



The 7th First Feature Film Initiative (FFFI)

Screenplay and Production Proposal Competition Application Form (Higher Education Institution Group)

Guidance Notes

1. Please study the “Scheme Summary and Application Guidelines” for the First Feature Film Initiative (“Summary and Guidelines”) before completing this Application Form.
2. The information provided in this Application Form and the supporting documents submitted will be used in the manner stated under “Handling of Information” of Summary and Guidelines.
3. Please tick where applicable.
4. * Please delete as appropriate.
5. Additional information may be provided on separate sheets.
6. In the event of any conflict or inconsistency between the English text and the Chinese translation of this Application Form, the English text shall prevail.

For Official Use Only

Date & Time of Receipt: _____

Date of Acceptance: _____

Ref. No.: _____

Details of Participating Teams

(Please submit the **curricula vitae (CV)** and **statements of intent** of the director, producer, cast and crew members in the forms as set out at Annex A, as well as a copy of their **Hong Kong Permanent Resident Identity Card**.)

1. **Director**¹ (If there is more than one director, please provide information of the other director(s) on separate sheets)

Name: _____ (English) _____ (Chinese)

Date of Birth: _____ Sex: _____

ID Card No. (Prefix and first 3 digits): _____

Contact Tel. No.: _____ (Residence/ Office*) _____ (Mobile)

Correspondence Address: _____

E-mail: _____ Fax: _____

Institution Attending/Graduated From*: _____

Year of Entry/Graduation*: _____

Degree/Diploma/Course*Title²: _____

Present Job/Position: _____ Present Employer: _____

Declaration:

I have not shot any commercial film with a running time of 80 minutes or longer as a director, co-director or executive director. (A commercial film means a fictional narrative that has been shown at commercial cinemas in or outside Hong Kong. Animation films and documentaries are not included.)

Signature: _____ **Date:** _____

2. Producer³ (If there is more than one producer, please provide information of the other producer(s) on separate sheets)

Name: _____ (English) _____ (Chinese)

Date of Birth: _____ Sex: _____

ID Card No. (Prefix and first 3 digits): _____

Contact Tel. No.: _____ (Residence/ Office*) _____ (Mobile)

Correspondence Address: _____

E-mail: _____ Fax: _____

Present Job/Position: _____ Present Employer: _____

Declaration :

I have worked on the following two films that have been publicly exhibited⁴ in Hong Kong in the past 20 years⁵

1) _____ (film title) _____ (position) _____ (screening period)#

2) _____ (film title) _____ (position) _____ (screening period)#

must have participated in the production of at least two publicly exhibited films in Hong Kong in the past 20 years in the capacity of a presenter (出品人) /producer (監製) (not including executive producer (執行監製) and assistant producer (助理監製)) / director /director of cinematography /art director (with at least one occasion as a producer)

Signature: _____

Date: _____

3. Screenwriter⁶ (If there is more than one screenwriter, please provide information about the other screenwriter(s) on separate sheets.)

Name: _____ (English) _____ (Chinese)

Date of Birth: _____ Sex: _____

ID Card No. (Prefix and first 3 digits): _____

Contact Tel. No.: _____ (Residence/ Office*) _____ (Mobile)

Correspondence Address: _____

E-mail: _____ Fax: _____

Institution Attending/Graduated From*: _____

Year of Entry/Graduation*: _____

Degree/Diploma/Course*Title²: _____

Present Job/Position: _____ Present Employer: _____

Declaration :

I am the writer of the screenplay of the project _____(screenplay title, which must be the same as the film title) participating in the competition and own the copyright of the screenplay in full. I authorise the director(s) to use the screenplay for the production of the film. The screenplay is an original work instead of a translated or adapted one.

Signature: _____

Date: _____

4. Main Cast and Crew Members⁷

(In each of the nine positions in items 1 to 9 below, there shall be at least one Hong Kong permanent resident. Information on the Leading Actor, the Leading Actress and **at least two of items 3 to 9** shall be provided upon submission. Information on the remaining positions shall be provided as soon as practicable.)

