



Trinidad and Tobago Film Company  
Suite 015, Bretton Hall  
#16 Victoria Avenue, Port of Spain  
P: (868) 625-3456 / F: (868) 624-2683  
Email: [info@trinidadandtobagofilm.com](mailto:info@trinidadandtobagofilm.com)  
W: [www.trinidadandtobagofilm.com](http://www.trinidadandtobagofilm.com)

## **PRODUCTION ASSISTANCE AND SCRIPT DEVELOPMENT PROGRAMME CRITERIA**

*Please read carefully*

**Deadline for submission is: 21<sup>ST</sup> JANUARY 2011 AT 4.00 P.M.**

### **MISSION**

To establish T&T as the premier Caribbean film location and production center within the international audio visual marketplace.

In pursuance of this goal two Programmes have been established:

The Script Writing Development Programme; and  
The Production Assistance Programme.

### **OBJECTIVES**

- To provide increased opportunities for Trinidad and Tobago screenwriters, filmmakers, producers and distributors in development, production, distribution and marketing;
- To foster the professional development of new and emerging creative talent.
- To create and stimulate employment, investment and growth in the Trinidad & Tobago audio visual industry.

## **Production Assistance & Script Development Programme Criteria**

### **SCRIPT WRITING DEVELOPMENT PROGRAMME**

Funding will depend on the experience of the writer and the nature of the submission. Proposals can include scripts for short films, sitcoms, soaps, mini series, feature-length films and short and full length documentaries for television and cinema.

#### **1. EXPERIENCE OF WRITERS:**

- **New and Emerging:-** Persons who may not have screenwriting credits but have shown a commitment to writing (short stories, poems, plays) or have less than one (1) year's experience. *The TTFC reserves the right to partner new and emerging applicants with experienced writers.*
- **Intermediate:-** Persons who have written 30 minutes or more of produced and/or screened work as a credited writer or have three (3) to five (5) years experience..
- **Experienced:** Persons who have written at least three (3) full scripts or more of produced and/or screened drama/documentary as a credited writer and over five (5) years experience.

#### **2. APPLICATION REQUIREMENTS:**

1. Applicants must a citizen of Trinidad and Tobago or Permanent Resident.
2. Synopsis - not exceeding 250 words or ten lines
3. Treatment:-
  - (a) For drama - a narrative plot development including a list of characters and/or character sketches and locations- 500-750 words.
  - (b) For documentaries - include a script outline, examples of research material and a list of interviewees (if applicable)
4. Genre - clearly indicate the genre of the proposed work (action/social commentary/thriller/romance, etc)
5. Duration of production and whether it is a one-off or a series (300-800 words)
6. Copyright clearance for use of novel/stage play etc with relevant options
7. Examples of writing:-
  - (a) For drama proposals include a sample scene including dialogue and direction. Length not to exceed five pages in the standard screenplay format.
  - (b) For documentary proposals evidence of being able to communicate facts and information in an engaging and accessible manner
8. Details of any cultural, social and economic diversity elements in the script
9. Total Scriptwriting budget and amount requested
10. Interest by an agent, producer or director will be desirable

#### **3. TIMEFRAME:**

Applicants will be required to complete their projects within a period of twelve (12) months upon execution of the contract.

# **Production Assistance & Script Development Programme Criteria**

## **SCRIPT WRITING DEVELOPMENT PROGRAMME Cont'd.**

### **5. FINANCIAL ASSISTANCE - GRANT FUNDING:**

Funding will be granted up to a maximum of \$30,000 following an assessment of the following:

- Length of Script
- Genre/Format
- Availability of funds
- **Funds are not to be used for the purchase of capital or equipment expenditure.**

### **6. THE APPLICATION PROCESS:**

1. The criteria for the Script-Writing Programme will be posted on the TTFC's web site.
2. The TTFC will be responsible for promoting the programme and placing advertisements in the national press requesting submissions. Advertisements will run for a minimum of six weeks.
3. Application Forms will be available electronically.
4. TTFC staff will review the applications against the requirements to ensure the applications are complete.
5. Applications will be evaluated and adjudicated by a panel of at least three judges (jury) made up of professional filmmakers/experts independent of the TTFC.
6. If necessary, applicants will be interviewed by the Jury to provide clarification during the deliberation process.
7. All applicants will be informed of the outcome of the adjudication process within ten (10) working days.
8. All material accompanying successful applications will be retained.
9. All material accompanying unsuccessful applications will be returned.

