1. Purpose and Definitions

1.1 This Guide is issued to provide information on an application (“Application”) for funding from the Government of the Hong Kong Special Administrative Region of the People’s Republic of China (“Hong Kong”) under the SIP. It shall not in any circumstances affect or limit the interpretation of the “Agreement for Film Development Fund for Scriptwriting Incubation Programme” (“SIP Agreement”). Applicants’ attention is drawn to Government Disclaimers in Section III of the Application Form of the SIP (“Application Form”).

1.2 Unless the context otherwise requires, all capitalized terms and expressions defined in the Application Form shall bear the same meanings in this Guide.

1.3 In addition, the following terms and expressions shall have the meanings set out below:

- "Character Description" (角色描述) means a description of what each character of a Synopsis of a feature-length narrative film actually looks like, including character’s appearance, personality, perspective and motivating goal.

- "Logline" (故事概要) means a brief summary of a feature-length narrative film that states the central conflict of a Script and often provides the main plot of Synopsis and an emotional "hook" to stimulate interest.

- "Script" (劇本) means a creative work written by writer(s) in which scene descriptions of movements, actions and expressions, and dialogues of the characters are narrated for a feature-length narrative film.

- "Synopsis" (故事大綱) means a short narrative or preliminary version of a Script of a feature-length narrative film.

- "Treatment" (分場) means an intermediate stage between an idea of Script idea and Script, i.e. an essay style description of the story and characters which tells the story of a feature-length narrative film in sequence and shows in more or less detail the form of the feature-length narrative film that will take, with specific examples of the dialogue, setting, camera angles, etc.

1.4 The Rules of Interpretation set out in the Application Form shall apply to this Guide.

2. Background

2.1 The Film Development Fund ("FDF") was first set up by the Government of Hong Kong ("Government") in 1999 with a view to providing funding support for projects conducive to
the commercial and sustainable development of the local film industry. The Government has since 2005 injected a total of $1.54 billion into the FDF.

2.2 The FDF is administered by the Secretariat of the Hong Kong Film Development Council ("HKFDC"). The Government will decide in its absolute discretion whether to approve the Applications and disburse funds after having considered the recommendations of the HKFDC.

3. **Objective of the SIP**

The SIP provides Government funding as cash prizes as set out in paragraph 6 below ("SIP Fund") to applicant in different phases, with an aim to encourage current scriptwriters and would-be scriptwriters to join the profession and/or produce high-quality scripts, and foster the development of high-quality scripts to be turned into feature-length narrative film for commercial release. Between the different phases, professional mentoring and scriptwriting will be provided to applicants. At the final phase, a maximum of ten (10) best Scripts will be selected for the participation in a presentation forum with the purpose of introducing them to potential film financiers, film producers, film directors and other interested parties to turn them into films.

4. **Eligibility Criteria**

4.1 The applicant must be an individual writer or a team of not more than three (3) writers ("Applicant").

4.2 The Applicant (including each individual writer of a team of the Applicant) must be a permanent resident of Hong Kong.

4.3 The Applicant shall not submit more than two (2) Applications. For the avoidance of doubt, if the Applicant is a team, each individual writer of the team is deemed to have submitted an Application.

4.4 The Applicant must own all rights (including Intellectual Property Rights), titles and interests of all works (including but not limitation to Logline, Synopsis and Character Description as described in paragraph 6.3.1, Treatment as described in paragraph 6.4.2, Script as described in paragraph 6.5.2, and all relevant works in relation to the Script that the Applicant intended to develop) created under the Application of SIP and during the competition process of SIP as described in paragraph 6 ("Work"). The Work must be mainly written in Chinese and originally written by the Applicant, and be able to develop into a Chinese feature-length narrative Script for the production of a Chinese feature-length narrative film beneficial to local film industry, with a duration of at least eighty (80) minutes for commercial theatrical exhibition in Hong Kong.

4.5 The Work must be original and shall not contain any adapted Work written and developed based on other work(s) owned by a third party.

