

1. SCHEME- PRODUCTION OF CHILDREN'S FILM

Guidelines for Proposal Submission to CFSI (Features/ Shorts/ Live Action/ Animation/ Television Serial)

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Prospective Film-makers

An opportunity to make a children's film be it feature, short or TV serial by entering into an agreement with the Director of the Film and/or with the Production House, after the Synopsis, Script Budget etc. have been approved.

Entire film should be worth for viewing by children.

The details are as follows:

REQUIRED DURATION:

Feature film (Animation/Live Action) should be 75 to 90 minutes

Short film (Animation/Live Action) should not exceed 74 minutes

TV Serial (Animation/Live Action) should have 26 episodes and each episode should be 23 minutes

REQUIRED LANGUAGE:

Content of film/TV serial can be in any of the 23 Indian languages recognized by Govt. of India.

REQUIRED FORMAT:

Features/ Shorts: Digital –2K, 4K;

T.V Serial: DV Cam / HD Cam /XD CAM HD MPEG 4:2:2/ Optical Disk: MXF File

PROPOSAL SUBMISSION:

For practical purpose, all proposals should be submitted in Hindi & or English only.

The proposal must be approved at various stages before final sanction of the project.

STAGE 1 (SYNOPSIS SUBMISSION BY APPLICANT)

CFSI accepts applications throughout the year on a rolling basis. There is no deadline for Synopsis submission.

1. CFSI accepts application Director/ Executive Producer of the proposed film / serial.

Director of the film can be treated as its Executive Producer. In case, the Proposal is being submitted by Production Company as Executive Producer, it is essential to get a Confirmation Letter from the proposed Director that he/she intends to direct the proposed film.

2. Proposal should be submitted with the following essentials:-

Form-I (12 Copies)

- Synopsis and Treatment Note (12 Copies)
- For Live Action Feature/ short: Synopsis with Treatment Note, not more than seven pages in Hindi /English.
- For Television Serial of minimum 26 episodes: Synopsis & Treatment Note of entire serial in not more than seven pages strictly & detailed synopsis of two episodes in one page each.
- For Animation Feature/Short: Synopsis with Treatment note, five pages in Hindi/English along with stills of proposed visual style, sketches of main characters.
- Director's Bio-data (Twelve Copies)
- Synopsis Registration (One Copy)

SYNOPSIS MUST BE REGISTERED WITH CONCERNED FILM & TV ASSOCIATIONS.

NOC and Agreement with Author/ Publisher

If the concept/story/synopsis/theme/ idea is adapted from any Published/Unpublished Book NOC and Agreement/consent of the author & publisher may be submitted after it is approved by CFSI and before Agreement of film production is executed.

☑ Show-reel/ previous work of Director in one DVD- region free-playable in all type of dvd players.

You are advised to submit previous work executed by you, if submitting proposal for live action; Previous animation work executed by you or your portfolio, if submitting proposal for animation.

☑ Processing Fee (NON-REFUNDABLE) of Rs. 25,000/- (Rupees Twenty Five Thousand Only) strictly through NEFT/RTGS only:

FOR NEFT/RTGS PAYMENTS

Name of Beneficiary : CHILDREN'S FILM SOCIETY, INDIA
Name of the Bank : State Bank of India
Address of Bank : Kalpataru, 39, Pedder Road, Mumbai - 400 026.
Account No. : 10366466460
Type of Account : Current Account
IFS Code : SBIN0000510

Please note that NO payments by cash/DD/Cheques are accepted.

STAGE 2 (SCRIPT & BUDGET SUBMISSION)

Synopsis is evaluated by CFSI Script Committee. If and Only if the Script Committee approves the synopsis on majority basis, applicants are asked to personally come and narrate the storyline-shooting script of the film in front of the committee. Once the committee agrees to take this ahead, script/screenplay and budget for the proposed film is required for submission strictly within 60 days from the date of intimation.