### **7. SELECTION CRITERIA:**

1. Applicants must be citizens of Trinidad and Tobago or Permanent Residents.
2. Dynamic concept and original ideas.
3. Assessment of the creative merit and the ability of the writer to realize the stated objective indicated in the synopsis.
4. The quality of the submission.
5. For experienced writers, an assessment of previous work and for new and emerging writers, an assessment of related creative work.
6. Awareness of the cultural diversity of Trinidad & Tobago.
7. The feasibility of the project both financially and creatively.
8. Written interest by an agent, producer or director would be desirable
9. Recommendations for awards will be provided to the TTFC by the Jury.
10. Successful applicants will be required to enter into a contract with the TTFC.
11. No more than three (3) script development awards will be granted to any one (1) individual within a five (5) year period unless there is evidence that one or more of the previously awarded scripts has been produced or sold.
12. Availability of funds.
13. Incomplete or late applications will not be accepted.

# **Production Assistance & Script Development Programme Criteria**

## **SCRIPT WRITING DEVELOPMENT PROGRAMME Cont'd.**

### **10. QUALITY ASSURANCE:**

1. Regular meetings with a Monitoring Committee appointed by the TTFC. Agreed deliverables will be reviewed by the Monitoring Committee; if necessary recommendations/guidance will be offered. Recommendations/guidance of the Monitoring Committee must be complied with. Funds will be dispersed in tranches following the successful completion of each approved stage of the script.

### **8. GUIDELINES FOR SUBMITTING APPLICATIONS:**

The following may be useful in preparing your application for a dramatic screenplay:

1. The writer's intentions for the script.
2. What are the themes being explored? What has attracted the writer/team to the material?
3. What is the tone and style of the script?
4. What is the writer hoping to express to an audience
5. Who is the intended audience of the proposed film?
6. Is the project intended to be a genre piece? Which genre? Are there examples of produced films in the same genre that may help the way the script is read?
7. What is the scope and scale of the script? Is it epic, intimate?
8. How is the story to be told or the ideas in the script to be expressed? Does the script intend to pursue a traditional storytelling model (e.g. three-act structure, hero's journey) or does it use an alternative model? What are the benefits of the choice of storytelling model? What is the point of view (POV) of the scrip, i.e where is the audience positioned in relation to the script? Are they close to one central character?
9. What is your own assessment of the strengths and weaknesses of the current draft?
10. How do you intend to strengthen the script? Realistic ambitions are encouraged and it is advised a plan of action be proposed. It is not sufficient to say "characterizations will be improved". In order to assess effectively the script's development, information must be provided by the writer to show how he/she intends to improve the script in the next draft.
11. How do the Writer and Script Editor/Consultant/Mentor intend to collaborate?
12. What efforts will be made to gain the interest of an agent, director and producer?

# Production Assistance & Script Development Programme Criteria

## PRODUCTION ASSISTANCE PROGRAMME

The Film Company will support up to 50% of the total production costs expended in Trinidad & Tobago. Funding will depend on the experience of the producer or producer/director, the creative and production personnel and the nature of the submission.