4.6 The Work shall under no circumstances be used for applying the Film Development Fund Scheme for Financing Film Production ("Financing Scheme"), Film Production Financing Scheme (Relaxation Plan) ("Relaxation Plan"), First Feature Film Initiative ("FFFI"), Directors’ Succession Scheme ("DSS") or any other schemes under FDF/other government funding/financial support (whether in the form of equity or loan financing, grant or sponsorship or any other form) unless the Applicant has notified the Government in writing to withdraw the Application under the SIP or fails to proceed to a later phase of the SIP.

4.7 The Applicant, its Associate and its Associated Person are not allowed to apply for or obtain 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 Work.

4.8 If the Work has obtained the Government’s financial support including the Financing Scheme, the Relaxation Plan, the FFFI or the DSS (whether in the form of equity or loan financing, grant or sponsorship or any other form), the relevant Application will be deemed to have been withdrawn and will not be considered further.

4.9 If any government funding/financial support under the Financing Scheme, the Relaxation
Plan, the FFFI, the DSS or other schemes under FDF is to be funded for the Work, such amount of the SIP Fund in respect of the Work (if any) will be deducted by the amount of government funding/financial support to be granted under the Financing Scheme, the Relaxation Plan, the FFFI, the DSS or other schemes under FDF.

4.10 If the Work has already been presold or sold on or before the date of the submission of the Application or the Applicant sells the Work to a third party after the date of the submission of the Application, the Application will not qualify for the SIP and the Applicant will be deemed to have withdrawn the Application.

5. Application Procedures

5.1 The Application Form can be obtained from the Secretariat, or from the homepage of the HKFDC website at www.fdc.gov.hk.

5.2 The Application Form is provided in Chinese and English versions. An Applicant may complete either the Chinese or English version for submission.

5.3 No Application fee is payable.

5.4 The Applicant must duly complete and sign the Application Form. The Applicant must also submit to the Government the Application Form together with all information and supporting documents required to be provided in accordance with the Application Form and this Guide and to substantiate whatever is claimed by the Applicant in the Application Form. Applicant’s attention is drawn to “Checklist of Documents to be submitted by an Applicant” in the Application Form. The duly completed Application Form together with all information and supporting documents must be submitted to the Government (c/o the Head of Create Hong Kong at 40/F, Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong) on or before the Deadline of Application as set out in paragraph 9. The Government shall have the right to make copies of the Application Form, the Work and all information and supporting documents submitted as part of the Application for the purpose of evaluation and assessment by all relevant parties. For this purpose, the Applicant (including each individual writer of a team of the Applicant) must sign and submit as part of the Applicant’s Application the “Authorization to Disclose Confidential Information” attached in the Appendix B of the Application Form.

5.5 The Application will be assessed by the Secretariat of HKFDC (“Secretariat”) after the Applicant has submitted the duly completed Application Form together with all information and supporting documents required by the Application Form and this Guide to the Government.

5.6 Acknowledgement will be sent to an Applicant within seven (7) days after the receipt of the Application.

5.7 Late Application will not be considered. Unless the Government at its absolute discretion allows or it is otherwise expressly provided in this Guide, the Applicant may not initiate any request for amendment of its Application nor submit any information and supporting documents in relation to the Application after the Deadline of Application.

5.8 The Government reserves the right to disqualify an Application if the Applicant has made or submitted a false, inaccurate or incomplete statement or representation or a forged document in the Application or in any subsequent submission by the Applicant or communication between the Government and the Applicant since submission of that Application.

5.9 An Applicant may write to the Government to withdraw an Application at any time.

5.10 The Application Form and all information and supporting documents submitted by an Applicant will not be returned to the Applicant.

6. Competition Procedures and the SIP Fund

6.1 The SIP is comprised of four (4) phases. The SIP Fund will be granted as cash prizes in accordance with paragraphs 6.2-6.5 below.
6.2 The Application will be assessed by an assessment panel which is comprised of veteran film industry practitioners, which is constituted by the Secretariat for the purpose assessing the Applications under the SIP ("Assessment Panel"). The recommendations of the Assessment Panel will then be submitted to the Government for further consideration, in consultation with HKFDC and the Secretariat.

