

## MENTOR GUIDELINES

The Malta Film Commission under the auspices of the Ministry of Tourism is responsible for the management and administration of the Malta Film Fund.

The Malta Film Commission, as administrators of the Malta Film Fund and other schemes are working towards an alignment and coordination of various film support measures that will help support Maltese filmmaking talent.

The objective of the Malta Film Fund is to nurture and back the development and production of Maltese qualifying productions in all genres from new and established filmmakers that are for local and international distribution; aim to promote Maltese storytelling, Maltese stories, Maltese cinema and by doing so improve the structure of the Maltese Indigenous Film Industry.

The Film Fund has the following main objectives:

- 1) To encourage the creation of quality productions;
- 2) To support Maltese filmmaking talent that demonstrates long-term potential;
- 3) To preserve and promote Maltese cultural and linguistic diversity through qualifying productions;
- 4) To develop the artistic scope, quality and dissemination of Maltese qualifying productions;
- 5) To strengthen films as a cultural product and Malta as a production location.

The Malta Film Fund offers seven (7) schemes, which aim to provide support for eligible productions:

### **ACTION 1: Development Support**

Development support is to foster a culture of script writing and proper development of Maltese productions which can eventually be taken to the Market to raise finance, support and move into production. The following schemes aim to provide development support to qualifying productions:

- 1. Writers' Grant (maximum grant €5,000)
- 2. Development Grant (maximum grant €30,000, not exceeding 80% of the budget).

### **ACTION 2: Production Support**

Production grants awarded are intended to stimulate the realisation of projects. Support for production may only be awarded to applicants for projects which are fully developed. The following schemes aim to provide production support to qualifying productions:

- 3. Short Film Production - New Talent (maximum grant €2,500)

- 4. Short Film Production (maximum grant €20,000)
- 5. Production (maximum grant €120,000, not exceeding 50% of the budget)

### **ACTION 3: Film Distribution Marketing Support**

Distribution support is essential to raise the international profile and to advance and foster a wider international distribution of Maltese Films. Only productions in receipt of Malta Film Fund production funding are eligible to apply for these grants:

- 6. Film Distribution Marketing Grant

This grant is designed to assist local film makers who intend to self-distribute and/or seek sales agents or distributors to distribute and reach out to international audiences with their feature film. The match funding grant shall not exceed 50% of the total projected costs, up to a maximum contribution of €10,000.

- 7. International Film Festival Fees Grant

This grant is a 50-50 match funding for entry fees paid to put Maltese productions into International Film Festivals, not exceeding maximum grant of up to €300 (in total) per short film and €500 (in total) for feature films and documentaries. Filmmakers can apply for financial assistance to cover the costs of entry fees for International Film Festivals for completed projects during a particular year (see grant guidelines for specific eligibility period).

The full guidelines can be found here: <https://maltafilmcommission.com/malta-film-fund/>

## **MALTA FILM FUND - MENTORING PROGRAMME**

Successful Malta Film Fund applicants may be entitled to mentoring support.

The role of the Mentor will include the following responsibilities:

- To support the applicant throughout the process via Skype calls (amount dependant on project - more detail below).
- Read through script/treatment/budget etc. to provide guidance (amount dependant on project - more detail below).
- To work alongside the successful applicants to offer expertise and guidance.

## **WHO CAN APPLY?**

Desirably the Mentor will have the following experience:

- Professional experience in the filmmaking industry or as a practised mentor with a good working knowledge of film and filmmaking and are expected to have a high level of experience in one or more fields addressed by the funding programmes offered by the Malta Film Commission.
- Proven track record relating to Feature Films, Documentary, Animation, Short Films, High Quality International TV Series - processed to commercial release standards, for international distribution for cinema, film festivals and international telecast.
- Ability to work in English.

**Mentors depending on their role will be expected to carry out the following functions according to the fields addressed by the funding programme:**

### **Writer's Grant**

This grant is to help writers to develop their projects to a stage where it can then be considered for further development funding. Projects seeking support under this scheme must have been developed to treatment stage.

The successful applicants of the Writers' Grant are expected to deliver:

- Script
  - Feature Films: Advance draft script approaching market-readiness.
  - High Quality International Television series: Pilot script/s together with character bible.
  - Creative documentary: Script/thorough treatment.
- Final treatment
- Producers' and Writers' report on development process
- Script consultant/assessor feedback and the team's written response

- If a Script Workshop has been attended – a report including outcome
- Next stage development plan (outline the strategy employed or intended to employ to move the project to the next stage).
- Cost report on expenditure with supporting invoices/receipts
- 3 to 5 minute teaser trailer for Creative Documentaries; the intention is to demonstrate style and treatment.
- 3 to 5 minute teaser sequence for Animation projects (**pre-visualisation/proof of concept** as a detailed animatic [i.e. animated storyboard, typically used to establish key element such as posing, timing, composition, style, mood and concept] or block test or sequences that can illustrate component parts of the film.
- For animation projects, an **INITIAL Animation Pack** (which includes key pictures/drawings that can demonstrate visual approach and style to be taken; concept art can include environmental and character based work with evidence of early character design (including characters in pose or action); storyboard (reproduction in a size that fits in the notebook).