Proposals to be considered will include productions of sixty (60) minutes or less in length for film and television:

- Drama
- Sitcoms
- Mini series
- Documentaries
- Soaps
- Animations
- Trailers

Funds may be requested for the following:-

- Producer/director fees
- production and post-production costs
- actors
- locations
- travel (*if applicable*)
- music
- costumes
- sets
- special effects
- animation

### 1. EXPERIENCE

- ***New and Emerging***:- Key members of the production team are not required to have production experience. However, they will have demonstrated a commitment to film production (amateur production, shorts for festivals etc) or persons with at least one (1) year's experience. *The TTFC reserves the right to partner new and emerging applicants with experienced producers.*
- ***Intermediate***:- Key members will have produced three (3) productions or more of screened television/film programmes and/or three (3) to five (5) years experience working in the audio visual industry.
- ***Experienced***:- Key members will have produced five (5) productions or more of screened television/film programmes and/or over five years working in the audio visual industry.

## **Production Assistance & Script Development Programme Criteria**

### **PRODUCTION ASSISTANCE PROGRAMME (Con't.)**

#### **2. APPLICATION REQUIREMENTS**

1. Applicant must be a citizen of Trinidad and Tobago or Permanent Resident.
2. Synopsis - not exceeding 250 words or ten lines
3. Treatment:-
4. (a) for **drama** proposals, a complete script must be supplied including character sketches;  
(b) for **documentary** proposals, a detailed treatment ( not exceeding 25 pages) must be supplied and include visual style, storyline, structure, locations, research elements, a list of persons to be interviewed( if applicable) and other relevant information;  
(c) for **animations**, a storyboard.
5. Genre - clearly indicate the genre of the proposed work (action/social commentary/thriller, romance, comedy etc)
6. Format - (drama, sitcom, documentary etc.)
7. Production Format: 35mm, 16mm, mini DV/HD, digital.
8. Copyright clearance for use of novel/stage play etc with relevant option
9. Details of any cultural, social and economic diversity elements in proposed work
10. CVs of key members of the production team (producer, director, editor, camera and sound persons, animator)
11. Cast list (if applicable). If you are proposing a film/documentary about someone who may be a high profile figure, please supply written evidence that you have discussed your idea with that person or his/her Estate and that there is a willingness or agreement to collaborate
12. Indicate status of production
13. Total development budget
14. Amount of money requested from the TTFC and in what category
15. Evidence of funds already raised
16. Strategy for raising additional funds
17. Examples of work of key members of production team (DVD).
18. Details of any past awards, festival screenings etc.
19. Evidence of strong interest by a broadcaster and/or distributor.
20. Evidence of strong interest by a production company/producer/director.
21. Promotional material (photos, location stills etc.), if available.

# **Production Assistance & Script Development Programme Criteria**

## **PRODUCTION ASSISTANCE PROGRAMME (Con't.)**

### **3. FINANCIAL ASSISTANCE - GRANT FUNDING:**

The amount of funding provided by the TTFC for Production Assistance will extend up to a maximum of \$100,000.00. The amount will be determined by an assessment of the following:

1. The Budget
2. Length of production
3. Feasibility of the project creatively and financially;
4. Genre
5. The experience of the team
6. Proposed financial strategy for raising additional funds. Failure of the applicant to raise funds required for the completion of the production within six months of signing the contract will result in the rescinding of the award and termination of the contract.
7. Applicants will not be eligible for any additional funds from the TTFC's Production Expenditure Rebate Programme for the same production.
8. Availability of funds
9. Funds are to be used for the items listed in the budget only.

**10. Funds are not to be used for the purchase of capital or equipment expenditure.**

### **4. THE APPLICATION PROCESS:**

1. The criteria for the Production Assistance Programme will be posted on the TTFC's website.
2. The TTFC will be responsible for promoting the programme and placing advertisements in the national press requesting submissions. Advertisements will run for a minimum of six (6) weeks.
3. Application Forms will be available electronically.
4. TTFC staff will review the applications against the requirements to ensure the applications are complete.
5. Applications will be evaluated and adjudicated by a panel of at least three judges (jury) made up of professional filmmakers/experts independent of the TTFC.
6. If necessary, applicants will be interviewed by the Jury to provide clarification during the deliberation process.
7. All applicants will be informed of the outcome of the adjudication process within ten (10) working days.
8. All material accompanying successful applications will be retained.
9. All material accompanying unsuccessful applications will be returned.