1. Submission of Synopsis, if revised & Screenplay in Hindi/English only & Roman Hindi will not be accepted (Twelve Copies)
2. Submission of Synopsis, if revised & Story Board- sketches (rough) along with script in case of animation (Twelve Copies)
3. Submission of Main Cast and Crew names and their profiles/bio's (Twelve Copies)
4. Submission of Detailed Budget with itemized breakdown (Twelve Copies)

STAGE 3 (INTERACTION WITH DIRECTOR)

If and only if CFSI Script Committee approves the script and the budget reviewed and approved by CFSI Assessment Committee, the director is called for personal interaction with Script Committee. The Script Committee evaluates the director's capacity to execute the film according to the vision of the script only after submission of the Pilot- Dry run* in DVD format or PENDRIVE (USB) of one scene of the approved script. The final assessment and decision will be evaluated based on this and the caliber to direct and handle actors will be judged based on this.

After approval of the script, the budget is evaluated by the Assessment Committee and the Director's Pilot-Dry run* by Script Committee. The proposal thereafter is sent to CFSI Executive Council for final sanction.

Final approval of the Proposal is vested with the Executive Council. Decision of CFSI will be final and binding.

If the proposal gets rejected and the concerned Director/Executive Producer reworks on it and submits a better innovative proposal which the Script committee finds it then suitable; the project may be then given an opportunity for reconsideration.

PS. CFSI receives applications from film-makers across the country. As in other competitive processes, only a limited number of proposals get final sanction.

* Pilot-Dry run – Film maker can shoot Scene with good resolution camera or smart phone/s or handy cam. SIGNING OF

FINAL AGREEMENT

CFSI will sign agreement only with Director/ Executive Producer (EP) of film. As Commissioning Authority of film/TV serial that CFSI funds, CFSI will be deemed as ‘PRODUCER’ and all IP (Intellectual Property) rights belongs to CFSI exclusively. All rights of the said Film/ TV /Web Serial commissioned by CFSI will be vested with ‘PRODUCER’.

After signing the agreement, Director/EP needs to insure (CFSI as beneficiary) of the entire film, right from the first day of Principal photography till the delivery of the final materials to CFSI. Director/EP needs to make sure while working with child artists that the total duration of the shoot should not exceed more than five hours per shift/day. CFSI will provide sanctioned amount to the Director/EP as follows:

a) Amount 1: 20% of the Contract amount strictly against submission of Bank Guarantee of 20% of the total budget. The validity of Bank Guarantee has to be in force till the final stage of approval asMandatory.

b) Amount 2: 30% of the contract amount against pre-production work viz: actual commencement of shooting advances/signing amount to the various parties/crew members is required. Further, submission & scrutiny by CFSI of vouchers, contracts, bills against release of (a) Amount 1 of 20% amount are necessary.

c) Amount 3: 30% of the Contract amount on approval of Rough-cut and hypothecation of entire material in the prescribed “Form” to the CEO, CFSI. Further, submission & scrutiny by CFSI of vouchers, contracts, bills against release of (b) Amount 2 of 30% amount are necessary.

d) Amount 4: The balance 20% after delivery of the film duly certified by the Censor Board and acceptance of the entire final deliverables mentioned in Annex-1 . Further, submission & scrutiny by CFSI of vouchers, contracts, bills against release of (c) Amount 3 of 30% amount are necessary.

P.S.: Please note that CFSI will retain the right to stop payment towards the project if the rough cut does not meet the satisfaction and approval of CFSI and questions are raised about the workmanship of the Director/Executive Producer.