Position	Name	Hong Kong Permanent Resident		
		(Yes)	Please provide ID Card No. (prefix and first 3 digits)	(No)
1. Leading Actor				
2. Leading Actress				
3. Cinematography				
4. Action Design				
5. Art Direction				
6. Costume Design				
7. Editing				
8. Music Scoring/ Sound Effects				
9. Visual Effects				
10. Supporting Actor		(Not applicable)		
11. Supporting Actress		(Not applicable)		

Details of Recommending Body

Recommending Body⁸

- | | |
|--|---|
| <input type="checkbox"/> The Hong Kong Academy for Performing Arts | <input type="checkbox"/> Hong Kong Baptist University |
| <input type="checkbox"/> The Hong Kong Polytechnic University | <input type="checkbox"/> City University of Hong Kong |
| <input type="checkbox"/> The Open University of Hong Kong | <input type="checkbox"/> Hong Kong Institute of Vocational Training (Lee Wai Lee) |
| <input type="checkbox"/> Hong Kong Design Institute | <input type="checkbox"/> The University of Hong Kong |
| <input type="checkbox"/> The Chinese University of Hong Kong | <input type="checkbox"/> Chu Hai College of Higher Education |

Person-in-charge of Recommending Body:

Name: _____ (English) _____ (Chinese)

ID Card No. (Prefix and first 3 digits): _____

Contact Tel. No.: _____ (Residence/ Office*) _____ (Mobile)

Correspondence Address: _____

E-mail: _____ Fax: _____

Present Job/Position: _____ Department: _____

Declaration :

I represent _____ (name of institution and department) to recommend the creative and production team of _____ (film title) to participate in the Screenplay and Production Proposal Competition of the 7th FFFI.

Signature: _____ **Date:** _____

Institution/Department Chop: _____

Production Proposal

1. Title of the Proposed Film (Tentative):

English: _____

Chinese: _____

2. Language of Dialogues: _____

3. Film Genre: _____

4. Estimated Length of the Proposed Film (at least 80 minutes): _____

5. Logline (Not more than 50 words)

6. Synopsis (Not more than 400 words)



- 7. Character Description of the film (Please provide on separate sheets)**
- 8. Treatment of the film (6,000 – 8,000 words) (Please provide on separate sheets)**
- 9. Full screenplay of the film (Please provide on separate sheets)**
(The screenplay shall be original. Translated or adapted work shall not be accepted. For the protection of copyright, the screenplay must be registered under the Federation of Hong Kong Filmmakers.)
- 10. Please provide a detailed production plan (such as a production schedule and names of cast and crew members) (Please provide on separate sheets)**

Proposed Budget

1. **Title of the Proposed Film** (English) _____
 (Chinese) _____

Estimated Length of the Proposed Film _____

2. Production Budget			Unit Price	Amount (HKD)
2.1	Core Creative Team & Cast:	2.1.1. Producer (No. of persons: _____)		
		2.1.2. Director (No. of persons: _____)		
		2.1.3. Screenwriter (No. of persons: _____)		
		2.1.4. Leading Actor (No. of persons: _____)		
		2.1.5. Leading Actress (No. of persons: _____)		
		2.1.6. Supporting Actor (No. of persons: _____)		
		2.1.7. Supporting Actress (No. of persons: _____)		
		2.1.8. Others (Please specify)		
		Core Creative Team and Cast (Total):		
2.2	Production Crew, Supporting Artists & Extras	2.2.1. Production Department		
		2.2.2. Directing Department		
		2.2.3. Arts & Props		
		2.2.4. Costume & Production Design		
		2.2.5. Make-up & Hairstyling		
		2.2.6. Cameraman		
		2.2.7. Gaffer		
		2.2.8. Grip		
		2.2.9. Stills		
		2.2.10. Production Assistants & Non-contract Workers		
		2.2.11. Supporting Artistes & Bit Parts		
		2.2.12. Extras		
		2.2.13. Others (please specify)		
Production Crew, Supporting Artistes & Extras (Total):				
2.3	Production:	2.3.1. Cinematography & Lighting Equipment		
		2.3.2. Sound Recording		
		2.3.3. Costume, Make-up & Hairstyle		
		2.3.4. Decoration, Sets & Props		
		2.3.5. Location Stunts, Action & Pyrotechnic Effects		
		2.3.6. Location Rental Fees		
		2.3.7. Transportation		
		2.3.8. Hard Disk		
		2.3.9. On-set Expenses, including Meals		
		2.3.10. Accommodation & Meals (if any)		
		2.3.11. Others (please specify)		
Production (Total):				

