

No. M-21021/8/2024-DO(FF)  
**Government of India**  
**Ministry of Information & Broadcasting**  
'A' Wing, Shastri Bhawan New Delhi

\*\*\*\*\*

Dated: 3<sup>rd</sup> July, 2024

**OFFICE MEMORANDUM**

**Subject: Guidelines for providing financial assistance to domestic film festivals under DCDFC Scheme - regarding.**

The undersigned is directed to forward herewith the Guidelines for providing financial assistance to domestic film festivals through National Film Development Corporation (NFDC) under 'Development, Communication & Dissemination of Filmic Content (DCDFC)' Scheme.

2. This issues with the concurrence of Integrated Finance Division, M/o Information & Broadcasting vide their Dy. No.191626/AS&FA dated 25.06.2024 and with the approval of Secretary, M/o I&B.

**Encl: As Above.**



(Armstrong Pame)  
Director (Films)

Tele: 2338 3374

(ARMSTRONG PAME)  
निदेशक/Director (Films-1)  
सूचना एवं प्रसारण मन्त्रालय  
Min. of Information & Broadcasting  
भारत सरकार, नई दिल्ली  
Govt. of India, New Delhi

To

1. Sr. PPS to Secretary (I&B)
2. Sr. PPS to AS(I&B)/ PPS to Sr. EA(I&B)/ PPS to AS&FA(I&B)
3. Joint Secretary (Films), M/o I&B
4. CCA, M/o I&B, New Delhi
5. Managing Director, National Film Development Corporation, Mumbai
6. Deputy Secretary (Films-II)
7. Pay & Accounts Officer, Pay & Accounts Office (MS), M/o I&B, New Delhi
8. Under Secretary (Films-I)/ Under Secretary (Films-II)
9. Section Officer (Cash)/ DDO(MS), M/o I&B
10. Fin. I Section/ Fin. II Section/ B&A Section, M/o I&B, New Delhi
11. All Desks of Films Wing

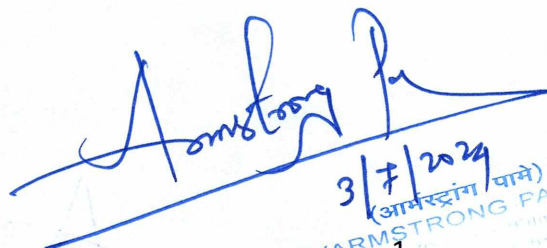
# Guidelines for Providing Financial Assistance to Domestic Film Festivals

## 1. Introduction

These guidelines serve as a framework to streamline the process of allocating financial assistance to film festivals across the nation. Recognizing the pivotal role that film festivals play in promoting cultural exchange, artistic expression, and cinema appreciation. These guidelines aim to establish clear criteria and procedures for supporting such events. These guidelines are formulated to establish a structured framework for the allocation of financial assistance to film festivals organized or supported by State Governments across the country. By providing financial assistance, we seek to bolster the vitality of the film festival ecosystem, fostering an environment where filmmakers can showcase their work and audiences can engage with diverse cinematic experiences. These guidelines are designed to ensure fairness, transparency, and accountability in the allocation of resources, ultimately contributing to the growth and sustainability of film culture in our society.

## 2. Aims and Objectives

The aim of these guidelines is to establish a transparent and standardized process for the allocation of financial assistance to film festivals across the country. The primary objective is to support and promote the cultural significance of cinema through festivals while ensuring transparency, accountability, and equitable distribution of resources. By providing financial assistance, we endeavour to support the diverse landscape of cinema and promote its appreciation among audiences nationwide. The objectives for supporting domestic film festivals are to foster cinema literacy among diverse audiences, foster an appreciation for filmmaking as an art form and harness the power of cinema as a tool for cultural exchange, education and social awareness. Through these guidelines, we aim to facilitate the sustainable growth of film festivals, ensuring equitable access to resources and opportunities for filmmakers and audiences alike.