LIST OF MATERIAL TO BE DELIVERED TO CFSI ON FINAL COMPLETION OF FILM		DEVICE
1	Final output in DPX files in linear format of the entire final film	LACIE HDD
2	Final one separate DCP J2k files Clean (without English sub titles) with KDM	CRU DRIVE
3	Final one separate DCP J2k files - without KDM Clean	CRU DRIVE
4	Final one separate DCP J2k files with English subtitles with KDM	CRU DRIVE
5	Final one separate DCP J2k files with English subtitles and without KDM	CRU DRIVE

6	HD mov.files -APPLE PRORES- 4:4:4 , 1920X 1080 - 24 fps & 25 fps of final film in TWO Hard Drives without & with English subtitles with Stereo sound, 5.1/ 7.1 (For both types: Pl. use DPX source)	HDD
7	Final films in MPEG :2 & 4 formats – with English subtitles	HDD & DVD
8	Final films in MPEG :2 & 4 formats – Clean	HDD & DVD
9	Two region free Final Master -Blu-ray EST 'on/off'-option	2 Blu-rays
10	If the titles are 'superimposed' the uncompressed TIFF files and or DPX files of backgrounds of entire title sequences.	LACIE HDD
11	Hard Drive of entire Sound Tracks – Final Mixed in Stereo, 5.1/7.1 in 12 or 16 Tracks	HD
12	Hard Drive of entire Sound Tracks – Songs Mixed, if any	
13	Hard Drive of entire Sound Tracks – ONLY back ground music of Songs ,if any	
14	Hard Drives of entire Sound Tracks – International Tracks- Stereo, 5.1/7.1 in 12 or 16 Tracks	
15	Separate DVD in WAV files of entire Sound Tracks – Final Mixed in Stereo, 5.1/7.1	DVD
16	Separate DVD in WAV files of entire Sound Tracks – Songs Mixed, if any	DVD
17	Separate DVD in WAV files of entire Sound Tracks – ONLY back ground music of Songs ,if any	DVD
18	Separate DVD in WAV files of entire Sound Tracks – International Tracks in Stereo, 5.1/7.1	DVD
19	All Songs in video PAL formats, if any	DVD
20	DVD 5 & 9 of the full film/without watermark/PAL- EST 'on/off'-option	DVD
21	DVD 5 & 9 of the full film /with watermark/PAL- EST 'on/off'-option	DVD
22	DVD 5 & 9 of the full film /without watermark/NTSC- EST 'on/off'-option	DVD
23	DVD 5 & 9 of the full film /with watermark/NTSC- EST 'on/off'-option	DVD

24	DVD 5 & 9 of the full film/without watermark/PAL/Clean(without EST)	DVD
25	One Promo 30 seconds, of the film in separate DVD 5 PAL EST 'on/off'-option	DVD
25	One Trailer of 1 min.20 sec of the film in separate DVD 5 -PAL EST 'on/off'-option	DVD
26	One Promo 30 seconds, of the film in separate DVD 5 -NTSC EST 'on/off'-option	DVD
27	One Trailer of 1 min.20 sec of the film in separate DVD 5 -NTSC EST 'on/off'-option	DVD
28	Promo & Trailer of the film in one HD –PAL & NTSC with and without EST	HD
29	Publicity material : One – DVD & Hard Drive consist of Poster Design duly approved by CFSI as open file (psd), Promo, Trailer, brief synopsis, 100 wards synopsis, Director’s Main Technicians’ brief bio-data with one photograph of each. Maximum stills in 300 DPI Color in JPEG for a relevant to the Scenes of the film & Working Stills for promotional purpose.	DVD & HD
30	Final Censor Scripts, Credit Titles, Synopsis, Song’s lyrics with footage marked as specified by the CBFC in 8 copies. (One copy should be Well bound to submit to CBFC along with Application for certification of the film & 7 spiral bound)	Hard Copies, DVD & Hard Drive
31	Text- English translation of the dialogues & English Subtitle Spotting Text as required for subtitling in Word format & ASCII format.	
32	Final film material of Sr. No 1,2,3,6,11,12,13,14,29 ,30 & 31	LTO tape
	ALL DVDS/BLU-RAY DISCS SHOULD BE SCRATCH GUARDED ONLY	

APPLICATION FORM '1'

(TO BE FILLED IN CAPITAL LETTERS)

To,
Chief Executive Officer
Children's Film Society, India,
Films Division Complex,
24, Dr.G. Deshmukh Marg,
Mumbai – 400 026.