2.4	Post-production:	2.4.1.	Editing (No. of persons:_____)		
		2.4.2.	Computer Visual Special Effect (No. of persons:_____)		
		2.4.3.	Music/Song Composition & Copyrights (No. of persons:_____)		
		2.4.4.	Dubbing & Voice-over (No. of persons:_____)		
		2.4.5	Sound Effects & Mix (No. of persons:_____)		
		2.4.6	Subtitles, Main Title & End Credits (No. of persons:_____)		
		2.4.7	Digital Post-production (No. of persons:_____)		
		2.4.8	Post-production Materials (No. of persons:_____)		
		2.4.9	Transportation (No. of persons:_____)		
		2.4.10	Trailers & “Making of” Film (No. of persons:_____)		
		2.4.11	Accommodation & Meals (if any)		
		2.4.12	Others (please specify)		
			Post-production (Total):		
2.5	Others	2.5.1.	Insurance ¹⁰		
		2.5.2.	Audit Fee ¹¹		
		2.5.3.	Others (please specify)		
			Others (Total):		
				2.1 + 2.2 + 2.3 + 2.4 + 2.5:	
2.6					
2.6.1	Administration Fee (Not more than 2% of Production Fee) ¹²				
2.6.2	Contingency (Including re-shooting fee)				
				Production Budget (Total)¹³:	

3. Marketing Forecast					
Territory	Hong Kong & Macao	China (excluding Hong Kong, Macao & Taiwan)	Asia (excluding Hong Kong, Macao, & Mainland)	Others	Subtotal
Distribution Rights					
3.1 Theatrical Distribution Rights					
3.2 TV Distribution					
3.3 Video Distribution					
3.4 Internet Distribution					
3.5 Others					
Total (HKD)					
					Estimated Net Income (Total):

Other Financial Support from the Government

1. Are there any applications for or grant of financial support from (i) the Film Development Fund Scheme for Financing Film Production, (ii) Film Production Financing Scheme (Relaxation Plan), (iii) the Directors' Succession Scheme, and (iv) the Film Development Fund Scheme for Film Production Grant (now defunct) or any other schemes under the Film Development Fund ("FDF")/other government funding/financial support (whether in the form of equity or loan financing), grant or sponsorship or any other form) in respect of the film project as referred to in paragraph 8 of the Summary and Guidelines of the FFFI?

No Yes (please give details.)

2. Are there any application for or grant of financial support from the Scriptwriting Incubation Programme or other government funding/financial support (whether in the form of equity or loan financing), grant or sponsorship or any other form) in respect of the screenplay as referred to in paragraph 9 of the Summary and Guidelines of the FFFI?

No Yes (please give details.)

3. Is the participating team, its Associatesⁱ or its Associated Personⁱⁱ applying for or obtaining any other financial support (whether in the form of equity or loan financing, grant or sponsorship or any other form) from the Government or other third-party sources for the development of the film project or the screenplay (other than under this Application)?

No Yes (please give details.)

ⁱ "Associate" of any person means:

1. a relative or partner of that person; or
2. a company one or more of whose directors is in common with one or more of the directors of that person.

ⁱⁱ "Associated Person" in relation to another person means:

1. any person who has Control, directly or indirectly over the other; or
2. any person who is Controlled, directly or indirectly, by another; or
3. any person who is Controlled by, or has Control over, a person at 1. or 2. above.

"Control, Controlled, Controlling Interests"

1. means the power of a person (including any Associates or Associated Person), directly or indirectly (whether through one or more intermediates or otherwise) to direct or influence or cause the direction or influence of the management, policies or affairs of another person in one or more of the following ways:

- 1.1 by means of the holding of shares or interests or the possession of the voting power in or in relation to that or any other person; or
- 1.2 by virtue of powers conferred by any constitution, memorandum or articles of associations, partnership, agreement or arrangement (whether legally enforceable or not) affecting that or any other person; or
- 1.3 by virtue of holding office as a company director in that or any other person; or
- 1.4 by any other means;

2. "influence" for the purpose of this definition includes the holding of 15% or more of the shares or interests or the possession of voting power in or in relation to any person referred to in 1.1 above.

Participating Team's Number of Submission

1. Has the participating team submitted more than one application in the Higher Education Institution Group or the Professional Group under the 7th FFFI?

No Yes (please give details.)

2. Has a director of a participating team submitted more than one application in the Higher Education Institution Group or the Professional Group under the 7th FFFI?

No Yes (please give details.)

3. Has a producer of a participating team submitted more than one application in the Higher Education Institution Group or the Professional Group under the 7th FFFI?

No Yes (please give details.)