To offer the suitable support for the applicant to deliver the above, the Mentor is expected to be:

- Script Consultant/Script Doctor/Script Reader/Script Editor.

Mentor is responsible for developing the script editorially and shaping and enabling the creative story and vision of the film-maker.

Overview of work phases (general outline, can be customized depending on the project requirements).

1. Read Treatment, treatment notes, talk to the Team via skype (one session).
2. Read updated treatment and approve commencement of draft script.
3. Read 1st Draft of script. Script notes. Talk to the Team via skype (one session).
4. Read 2nd draft of script. Talk to the Team via skype (one session).
5. Read final draft of script (3rd draft), final session with Team via skype (one session).  
Present final report.

## Development Grant

This grant is intended to help Producers maximise the chance of securing production funding, to finalise the complete development stage and bring the project to the stage where it can be taken into Production. Projects seeking support under this scheme must be for scripts that are at an advanced stage and approaching market-readiness.

The successful applicants of the Development Grant are expected to deliver:

- Script/Treatment
  - Feature Films: Final shooting script and final treatment. Must be at a level to take to into Production.
  - High quality international TV series: Final shooting script/s and final treatment/s. Must be at a level to take to into Production; together with series bible (in English) (to include list of main characters with bios/description; background of story; roadmap of first season).
  - Creative documentary: Final shooting script/thorough treatment. Must be at a level to take to into Production.
- Producers' report on development process
- Script consultant/assessor feedback and the team's written response (if applicable)
- If a Script/Documentary Workshop has been attended – a report on outcome (if applicable)
- Travel Assistance report (in relation to markets, festivals, pitching sessions, etc attended)
- Cost report on expenditure with supporting invoices/receipts
- Full production schedules
- Production Budget
- Report on Production Crew
- Report on Cast
- Report on Locations
- Chain of title in place
- Distribution Strategy (local and international) including: Audience Research and Strategy and Screening, Festival and Distribution Strategy
- Financing strategy
- 3 to 5 minute teaser trailer for Creative Documentaries; the intention is to demonstrate style and treatment.
- 3 to 5 minute teaser sequence for Animation projects (FINAL visualisation of concept) this can include a detailed animatic [i.e. animated storyboard, typically used to establish key element such as posing, timing, composition, style, mood and concept] or block test or sequences that could illustrate components parts of the film.
- For animation projects, **FINAL Animation Pack** (showing visual approach and style to be taken; final character/s model sheets including pose and expression concept artwork of character/s (at least 6 poses and 6 facial expressions); setting and character concept art (drawn); additional concept art – props, secondary characters; storyboard (reproduction in a size that fits in the notebook);

To offer the suitable support for the applicant to deliver the above, the Mentor is expected to be:

- Script Consultant/Script Doctor/Script Reader/Script Editor/Development Consultant/Producer (with emphasis on the Development phase), Business Developer.

All must have a good understanding of the International Film Industry in terms of knowing the Markets, Raising of Finance, Co-Production, Sales Agents, Distributors, Marketing, Distribution (Audience Research and strategy and Screening, Festival and Distribution Strategy) etc.

Mentor is responsible for helping the team to have a viable shooting script for production, as well as enabling the team to understand the challenges and help them ensure they have a solid business plan and strong strategy to enable the team to have a roadmap for the film before moving into production.

Overview of work phases (general outline, can be customized depending on the project requirements).

1. Read current draft of script. Write Notes. Talk to the Team via skype (one session).
2. Read next draft. Talk to the Team via skype with final notes (one session).
3. Discuss Audience, Distribution, Sales Agents festivals etc. Team to present a clear outline and strategy as a result in this respect. (one session).
4. Discuss casting and budget (one session). Team to present a clear outline and strategy as a result in this respect. (one session).
5. Discuss crew options. Discuss locations. Discuss practical aspects of how this film will be made. Team to prepare an outline in this respect. One skype session.
6. Discuss the compiling of a business plan and feasibility plan for the film. One skype session
5. Final skype session with Team (one session). Team to present final report.

## **Production Grants**

### **SHORT FILM PRODUCTION – NEW TALENT**

This grant is intended to help NEW TALENT produce short films and will provide them with a platform for showcasing their talent at local and international film festivals. Support for production may only be awarded to applicants for projects, which are fully developed.

### **SHORT FILM PRODUCTION**

This grant is intended to help creative teams produce short films and will provide them with a platform for showcasing their talent at local and international film festivals. Support for production may only be awarded to applicants for projects, which are fully developed.