### **5. QUALITY ASSURANCE:**

1. The TTFC will place a film monitor on all projects who will operate as an agent of the TTFC to ensure quality control.
2. Regular meetings with a Monitoring Committee appointed by the TTFC. Agreed deliverables will be reviewed by the Monitoring Committee; if necessary recommendations/guidance will be offered. Recommendations/guidance of the Monitoring Committee must be complied with. Funds will be dispersed in tranches following the successful completion of each approved stage of the production.

# **Production Assistance & Script Development Programme Criteria**

## **PRODUCTION ASSISTANCE PROGRAMME (Con't.)**

### **6. TIMEFRAME**

Applicants will be required to complete their projects within a period of twelve-eighteen (12-18) months upon execution of the contract.

### **7. CREDITS:**

The Producer will agree to provide the following on-screen credit, trademark or logo to the TTFC in the film and in any publicity, promotional and advertising material in respect of the marketing, distribution and commercial exploitation of the film:

*“This film was produced with the financial assistance of the Trinidad and Tobago Film Company Limited” accompanied by the company’s logo and website address in a font size that is no smaller than the largest font size used for other credits.*

### **8. SELECTION CRITERIA**

1. A full drama script or if a documentary, an advanced, detailed treatment that demonstrates high concept, original ideas and creativity.
2. Assessment of the ability of the creative team and the combined track record of the members of the team relative to the intentions of the project
3. The feasibility of the project creatively and financially and its production schedule.
4. The quality of the submission and accompanying material
5. Awareness and/or inclusion of the cultural diversity of Trinidad & Tobago
6. Submitted material has to demonstrate the potential of the film/documentary/to make an impact on the development of the Trinidad & Tobago audio visual industries
7. The potential of the production to build on local content.
8. Strong interest by a producer/director/broadcaster
9. Recommendations for awards will be provided to the TTFC by the Jury.
10. Successful applicants will be required to enter into a contract with the TTFC.
11. No more than three (3) production assistance awards will be granted to any one (1) individual within a five-year (5) period.
12. Availability of funds.
13. Incomplete or late applications will not be accepted.

### **9. GUIDELINES FOR SUBMISSION OF APPLICATIONS:**

The following may be useful in preparing your application for a production:

1. Does the outline describe the content of the documentary/film and the style in which it will be shot?
2. Does the submission communicate the documentary/film’s concept and its thesis or proposition and how the themes will be portrayed?
3. Have all the elements of the documentary/film been included i.e. the people, places and events? If it is to be a character-based film, then it is imperative the reader gets a sense of the person/people involved.
4. Is there an indication of how the documentary is to be shot and what it will look like? In other words will it be an observational style, will the interviews with the key characters be done in a formal way, or on the run and are the interviews to be stylized in some way (lighting, composition of shot etc.), will there be archive footage or recreations of historical events, what sort of overlay or images are you proposing if the subject matter is difficult to capture visually how will you overcome these obstacles to show, as well as tell, the audience the story?

# **Production Assistance & Script Development Programme Criteria**

## **MARKETING AND DISTRIBUTION**

The Film Company will support the marketing and distribution of local productions to the extent that funding allows.

Proposals to be considered will include:-

- Dramas
- Sitcoms
- Soaps
- Mini series
- Documentaries
- Animation
- Trailers

Funds may be requested for the following:

- Production stills, postcards, posters
- Press kits ( traditional and electronic)
- Advertising material design
- Advertising placement in journals
- Video or digital dubs for festival entries
- Film print for screenings
- Festival entry fees
- Festival participation