6.3 Phase One of the SIP

6.3.1 The Applicant shall submit the Application on or before the Deadline of Application in accordance with paragraph 5.4 above, including the following documents:
(a) the completed Application Form;
(b) the original signed copy(ies) of "Authorization of Disclose Confidential Information" attached in Appendix B of the Application Form from the Applicant (including each individual writer of a team of the Applicant);
(c) the Logline which will be no more than two hundred (200) words with pages numbered;
(d) the Synopsis which will be between one thousand five hundred (1,500) and three thousand (3,000) words with pages numbered;
(e) the Character Description with pages numbered; and
(f) other Work in relation to the Script the Applicant intended to develop (if any).

6.3.2 After the Secretariat receives and assesses the Application and sends an official receipt to the Applicant, the Application will be passed to the Assessment Panel for evaluation and assessment.

6.3.3 The Government will consider recommendations of the Assessment Panel, HKFDC and the Secretariat and select a maximum of fifty (50) Applications as outstanding Synopsis ("Outstanding Synopsis"). The Applicant who is an awardee of the Outstanding Synopsis will receive a cash prize of HK$30,000 from the SIP Fund and be qualified to enter into Phase Two of the SIP.

6.3.4 If an Applicant who is an awardee of the Outstanding Synopsis agrees to enter into Phase Two, this Applicant is required to sign the SIP Agreement with the Government and assign all rights (including Intellectual Property Rights), titles and interests of the Work (including the Outstanding Synopsis) to the Government.

6.3.5 If this Applicant fails in Phase Two of SIP, the SIP Agreement will be terminated in accordance with its terms and the Government will assign all rights (including Intellectual Property Rights), titles and interests of the Work (including the Outstanding Synopsis) back to this Applicant.

6.4 Phase Two of the SIP

6.4.1 An Applicant who is an awardee of the Outstanding Synopsis and enters the SIP Agreement with the Government will be invited to attend a seminar organized by the HKFDC, in which experienced writers will present to introduce scriptwriting techniques and share their experience in scriptwriting. Attendance at the seminar is optional.

6.4.2 In response to an invitation to take part in Phase Two, an Applicant who is an awardee of Outstanding Synopsis is required to submit the Treatment which will be not less than twenty (20) pages written in 12 font-size and in single line spacing with pages numbered based on the Outstanding Synopsis within two (2) months after execution of the SIP Agreement ("Deadline of Submission of Treatment").

6.4.3 The Treatment will be passed to the Assessment Panel for evaluation and assessment, and its recommendations will then be submitted to the Government for further consideration, in consultation with HKFDC and the Secretariat. If the Applicant who is an awardee of the Outstanding Synopsis fails to submit the Treatment on or before the Deadline of Submission of Treatment, the Applicant is deemed to have withdrew from Phase Two of the SIP. The SIP Agreement will be terminated in accordance with its terms and the Government will assign all rights (including Intellectual Property Rights), titles and interests of the Work (including the Outstanding Synopsis) back to this Applicant.
6.4.4 The Government will consider recommendations of the Assessment Panel, HKFDC and the Secretariat and select a maximum of twenty-five (25) Treatments as Outstanding Treatment ("Outstanding Treatment"). The Applicant who is an awardee of Outstanding Treatment will receive a cash prize of HK$80,000 from the SIP Fund and be qualified to enter into Phase Three of the SIP.

6.4.5 If the Treatment has not been selected as Outstanding Treatment in Phase Two, the SIP Agreement will be terminated in accordance with its terms and the Government will assign all rights (including Intellectual Property Rights), titles and interests of the Work (including the Outstanding Synopsis and Treatment) back to an Applicant.

6.4.6 If the Applicant who is an awardee of the Outstanding Treatment declines to enter Phase Three of SIP, the SIP Agreement will be terminated in accordance with its terms and the Government will assign all rights (including Intellectual Property Rights), titles and interests of the Work (including the Outstanding Synopsis and Outstanding Treatment) back to this Applicant.