Sub: - Proposal for Film-(Short/Feature) / T.V Serial

Dear Sir/Madam,

I wish to submit a Film/T.V Serial - Proposal for children for consideration for production by CFSI

(To be filled in capital letters & duly signed by the Director and/or Executive Producer of Film only)

1. Full Name: _____

2. Address: _____

3. Telephone/E-mail: _____

4. Name of Director of the Film _____

5. Title: _____

6. Original story written by: _____

7. Details of Story Registration No. & Date _____

8. Language: _____

9. Duration in Minutes: _____

10. Shooting Format (Digital 2k / 4k): _____

11. Anticipated Budget: _____

12. Details of NEFT/ RTGS _____

13. Nature of the film: Live Action- (Short/Feature)
: Animation - (Short/Feature)
: Live Action plus Animation - (Short/Feature)

14. Nature of the T.V. Serial: Live Action/Animation /Live Action plus Animation

15. Details of crew (If identified):

- Screenplay /Script Writer _____
- Cinematographer/DOP _____
- Sound Recordist _____
- Editor _____
- Music Director _____
- Any other _____

16. Details of Cast (If identified): _____

I hereby declare that all the information furnished above is true & correct.

(Name & Signature)

- Enclosures:**
- * Synopsis with Treatment Note (English & or Hindi) - 12 Copies
 - * Director's Bio-data- 12 Copies
 - * DVD of Show reel -1 Copy
 - * Copy of the Certificate of story Registration
 - * No objection/ Agreement letter from author/ Publisher

2. SCHEME-EXHIBITION OF CFSI FILMS IN SCHOOL (THEATRICAL & NON-THEATRICAL)

Scheme: Exhibition of Children's Films in Schools- Procedure follows to conduct Theatrical & Non-Theatrical shows:

A. Theatrical Shows:

Theatrical shows have been a proven method for catering larger number of children at a stretch besides enabling children to enjoy a film with all its technical excellence and it is therefore, desirable to arrange festivals of our films in theatres with the co-ordination of various States and Districts Administrations so as to make optimum use of the concession granted by MIB to show our films free of admission charges to children.

For conducting Children's Film Festivals in various States/Districts, we follow the following procedures:

1. At the outset we send proposal to various District Collector/Magistrate(as per the Action Plan approved by the Competent Authorities for the particular financial year, requesting them to conduct a week long children's Film festival in all Cinema Houses in the Districts and requesting them to convene a meeting to be attended by Additional District Collector/Magistrate, Chief Education Officer/District Education Officer, District Public Relation Officer, All Cinema House Owners and other concerned official to discuss the modalities to conduct Children's Film Festival.
2. On the meeting date, CFSI representative will start briefing to the members about the proposal for conducting CFF in the District and inform the members that the Government of India, keeping the tradition of providing basics to the children community, has decided to make the CFSI film shows FREE OF ADMISSION CHARGES to children to heed their entertainment needs and request district administration to extend their full support to organise CFF.
3. District Education Officer will be nominated as Nodal Officer of the festival and accordingly he will suggest the suitable dates of the festival and co-ordinate the arrangement for the successful organisation of the festival.
4. With the help of District Administration a wide publicity will be done by putting hoardings, standees, banners, pamphlets to make the public awareness for the festival.
5. CFSI will supply a package of films which will be screened during the festival as special morning show and theatre management will be paid nominal rental charges by CFSI. CFSI will also prepare a screening schedule of the festival accommodating all cinema houses of the district.
6. To begin Children's Film Festival, An inaugural function will be arranged in a theater and accordingly invitation card will be send to MLA and dignitaries to grace the occasion.
7. District Education Officer will arrange for the allocation of schools as per screening schedule and will send number of students to adjacent theatres according to the seating capacity. He will ensure that the sufficient number of teachers may also accompany the children to maintain discipline in the auditorium. After completion of the festival, he will hand over the screening report on the actual number of children catered to CFSI representative.
8. The District Public Relation Officer will give adequate media coverage to the festival to create a public awareness of the program to give vide press coverage to create a public awareness of the program and ensure that equal prominence is given to CFSI while publicizing the Children's Film Festival and will send photographs and press clipping on the festival to CFSI.
9. RTO with the help of District Education Officer will look after the arrangement of busses for commuting the children to the respective theatres and bring back to them to school.