Reminder :

1. The application form shall be duly completed, signed and stamped as required.
2. When submitting the application form, the following documents should also be attached:
 - Documentary evidence showing the programme the director(s) taking /graduated in
 - Copy of the Hong Kong Permanent Resident ID cards of the director(s), producer(s), screenwriter(s), Leading Actor, Leading Actress and at least two other members of the main crew (not including Supporting Actor and Supporting Actress)
 - CV and statements of intent of the director(s), producer(s), screenwriter(s), Leading Actor, Leading Actress and at least two other members of the main and crew (not including Supporting Actor and Supporting Actress)
 - Character description of the film
 - Treatment of the film
 - Full screenplay of the film
 - Film production plan
 - Copy of Confirmation Letter for Screenplay Registration issued by the Federation of Hong Kong Filmmakers
 - Original signed cop(ies) of “Authorisation to Disclose Confidential Information” (in the format as attached in Annex B hereof) from each of the director(s), producer(s) and screenwriters.
3. **Application deadline is 21 May 2021 (Friday) (“Application Deadline”)**. An applicant shall submit to the Film Services Office (FSO) of Create Hong Kong (CreateHK) a duly completed Application Form and supporting documents in duplicate (one set of which being bound and the other not) **not later than 6:00pm on the Application Deadline**. Application Forms sent in by mail, e-mail or fax, or received beyond the deadline shall not be accepted.
4. Any supplementary information or supporting documents, where necessary, shall reach FSO of CreateHK not later than 6:00 pm on 4 June 2021 (Friday) or such other date and time as requested by the Government. Application Forms not duly completed, signed or stamped as required may not be accepted.
5. Application Forms, supporting documents and supplementary information sent by mail, e-mail or fax will not be accepted. Late application will not be processed.
6. In the case of the typhoon signal No.8 or above is hoisted or a black rainstorm warning signal or “extreme conditions after super typhoons” announced by the Government is/are in force on the Application Deadline, the latest time and date before which applications are to be submitted will be extended to 6:00pm on the next working day (excluding Saturday) after the typhoon signal No. 8 or above or a black rainstorm warning signal or “extreme conditions after super typhoons” is/are cancelled.

Declaration and Guarantee :

I have fully read and understood the contents of the Scheme Summary and Application Guidelines and this Application Form. I accept and agree to be abide by the rules and terms related to the FFFI. I also declare and guarantee that the information provided herewith and the content of the attached supporting documents are complete, true and accurate. Any false information shall result in the application being disqualified.

**Signature of the Director:
(i.e. Person-in-charge of the Film Project)**

Date:

Notes

Note 1	<p>The director is the person-in-charge of the film project and is responsible for the creative work, preparation and production of the whole film project. If the film project is selected and to be taken forward with the funding from the Film Development Fund, the director shall be responsible for establishing a production company to sign an agreement with the Government and completing the film project according to the production plan. There can be more than one director, but each of them must:</p> <ul style="list-style-type: none">(a) not have previously shot any commercial film (fictional narrative that has been shown at commercial cinemas in or outside Hong Kong) with a running time of 80 minutes or longer as a director, co-director or executive director;(b) be a student or graduate of not more than ten years in film/TV production or similar disciplines of a local or overseas higher education institution/professional school (not limited to the students/graduates of the recommending bodies); and(c) be a Hong Kong permanent resident aged 18 years or above.
Note 2	<p>Please provide documentary evidence showing the programme the director(s) taking/graduated in.</p>
Note 3	<p>The producer is the co-ordinator of the film project and is responsible for assisting the director in planning the film project, completion of the film in accordance with the production plan and within the budget of the winning film project and report to CreateHK on the filming progress and production expenses. The director and the producer shall not be the same person. There can be more than one producers, but each of them must:</p> <ul style="list-style-type: none">(a) have previously participated in the production of at least two publicly exhibited films in Hong Kong in the past 20 years in the capacity of a presenter (出品人)/producer (監製) (excluding executive producer (執行監製) and assistant producer (助理監製))/director/director of cinematography/art director (with at least one occasion as a producer); and(b) be a Hong Kong permanent resident aged 18 years or above.
Note 4	<p>“publicly exhibited in Hong Kong” means theatrically released in Hong Kong for at least five shows within 30 consecutive days in commercial cinemas on the member list of the Hong Kong Theatres Association.</p>
Note 5	<p>Refers to films publicly exhibited in Hong Kong between 22 May 2001 and 21 May 2021.</p>
Note 6	<p>The screenwriter is the writer of the screenplay for the film project. If there are more than one screenwriters, the information about the additional screenwriter(s) shall be submitted in separate sheets and at least one of the screenwriters shall be a Hong Kong permanent resident.</p>
Note 7	<p>In each of the following nine positions in the production team, there shall be at least one Hong Kong permanent resident: leading actor, leading actress, cinematography, action design, art direction, costume design, editing, music scoring/sound effects and visual effects. Information on Leading Actor, Leading Actress and two of the remaining positions shall be provided in the application. Information on the remaining positions and on Supporting Actor and Supporting Actress shall be provided as soon as practicable.</p>
Note 8	<p>All the film production teams participating in the Higher Education Institution Group of the Screenplay and Production Proposal Competition under the FFFI must be screened and recommended by one of the following local higher education institutions/institutions of vocational education or training under the Vocational Training Council with film/TV production or similar disciplines:</p> <ul style="list-style-type: none">(a) The Hong Kong Academy for Performing Arts(b) Hong Kong Baptist University(c) The Hong Kong Polytechnic University(d) City University of Hong Kong(e) The Open University of Hong Kong(f) Hong Kong Institute of Vocational Education (Lee Wai Lee)