6.5 Phase Three of the SIP

6.5.1 The Applicant who is an awardee of the Outstanding Treatment will be invited to attend a workshop organized by HKFDC. The Applicant will receive one-to-one mentoring from mentors in the film industry with at least two mentoring sessions of workshop with the Applicant’s matched mentor. Attendance at the workshop is optional.

6.5.2 In response to an invitation to take part in Phase Three, an Applicant who is an awardee of Outstanding Treatment is required to submit the Script which will be at least one hundred (100) pages written in 12 font-size and in single line spacing with pages numbered for the production of a feature-length narrative film with a duration not less than eighty (80) minutes based on the Outstanding Treatment within three (3) months after the announcement date of award of the Outstanding Treatment ("Deadline of Submission of Script").

6.5.3 The Script will be passed to the Assessment Panel for evaluation and assessment, and its recommendation will then be submitted to the Government for further consideration, in consultation with HKFDC and the Secretariat. If the Applicant who is an awardee of the Outstanding Treatment fails to submit the Script on or before the Deadline of Submission of Script, the Applicant is deemed to have withdrawn from Phase Three of the SIP. The SIP Agreement will be terminated in accordance with its terms and the Government will assign all rights (including Intellectual Property Rights) titles and interests of the Work (including the Outstanding Synopsis and Outstanding Treatment) back to this Applicant.

6.5.4 The Government will consider recommendations of the Assessment Panel, HKFDC and the Secretariat and select a maximum of ten (10) Scripts as the winning Script ("Winning Script").

6.5.5 If the Script has not been selected as Winning Script in Phase Three, the SIP Agreement will be terminated in accordance with its terms and the Government will assign all rights (including Intellectual Property Rights), titles and interests of the Work (including the Outstanding Synopsis, Outstanding Treatment and Script) back to the Applicant.

6.5.6 An Applicant who is an awardee of the Winning Script shall enter Phase Four of the SIP. If the Applicant declines to do so, the SIP Agreement will be terminated in accordance with its terms and the Government will assign all rights (including Intellectual Property Rights), titles and interests of the Work (including the Outstanding Synopsis, Outstanding Treatment and Winning Script) back to this Applicant.

6.5.7 For the avoidance of doubt, if the Applicant of an awardee of the Winning Script does not enter Phase Four of the SIP, no cash prize of Winning Script will be awarded in accordance with paragraph 6.6.2.
Phase Four of the SIP

An Applicant who is an awardee of the Winning Script will be required to present the Winning Script at a presentation forum ("Presentation Forum of the SIP") organized by the HKFDC. The Secretariat will invite potential film financiers, film producers, film directors and other interested parties to join the Presentation Forum of the SIP.

Upon completion of the Applicant’s presentation at the Presentation Forum of the SIP to the satisfaction of the Government, the Applicant who is an awardee of the Winning Script will receive a cash prize of HK$300,000 as the SIP Fund.

Upon conclusion of the Presentation Forum of the SIP, the SIP Agreement will be terminated in accordance with its terms and the Government will assign the all rights (including Intellectual Property Rights), titles and interests of the Work (including the Outstanding Synopsis, Outstanding Treatment and Winning Script) back to an Applicant who is an awardee of the Winning Script.

In order to protect the Applicant’s interest and to clear the copyright ownership of the Applicant’s Work, the following persons will not be considered to own or co-own any copyright and related rights of the Work through assessment and evaluation of the Work: (1) panelists of the Assessment Panel; (2) members of HKFDC; (3) experienced writers and mentors involved in of the seminar and mentoring sessions of workshop organized by HKFDC; and (4) film financiers, film producers, film directors and other interested parties of the Presentation Forum of the SIP organized by HKFDC. Such persons will be required to waive all rights, titles and interests in relation to their participation in any form of the Work.

The Work will be evaluated based on the following criteria: (1) theme, (2) story structure, (3) rhythm of storytelling, (4) character design and development, (5) dialogue, (6) ending, (7) marketability (including commercial values in Hong Kong, Mainland and overseas markets, and (8) any other criteria the Assessment Panel considered appropriate.