  
3/7/2024  
(आर्मस्ट्रॉंग पामे)  
(ARMSTRONG PAME)  
निदेश 1  
सूचना  
Min. of  
Broadcasting  
Govt. of India, New Delhi



### 3. Who can apply?

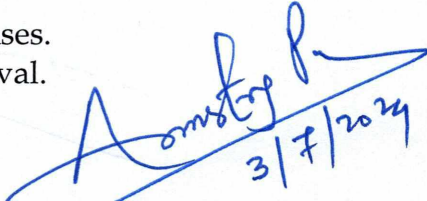
Festivals organized/supported/recommended by State Governments or organised through Film Schools under the Ministry will be eligible to apply for financial assistance.

### 4. Guidelines and Requirements under which financial assistance will be provided:

- a. The applicant shall apply in the prescribed application form (**Annexure**).
- b. Festivals must provide proper documentation to establish their credibility, including details of previous editions, participation statistics and organizational structure.
- c. National Film Development Corporation (NFDC) shall verify the credibility and impact of the festival before granting financial assistance.
- d. Allocation of funds shall be made for festivals held in the Northeast (NE) region to support the development of cinema culture in NE area.

### 5. Terms of Funding

- a. Organizers of Film Festivals seeking financial assistance will be required to submit an application form (**Annexure**).
- b. Organizers shall not profess or promote any religious /communal/fundamental/divisive beliefs or doctrines with this grant.
- c. Organizers shall appropriately give due credit to the Ministry of Information & Broadcasting/NFDC.
- d. Organizers of Film Festivals have to furnish details of programme along with objectives to be achieved.
- e. Organizers will be blacklisted in case it is found at any stage that they have received grant in aid under the above scheme on the basis of suppression of facts, misleading information, fabricated documents and false information.
- f. Organizers have to prove/justify that their financial position is as such which necessitates financial assistance from the Govt.
- g. Organizations have to furnish Utilization Certificate of grant in Form 12 C of GFR, 2017 within two months after the completion of film festival.
- h. Organizations will furnish a feedback report within two months on the festival for which Grant-in Aid was sanctioned.
- i. The grant cannot be claimed as a matter of right; it depends on sole discretion of Government of India depending on the merit of the proposed event/ festival.
- j. The festival should have screenings of at least 25 films (Feature & Non-Feature) on non-commercial basis and a minimum of 3 Master Classes should be organized.
- k. Festivals must submit detailed proposals outlining their budget, programming, and expected impact to be considered for financial assistance.
- l. For the purpose of availing financial assistance, the expenses should be incurred on any of the following activities:
  - i. Venue hiring, projection, and sound system expenses.
  - ii. Publicity and Media activities to promote the festival.

  
3/7/2024




- iii. Arrangements for opening and closing ceremonies.
- iv. Reasonable travel and hotel accommodation cost excluding local travel/hospitality, food and any beverages expenditure for eminent film personalities invited for Master Classes, Workshop, In-conversation and Film Personalities associated with the films being screened in the festival.
- v. Organizing Master classes/Workshops/In-Conversation Sessions.
- vi. Film Curator and screening fee for getting International Films.
- vii. Designing and printing of Invitation Cards, Screenings Schedules, Brochures etc.
- viii. Any other closely related activities.

#### 6. Amount of Financial Assistance:

- a. The financial assistance shall be sanctioned to organizers of film festivals through NFDC being the central nodal agency in accordance with General Financial Rules, 2017 and amendments from time to time.
- b. In a financial year, the maximum amount of grant given to film festival shall ordinarily not exceed 40% of proposed budget or expenditure incurred in last edition, whichever is lower. However, the Ministry shall have the power to enhance or decrease the upper and lower limit depending on the venue and the importance of the festival being held.
- c. The Organizers shall clearly mention the item-wise heads along with estimated expenditure on which the proposed grants will be utilized.
- d. Financial assistance will be disbursed partially in advance to approved festivals, while the remaining amount shall be reimbursed upon submission of proper expense bills, Utilization Certificate and festival reports.


