


CREATIVE GRANTS INITIATIVE 2024

APPLICATION FORM

Note: This form can be completed with [Adobe Acrobat Reader](#) (free) or any equivalent PDF software.

Click  on: And then on |Ab to  complete the text:

If you have any issues, you can download the [Word Version](#) here. Do not under any circumstance fill this form by hand.

Data Protection: Rwanda Development Board (RDB) and Rwanda Film Office (RFO) acknowledge and agree to comply with all applicable data protection laws and regulations in relation to the collection, processing, and storage of personal data during the funding application and selection process. RDB and RFO shall ensure that any personal data collected is processed fairly and lawfully, is limited to what is necessary for the purposes of the application, and is retained only for as long as necessary. RDB and RFO shall implement appropriate technical and organizational measures to protect personal data against unauthorized access, loss, or destruction. RDB and RFO agree to inform the Applicant(s) promptly of any data breaches or incidents that may affect the security of personal data.

By submitting this application, the Applicant(s) confirms that they have obtained all necessary consents from individuals whose personal data are included in this application.

1_IN WHICH LANGUAGE ARE YOU APPLYING?

- ☐ English
- ☐ French

Note: If you choose one language, all documents in your application must be in the same language. If agreements are in a different language, write a summary with the main information.

2_FOR WHICH GRANT ARE YOU APPLYING? (**ONLY ONE CHOICE POSSIBLE**)

PRODUCTION PHASE

- ☐ Production support for feature length films, animation and series
- ☐ Production support for documentary

POST-PRODUCTION PHASE

- ☐ Post-production support

3_IDENTIFICATION OF THE RWANDAN APPLICANT

Name of the
company:

Tin number:

Year of registration:

Name of the CEO

Other name:

Address:

City:

Mobile phone:

Email:

4_IDENTIFICATION OF THE COPRODUCERS

COPRODUCER 1

Name of the company:

Tin number:

Year of registration:

Name of the CEO

Other name:

Address:

City:

Country:

Mobile phone:

Email:

Website:

COPRODUCER 2

Name of the company: _____

Tin number: _____

Year of registration: _____

Name of the CEO _____

Other name: _____

Address: _____

City: _____

Country: _____

Mobile phone: _____

Email: _____

Website: _____

OTHER COPRODUCERS

5_PROJECT TITLE

In English (if any): _____

In French (if any): _____

6_SHORT SYNOPSIS (MAXIMUM 10 LINES)

In English:

In French:

(if any)

7_AUTHOR(S)

AUTHOR

Name:

Other name:

Nationality:

Gender:

☐ Woman

☐ Man

☐ Other

Address:

City:

Country:

Mobile phone:

Email:

CO-AUTHOR (if applicable)

Name:

Other name:

Nationality:

Gender:

☐ Woman

☐ Man

☐ Other

Address:

City:

Country:

Mobile phone:

Email:

OTHER CO-AUTHORS (if applicable)

8_DIRECTORS(S)

DIRECTOR (if applicable)

Name:

Other name:

Nationality:

Gender:

☐ Woman

☐ Man

☐ Other

Address:

City:

Country:

Mobile phone:

Email:

CO-DIRECTOR (if applicable)

Name:

Other name:

Nationality:

Gender:

☐ Woman

☐ Man

☐ Other

Address:

City:

Country:

Mobile phone:

Email:

OTHER CO-DIRECTORS (if applicable)

9_ACKNOWLEDGMENT

☐ I hereby acknowledge that I have read, understood, and agree to the rules and regulations of the Call for project.

☐ I hereby certify that all information provided in this application is complete, true and correct to the best of my knowledge and I am ready to provide any additional information if requested (ID copy, etc.)

☐ I have joined a copy of my ID and/or registration certificate for NGOs & companies

10_DATE AND SIGNATURE

IMPORTANT NOTE

Applications which are not complete, or do not comply with the requirements or are not sent strictly within the deadline and according to the details provided in the Rules & Regulations will not be considered as eligible.

CHECKLIST

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

PART D – POST-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).
- ☐ Link to edited scenes (Min. 15 mins)
- ☐ Schedule of the post-production
- ☐ Strategy for distribution of the work