-
- (g) Hong Kong Design Institute
 - (h) The University of Hong Kong
 - (i) The Chinese University of Hong Kong
 - (j) Chu Hai College of Higher Education
-

Note 9 Examples of film genres include drama, comedy, action, horror, etc. Animation films, documentaries and shorts are not considered as first feature films under FFFI.

Note 10 Insurance fee includes the fee for third party liability insurance, medical insurance and insurance policy for filming equipment.

Note 11 Audit fee means the fees and costs in connection with the preparation and submission of the Audited Statement as required by the Government.

Note 12 Administration fee includes general office expenses and rental fees, legal services fees, etc.

Note 13 The upper limit of the production budget is **\$5 million**.

Curriculum Vitae and Statement of Intent

Name: _____

Title of the Film (Tentative): _____

Position in the Film Production: Director/Producer/Screenwriter/Cast/Others: _____

(Year/Month)	Academic Qualifications/Work Experience/Professional Qualification/Relevant Awards

Statement of Intent:

I, _____ (ID Card No. (prefix and first 3 digits) _____),
agree to participate in the preparation and production of the above-mentioned film project and
shall take up the position stated above in the film production.

Signature: _____

Date: _____

Authorization to Disclose Confidential Information

(Annex B should be completed by each of the director(s), producer(s) and screenwriter(s) of the participating team when submitting the Application.)

To: The Government of the Hong Kong Special Administrative Region (“Government”) as represented by the Head of Create Hong Kong

Date _____

**Film Development Fund Scheme for the 7th First Feature Film Initiative (“FFFI”)
Screenplay and Production Proposal Competition**

I hereby authorise and request the Government of the Hong Kong Special Administrative Region (“Government”), Hong Kong Film Development Council (“HKFDC”) and the Secretariat of HKFDC (“Secretariat”) to make and send copies of our Application including the Application Form and Annexes together with all supporting documents (including but not limited to all copyrighted works such as Logline, Synopsis and Screenplay) to the relevant parties (including panelists of Assessment Panels who are veteran film industry practitioners; members of the FVC and HKFDC; experienced writers and tutors of seminars and workshop organised by the HKFDC; film financiers; film producers; film directors; professionals with experience in film production, financing, distribution; the Secretariat of the HKFDC and other representatives of the Government involved in the assessment process.

2. I warrant to the Government that our Application including the Application Form, Annexes together with all supporting documents (including but not limited to all copyrighted works such as Logline, Synopsis and Screenplay) is free from encumbrances, and in any event, I acknowledge that I have obtained the consent from the relevant party(ies) to the intent and effect that the Government may lawfully use and/or release the information to the abovementioned parties for the stated purposes.

3. I acknowledge that it is my sole responsibility to ensure that our Application including the Application Form, Annexes together with all supporting documents (including but not limited to all copyrighted works such as Logline, Synopsis and Screenplay) comply with and to be protected under the laws of Hong Kong (including the laws relating to Intellectual Property Rights). Under no circumstances shall the Government; panelists of Assessment Panels who are veteran film industry practitioners; members of the FVC and HKFDC; experienced writers and tutors of seminars and workshop organised by the HKFDC; film financiers; film producers; film directors; professionals with experience in film production, financing, distribution; the Secretariat of the HKFDC and other representatives of the Government involved in the assessment process be held liable for any infringement or alleged infringement of Intellectual Property Rights or any other rights caused by or relating to our Application for FFFI or the implementation of the Film Development Fund.

4. I acknowledge that I shall indemnify and keep the Government, its employees and authorised persons fully and effectively indemnified against all costs, claims, demands, expenses and liabilities of whatsoever nature arising from or incurred by reason of any actions and/or claims made in respect of infringement or alleged infringement of Intellectual Property Rights or any other rights, or information subject to the Personal Data (Privacy) Ordinance (Cap. 486) which action and/or claim would not have arisen but for my negligence or omission, any of our employees, sub-contractors or agents (or any one acting on its/their behalf) in connection with our Application for FFFI or the implementation of the Film Development Fund.

Signed by Director/Producer/Screenwriter* of the Participating Team

(Name): _____

(Number of HKID card): _____

(Position): _____

(Telephone): _____

(Email Address): _____

(Signature): _____

*delete as appropriate