### **PRODUCTION**

Production funding is aimed towards a production company that has audiovisual production as its main purpose and activity and a company that is duly registered as an audiovisual production company. Support for production may only be awarded to applicants for projects, which are fully developed.

### **Deliverables**

- Finished film
- EPK: Photos, footage of behind-the-scenes, clips from the actual shoot
- Evaluation Report of the Production Process
- Copies of Production documents i.e. call sheets, final cast and crew lists, shooting schedules, etc.
- Distribution Strategy (local and international) including: Audience Research and Strategy and Screening, Festival and Distribution Strategy

To offer the suitable support for the applicant to deliver the above, the Mentor is expected to be:

- Producer/Director/Editor

Overview of work phases (general outline, can be customized depending on the project requirements).

### **Short Films (including documentaries/animation – adapted accordingly)**

**Phase 1:** Read Treatment/Outline, make notes, and talk to the Team via skype regarding their project (one session);

**Phase 2:** Following first phase look at revisions and production plans, make notes, talk to the Team via skype (one session).

**Phase 3:** Update session with the Team via skype (one session) just before they start shooting to ensure all is in place. Pre-production phase feedback report.

**Phase 4:** Skype session (one session) on completion of shoot to discuss outcome and next phase. At the end of this phase a production progress report to MFC (i.e. that production process is on track and shooting has been completed). On receipt of this report the next film fund grant (30% tranche) can be awarded to the beneficiary.

**Phase 5:** View initial cut (assembly) together with a selection of rushes if necessary – make notes – discuss with director/editor any feedback and/or post-production advice (one skype session).

**Phase 6:** View final cut – with credits and all music/sound design and colour grading has been finalized - final feedback with director/editor (one skype session). Final mentor report.

### **Feature Films (including documentaries/animation – adapted accordingly)**

1. **Pre-Production:** Read Treatment/Script, make notes, talk to the Team about the production phase and their plans (i.e. view/discuss: crew, cast, equipment, locations, costumes/props, storyboards/shot plans, DIT/rushes management for Editor – to ensure goals in terms of creative and technical achievements relating to scenes approved is attainable) – provide feedback and guidance (three sessions). Once reassured give greenlight to go into production. Present feedback and initial report with a short overview of observations made and recommendations.

2. **Production:** Mentor the production process ensuring that production is on track and shooting has been completed; provide in person mentoring during the actual shoot (mentor is not required to be on set daily – please decide with the Team on what dates set visits will be made – mentor should evaluate and make note of on-going’s to summaries and include in their progress report). Present short progress report to MFC whether the production process is on track, if there have been any set-backs and confirm shooting has been completed; on the basis of this report the next film fund grant (40% tranche) can be awarded to the beneficiary.

3. **Post-Production:** Review rushes and provide feedback and any post-production advice. Review initial rough cuts and provide feedback/guidance to the Team (two sessions). Mentor approval of final cut which is then to be circulated to Evaluation panel for final approval and presented to the MFC as final deliverable. Present final report.



## **Appointment of Mentor**

Mentors will form part of a pool and will be selected in order of merit, and will be called according to the requirements of MFC.

MFC reserves the right not to contact all applicants and to select other Mentors outside the pool of mentors if such need arises.

Selected Mentors shall perform the contract to the highest professional standards.

Selected Mentors who have accepted the terms and conditions will be given detailed information regarding the particular project and what is required and will be expected to sign a contract which outlines duties, obligations, commitments, deadlines and remuneration.

## **Conflict of interest**

Selected mentors are asked to sign a declaration by which they declare that they are not placed in a position which may give rise to a situation of conflict of interest and they commit themselves to respect confidentiality, anonymity and impartiality.

When a potential conflict of interest is reported or brought to the attention of the Fund Manager of the Malta Film Commission by any means, MFC will analyse the circumstances and any objective elements of information at its disposal. If MFC comes to the conclusion that there is conflict of interest, the mentor may be excluded from a particular project or removed from the pool of mentors.

## **Confidentiality**

All appointed mentors are bound by confidentiality, as all information relating to the projects is strictly confidential. The mentors are not allowed to disclose any information about the projects to anyone. Mentors are not to share with any third persons the information obtained or produced in connection with performing their tasks.

## **Freedom of information Act**

The names of the mentors and their profile may be made available on the MFC website and/or if a request is submitted to the Public Authority's FOI Office, in accordance with the Freedom of Information Act (Cap. 496 of the Laws of Malta).

## **How to apply**

Fill in the application form and send us your Curriculum Vitae highlighting the required skills and professional experience relating to the objectives of the programme for which you are applying by email on [susan.ronald@mfc.com.mt](mailto:susan.ronald@mfc.com.mt), indicating "Call for Evaluators 2018" in the subject field.

For more information refer to the Malta Film Fund website, [www.maltafilmfund.com](http://www.maltafilmfund.com) or call on +356 2180 9135 or send an email to [susan.ronald@mfc.com.mt](mailto:susan.ronald@mfc.com.mt)