10. After Conclusion of the festival, District Education Officer will hand over the Screening Report to CFSI Representative duly signed and authenticated by the District Administration.

Roadmap for organizing the Children's Film Festival

Auditorium / Theatre:

- ✓ Auditorium should be well decorated with flowers, ribbons, balloons, display of cartoon characters with appropriate lighting to have a vibrant ambience, and more relevant to children.
- ✓ Stage / Dais of the auditorium should have a proper backdrop, For Eg: display of film bonanza banner with appropriate lighting and decoration, sufficient space for cultural programmes maybe ensured on the stage.
- ✓ Seating arrangement for dignitaries should be in appropriate manner.

Projection facility:

- ✓ Well-equipped projection facility with format available, DVDs need to be checked before the screening to avoid any last minute hassles. CFSI films are in DVD format and should be compatible with theatre.
- ✓ Backup facility viz. laptop, pendrive for film screening should also be arranged, so that screening is not interrupted.
- ✓ For smooth screening of films technical team support is necessary.
- ✓ Generator facility is required incase of power-cut .
- ✓ Ensure fire safety measure, as mass children are attending the shows.

Publicity:

- ✓ Adequate publicity of film bonanza through print and online media, hoardings, posters through I&PR., tagging Ministry of I&B, CFSI & MPs of Arunachal Pradesh.
- ✓ Invite local celebrity for inauguration.
- ✓ Local Publicity, P.R. & Event Management be arranged.
- ✓ Printing of Invitation cards.
- ✓ On all publicity material, place logo of Govt. of Arunachal Pradesh and CFSI.

Logistical Support:

- ✓ All Logistical Support for the functioning of the Film Bonanza for procuring necessary exemptions / concessions / permissions and co-ordination between various departments / teams. Maybe taken care of by Govt. of Arunachal Pradesh and ensure all permissions are obtained i.e. police, traffic, local body, etc.

Mobility of School children:

- ✓ Movement of school children, safety & compatibility to ensure full attendance in the theatres / auditoriums by tagging the schools within the vicinity of cinema halls as per seats available in the theatre, school children must come with their school ID card.

- ✓ Ensure few teachers are also deputed to maintain discipline in the theatres.
- ✓ Proper Movement/Transportation of Children/Students. Ensure sufficient parking space for buses.
- ✓ Provide refreshment for Kids, after the screenings.
- ✓ Medical team to attend to any emergency for children at the venue.

Extra Activities

- 1) Kids Carnival – (Kids Mela) in which we can have magic shows, popcorn, pottery, puzzle block show, tattoo stall. (There can be done through local EMA or through your cultural dept)
- 2) During interaction with children in auditorium, children can speak on principles of Mahatma Gandhiji from their seats only, environment issues, (save water, tree, say no to plastic). Such spontaneous reaction will be fun for children and vibrate the festive atmosphere.
- 3) Workshops: We can arrange workshops for children subjects like
 - i) How to make animation films
 - ii) Film appreciation workshop
 - iii) Music workshops.
- 4) We may consider organising a special show for visually impaired children by screening audio described films; namely Katt Katt Kadu, Karamati Coat, Halo etc.



B. Non-Theatrical Shows (Lcd Shows):

While we cater the children of urban areas through theatrical shows, we also cater the children in rural and backward areas, where theatres do not exist, by arranging **LCD shows** with the help of District Administrations and NGOs to entertain them on par with their counter parts in urban areas. For conducting these shows CFSI will reimburse an amount of Rs.1,500/- to District Administration/NGOs to hire LCD projectors and making arrangements for the successful conduct of these shows.