The Application will be favorably considered if the main storyline of the Work takes place in Hong Kong and the main shooting locations will be carried out in Hong Kong.

The Applicant warrants that the Applicant is eligible to apply for the SIP according to Eligibility Criteria prescribed by the Government in this Guide.

According to paragraph 4.10, the Applicant cannot negotiate any pre-sales deal in relation to or arising from the Work with any of the panelists of the Assessment Panel; members of HKFDC; experienced writers and mentors involved in the seminar and mentoring sessions of workshop organized by HKFDC; and film financiers, film producers, film directors and other interested parties of the Presentation Forum of the SIP organized by HKFDC after the date of the submission of the Application until the SIP Agreement is terminated in accordance with its terms and the Government assigns the all rights (including Intellectual Property Rights), titles and interests of the Work back to the Applicant in accordance with paragraph 6.

The Applicant will be solely responsible for any claim made in respect of infringement or alleged infringement of Intellectual Property Rights against the Work and the Government will not be responsible for such in any event.

The SIP opens for application from 15th August 2020. The deadline of the submission of the Application is 14th October, 2020 ("Deadline of Application").

In case the typhoon signal No.8 or above is hoisted or a black rainstorm warning signal is issued on the Deadline of Application, it will be postponed to the next business day.
10. Handling of Information

10.1 The Authority (which for the purpose of paragraph 10 means all or any of the Government and the HKFDC (including the Secretariat)) is committed to ensuring that all personal data submitted under an Application is handled in accordance with the relevant provisions of the Personal Data (Privacy) Ordinance (Cap 486) (“PDPO”). Personal data provided in relation to an Application may be used by the Authority and disclosed among them for the following purposes:
   (a) the processing and authentication of Applications;
   (b) payment of prizes under the SIP and any refund thereof;
   (c) the daily operation of the SIP;
   (d) conducting credit checks;
   (e) monitoring the performance of the SIP Agreement;
   (f) meeting the requirements to make disclosure under the requirements of any law;
   (g) statistics and research; and
   (h) any purposes relating to any of the above.

10.2 Personal data provided in an Application will be kept in confidence. They may however be disclosed by the Authority to any of the following parties for the purposes set out in paragraph 10.1:
   (a) any person (including the agent, the contractor or the third party service provider of the Government) who is involved in the SIP;
   (b) subject to 10.2(c), any other person under a duty of confidentiality to the Authority;
   (c) in relation to the names of the Applicant, the name(s) of the Work (including the Synopsis, the Treatment and the Script), the public; and
   (d) any person to whom the Authority is under an obligation to make disclosure under the requirements of any law.

10.3 According to Section 2.3.3 of the Code of Practice on the Identity Card Number and Other Personal Identifiers issued by the Privacy Commissioner for Personal Data, the Authority will obtain the identity card number of the individual(s) of the Applicant in order to verify the identity of the identity card holder.

10.4 According to Sections 18 and 22 and Principle 6 of Schedule 1 of PDPO, the individuals whose personal data are provided in an Application has a right of access and correction with respect to the personal data provided including the right to obtain a copy of the personal data provided in the Application.

10.5 The person to whom access to data or correction of data or for information of the policies and practices and kinds of data held is to be addressed as follows:

   Senior Executive Officer (Administration)
   Communications and Creative Industries Branch, Commerce and Economic Development Bureau
   21/F, West Wing, Central Government Offices
   2 Tim Mei Avenue
   Tamar, Hong Kong

   A fee will be charged in accordance with the PDPO for providing access to or correcting any data and for providing the information.

11. Enquiries

   Enquiries regarding the SIP can be addressed to the Secretariat at:

   Address: Hong Kong Film Development Council Secretariat
             40/F, Revenue Tower
             5 Gloucester Road Wan Chai, Hong Kong
   Telephone No.: 2594 5846
   Email Address: info@fdc.gov.hk
   Homepage: www.fdc.gov.hk
12. **Language**

The Chinese translation of this Guide is for reference only. In the event of any conflict or inconsistency between the English text and the Chinese translation of this Guide, the English text shall prevail.

Hong Kong Film Development Council Secretariat
August 2020