rental **agreements** + proof of payments
- For amounts under 50.000 RWF, **tickets** are allowed as long as they include mandatory information (date of the ticket, description of the products/services, VAT, total amount due) + proof of payments.

NATIONALITY OF EXPENSES

- Are considered as **Rwandan**, expenses made in Rwanda or on salaries of Rwandan nationals.
- Subcontracting and invoicing foreign expenses do not count as Rwandan expenses.

HOW TO **APPLY ?**

- 1) Make sure you have **read and understood the requirements**.
- 2) Prepare all the documents requested for the support you want to apply for **with care**. Beware of typos and mistakes and pay attention to the layout.

- 3) The application needs to be compiled in **one PDF file** labelled as followed:

For Pitch Support:	Pitch_NameOfProject_NameDirector.pdf
For Writing Support:	Writing_NameOfProject_NameWriter.pdf
For Rewriting Support:	Rewriting_NameOfProject_NameWriter.pdf
For Docu Writing Support:	DocuWriting_NameOfProject_NameWriter.pdf
For Production Support:	Prod_NameOfProject_NameDirector.pdf
For Coproduction Support (Clap ACP 2):	ACPProd_NameOfProject_NameDirector.pdf
For Short Film Production Support:	ShortFilm_NameOfProject_NameDirector.pdf
For Post-production Support:	PostProd_NameOfProject_NameDirector.pdf
For Promotion Support:	Promo_NameOfProject_NameDirector.pdf

Tip: if you are using a Windows computer and do not have an appropriate software to merge all documents in one pdf, there are a lot of free options online.

- 4) Send the application to rwandafilmmoffice@rdb.rw **before** the deadline of **October 15th 2022** and make sure you receive a confirmation of receipt.

WARNING

Applications which do not comply with the requirements or are not sent according to the details above will **not be considered as eligible**.

CONTACT

RWANDA FILM OFFICE

<http://filmingrwanda.rw/>



OFFICE

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