### **1. APPLICATION REQUIREMENTS**

1. Applicants must be a citizen of Trinidad and Tobago or Permanent Resident.
2. CV of the applicant.
3. Synopsis of the film should not exceed 250 words or ten lines.
4. A DVD of the completed production.
5. Genre of the production (Action/Social Commentary/Experimental/Entertainment Thriller/Romance/Comedy).
6. Production Format: 35mm, 16mm, mini DV, HD, digital.
7. Copyright clearance.
8. Cultural and Social relevance to Trinidad and Tobago..
9. Marketing and Distribution Plan (including objectives and strategies and an assessment of the market).
10. Details of any Awards/Festival Screenings.
11. Evidence of Interest by Broadcaster/Distributor.
12. Material for promotion (photos, synopsis, location stills, posters etc).
13. Target Audience.
14. Marketing and Distribution Budget.
15. Amount requested from TTFC.
16. Evidence of Funds already raised.
17. Strategy for raising additional funds.

# **Production Assistance & Script Development Programme Criteria**

## **MARKETING AND DISTRIBUTION (Cont'd.)**

### **2. FINANCIAL ASSISTANCE - GRANT FUNDING:**

The TTFC will provide up to a maximum of \$50,000.00 based on the above selection criteria and the availability of funds.

### **3. THE APPLICATION PROCESS:**

1. The criteria for Marketing and Distribution assistance will be posted on the TTFC's website.
2. The TTFC will be responsible for promoting the programme and placing advertisements in the national press requesting submissions. Advertisements will run for a minimum of six weeks.
3. Application Forms will be available electronically.
4. TTFC staff will review the applications against the requirements to ensure the applications are complete.
5. Applications will be evaluated and adjudicated by a panel of at least three judges (jury) made up of professional filmmakers/experts independent of the TTFC.
6. If necessary, applicants will be interviewed by the Jury to provide clarification during the deliberation process.
7. All applicants will be informed of the outcome of the adjudication process within ten (10) working days.
8. All material accompanying successful applications will be retained.
9. All material accompanying unsuccessful applications will be returned.

### **4. SELECTION CRITERIA:**

1. Assessment of the artistic merit of the production
2. The feasibility of the Marketing and Distribution Plan
3. The quality of the submission and accompanying material.
4. Cultural and social relevance to Trinidad and Tobago
5. Potential of the production for commercial success, critical acclaim or ability to promote Trinidad and Tobago as a film production centre.
6. Recommendations for award recipients will be provided to the TTFC by the Jury.
7. Successful applicants will be required to enter into a contract with the TTFC.
8. Availability of funds.
9. Incomplete or late applications will not be accepted.

### **5. QUALITY ASSURANCE:**

1. Regular meetings with a Monitoring Committee appointed by the TTFC. Agreed deliverables will be reviewed by the Monitoring Committee; if necessary recommendations/guidance will be offered. Recommendations/guidance by the Monitoring Committee must be complied with. Funds will be dispersed in tranches following the successful completion of each approved stage of the production.

## **Production Assistance & Script Development Programme Criteria**

### **SUBMISSION OF APPLICATION FOR ALL CATEGORIES OF THE PASD PROGRAMME**

1. Applicants must include proof of nationality or Permanent Resident status.
2. Applications must be submitted under the name of an individual only.
3. Clearly state the amount requested.
4. Provide all information requested under the “Requirements” section of this document.
5. Submit your application in Times New Roman, 12-point font with no less than 1.5 spacing.
6. Any supporting material must be clearly labeled.
7. An individual may submit more than one application but will be entitled to funding for one project only.
8. Persons with projects currently in progress will not be eligible to apply.
9. Incomplete and/or late applications will not be accepted.
10. Submissions may be sent by e-mail to [ttfilmco@gmail.com](mailto:ttfilmco@gmail.com) or by post to:  
The Trinidad and Tobago Film Company Limited  
Suite 015, Bretton Hall  
16 Victoria Avenue  
Port-of-Spain

#### **PLEASE NOTE:**

Funds are limited and competition is high. Therefore, only realistic financial requests will be considered. Recipients of the funds are required to provide a written report demonstrating how the funds are to be used and provide evidence of the work produced. Failure to do so will cause the contract and will prevent them from accessing any future funds and/or received. **No funds are available for the purchase of capital and equipment expenditure.**