Before conducting LCD shows, NGOs have to follow some Guide lines which are attached for reference.

GUIDELINES - CONDUCTING CHILDREN’S FILMS FREE SCREENING IN SCHOOLS

(Through LCD Projector)

(Point No.2, 3, 4, 5 & 8 are not applicable for Central / State Government authorities & Municipal Corporations)

Submitting Proposal -
1. Proposal for conducting free LCD shows in schools of rural area should be submitted one month advance with details viz – Final Screening dates, School Name, Full address & contact nos., no. of students, no. of shows.
2. Proposal should be submitted along with Registration Certificate, PAN No, Profile of Organization activities, Annual Report, Audit report of last 3 years, Income Tax return (wherever applicable) and any other relevant documents demanded by CFSI.
3. Following the Ministry’s Directive , aspirant NGOs and Trusts must be registered on the “NGO Darpan Portal” of “NITI Aayog” and should have its unique number Link for registration: https://ngodarpan.gov.in/
Please Note -
4. Proposal fulfilling the supporting documents requirement (requested at Point no -2) will be put for higher authorities’ consideration and approval.
5. An agreement will be signed between CFSI and NGO/ trust upon approval of proposal by Higher authorities.
6. <i>DVDs for screening will be sent by CFSI, one week prior to the screenings.</i>
7. <i>The Chief Executive Officer, CFSI reserves the right to accept/cancel/reject any of the Proposal / application/document without assigning any reason.</i>
Terms & Condition -
8. The documents, namely PAN Card, Copy of Registration, Tax Returns, Copy of constitution, Copy of Annual Accounts etc. should be submitted as & when required.

9. **A minimum of 250 Children should be present for every show. If children audiences are less than 200 that show will not be entitle for reimbursement.**

A minimum of 250 Children invariably needs to be present for every show. However, a certification from school is required where total student strength is less than 250.

10. Films should be shown free of cost.

11. **The film will be shown through LCD projector (Big Screen) & not on T.V. Screen.**

12. Screening place must be clean, well ventilated and fulfilling all safely precautions. Arrange sufficient school staff /volunteers to monitor students.

13. Weekly Screening report must be submitted through email.

14. In case of any change in screening dates, it is mandatory to intimate CFSI by mail in advance.

15. Shows must be conducted as per screening schedule submitted by you. This should be strictly followed and any claim for reimbursement will not be entertained if there is any delay in intimating CFSI about change in schedule with proper justification.

16. Please note that adequate publicity needs to be given for the shows. Hence, please arrange a press conference to announce the program with the time schedule. Also, a small inaugural function may be organized on the first day of screening, inviting some prominent personality / celebrity in the locality to publicize the event and wider reach. While publicizing, please ensure that CFSI is given prominence. Press clippings and photographs on the inauguration may please be forwarded to us.

17. Reimbursement claim with necessary documents, screening certificates must be submitted within 15 days after completion of LCD screening. Claims submitted after stipulated period will not be entertained except genuine case.

18. CFSI will reimburse ` 1500/- per show towards operational expenditure incurred for conducting LCD shows. The Reimbursement will be made only after successful completion of screening & against the full-filling the following terms & conditions –

- A. The screening certificate of each film show must be prepared by school head & certified by BEO/BDO/DEO & show conducting authority on school letterhead
- B. If school does not have letterhead, an undertaking on screening certificate from school principal is required confirming about non availability of school letter head. (Sample copy of screening certificate is attached.)
- C. It is mandatory to send digital photograph of Each LCD screening covering the School Name Board, Students watching films, screening equipment & banner of event. Photographs should be sent on DVD or by email. (Digital Photo).
- D. Head wise consolidated expenditure statement along with original bills duly certified by NGO.
- E. NGO / Trust Bank detail for online payment.

19. No Advance will be paid.

20. The decision of CFSI in this regard shall be final and binding on you.

21. Payments will be made through electronic mode i.e. NEFT/RTGS.