#### 7. Non - financial assistance from the Ministry & NFDC:

- a. Logo support of Ministry of Information & Broadcasting and NFDC may be permitted.
- b. Publicity about the film festival through various social media handles of NFDC & MIB.
- c. Few films restored under NFHM may be played as restored section during the festival.
- d. Publicity materials of FFO may be provided.
- e. Support in the form of assistance for programming, curating master classes as and where required.
- f. In Collaboration with faculties of FTII/ SRFTI, workshop for Film enthusiasts in the field of editing, acting, cinematography etc can be organized during/ pre-festival.
- g. FFO Team can also be invited to discuss about film incentive scheme and also suggest for better film facilitation in the State and also suggest for easier permission for setting up exhibition space/theatres.

  
3/7/2019  
(आमंत्रांग पामे)  
DIRECTOR (Films-1)  
निदेशक/प्रसारण मन्त्रालय  
3 एवम् प्रसारण मन्त्रालय  
Min. of Information & Broadcasting  
भारत सरकार, नई दिल्ली  
Govt. of India, New Delhi

## 8. Reporting Requirements

- a. Recipients of financial assistance will be required to submit post-event reports detailing the utilization of funds and the overall impact of the festival within a specified timeframe following the conclusion of the festival.
- b. Recipients of financial assistance are required to submit an outcome report highlighting the impact, reach, and achievements of the festival, including audience attendance, media coverage, participant feedback, and any notable outcomes or collaborations resulting from the event.
- c. Regular monitoring and evaluation will be conducted to assess the effectiveness of the financial assistance provided and make necessary improvements for future cycles.

  
3/7/2024  
(आर्मस्ट्रॉंग पामे)  
(ARMSTRONG PAME)  
निदेशक/डायरेक्टर (Films-1)  
सूचना एवं प्रसारण मंत्रालय  
Min. of Information & Broadcasting  
भारत सरकार, नई दिल्ली  
Govt. of India, New Delhi

## Application Form

1. Financial year for which Grant -in- Aid is applied : -----
2. Name of the Organization : -----
3. Year & Date of Registration of the Organization : -----
4. GST No. & Pan No. : -----
5. Documents to establish credibility, including previous editions, participation statistics, organizational structure and accreditation of any reputed film bodies like FIPRESCI/FFSI/NETPAC etc. :-----
6. Address, phone no., website address & email ID of the Organization : -----
7. Name of Festival and website of festival : -----
8. Date & Location (city) of the Festival : -----
9. Number of earlier editions of the festival: -----
10. Name of proposed Venue(s), if any : -----
11. Name, mobile no. and email id of person managing the event: : -----
12. Festival is organized or supported or recommended by State Governments or organised through Film Schools under Ministry of I&B : -----

(रोहित कुमार)  
 (ROHIT KUMAR)  
 अनुभाग अधिकारी/Section Officer  
 सूचना एवं प्रसारण मंत्रालय  
 Min. of Information & Broadcasting  
 भारत सरकार, नई दिल्ली  
 Govt. of India, New Delhi

(रोहित कुमार)  
 (ROHIT KUMAR)  
 अनुभाग अधिकारी/Section Officer  
 सूचना एवं प्रसारण मंत्रालय  
 Min. of Information & Broadcasting  
 भारत सरकार, नई दिल्ली  
 Govt. of India, New Delhi



13. If NGO, Date of Registration :-----
14. If NGO, whether registered on Darpan portal, if so Unique ID :-----
15. Number of films proposed to be screened in the Film Festival :-----
16. Number of films screened in last edition of Festival :-----
17. Number of proposed Master Classes/ In-conversations :-----
18. Whether Festival has received/ commitment of funding from other Ministries of GoI/State Governments? If so, amount received/ committed. :-----
19. Whether due credit shall be given to Ministry of I&B :-----
20. Amount of funding in previous years by the Ministry of I&B :-----
21. Total expenditure incurred during last edition (₹ lakhs) :-----
22. Proposed budget for the Film Festival in ₹ lakhs, with broad item wise details :-----
23. Amount of Financial Assistance requested from Ministry of I&B :-----

Name of the Applicant  
Signature /Stamp

Date:  
Place :

*[Handwritten Signature]*  
3/7/2024

(रोहित कुमार)  
(ROHIT KUMAR)  
अनुभाग अधिकारी/Section Officer  
सूचना एवं प्रसारण मन्त्रालय  
Min. of Information & Broadcasting  
भारत सरकार, नई दिल्ली  
Govt. of India, New Delhi