

CHILDREN'S FILM SOCIETY INDIA

Guidelines for Proposal Submission to CFSI

(Features/ Shorts/ Live Action/ Animation/ Television Serial)

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REQUIRED DURATION

Feature film (Animation/Live Action) should be 60 to 90 minutes

Short film (Animation/Live Action) should not exceed 30 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 GOI.

REQUIRED FORMAT

Features/ Shorts: Digital –2K, 4K;

T.V Serial: Digital Beta/DVCam/HDCam/2K DVCPRO-50

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 only from Director/ Executive Producer of the proposed film / serial.

Director of the film is treated as its Executive Producer. In case the proposal is being submitted by Executive Producer (other than EP), 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** (Seven Copies)
- **Synopsis and Treatment Note** (Seven Copies)
 - For Live Action Feature/ short: Synopsis with Treatment Note, five pages in Hindi /English.
 - For Television Serial of minimum 26 episodes: Synopsis & Treatment Note of entire serial in five 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** (Seven Copies)
- **Synopsis Registration** (One Copy)

Synopsis must be registered with concerned Film & TV Associations.

Contn...2

- **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If the concept/story/synopsis/theme/ idea is adapted from any Published/Unpublished Book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 (One DVD copy)**
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 – Demand Draft of Rs. 3000/- in favor of Children’s Film Society, India**
The processing fee is Non-Refundable.

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 within 60 days from the date of intimation.

- 1. Submission of Screenplay in Hindi/English (Seven Copies)**
- 2. Submission of StoryBoard sketches (rough) along with script in case of animation (Seven Copies)**
- 3. Submission of Main Cast and Crew names and their profiles/bio’s (Seven Copies)**
- 4. Submission of Detailed Budget with itemized breakdown (Seven 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. Once the Proposal is rejected (at any of these stages) no further discussion or correspondence will be entertained. A rejected proposal cannot be re-submitted again.

Please note that CFSI is a national organization receiving applications from film-makers across the country. As in other competitive processes, only a limited number of proposals get final sanction.

* DRY-RUN – Film maker can shoot Scene with low resolution camera or smart phone/s or handy cam.

Cont....3

SIGNING OF FINAL AGREEMENT

CFSI will sign agreement only with Director 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 C.F.S.I. exclusively. All rights of the said film/ TV Serial commissioned by CFSI will be vested with 'PRODUCER'.

After signing the agreement, Director/EP needs to insure (CFSI as beneficial) the entire film, right from the first day of Principal photography till the delivery of the final materials to CFSI. Director 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 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 locked in till the final stage of approval as a Mandatory clause.
- 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 /materials 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 Script Committee and questions are raised about the workmanship of the film maker/film director.

Contn.....4

List of material to be delivered to CFSI on final completion of film:

1. Final output in DPX files in linear files of the entire final film.
2. Final two separate DCP J2k files without English subtitles with KDM and without KDM.
3. Final two separate DCP J2k files English subtitles embedded with KDM and without KDM.
4. MOV.files -APPLE PRORES- 4:4:4: (HD)or 4:2:2 of final film, Trailer, Promo in one Hard Drive.
5. Final films in PAL- DVCPRO, HDSR (D5) formats – with & without EST.
6. If the titles are ‘superimposed’ the uncompressed TIFF files and or DPX files of backgrounds of entire title sequences.
7. Separate Hard Drives of entire Sound Tracks – Final Mixed, Songs & Songs -back ground music & International Tracks-5.1/7.1/Stereo sound.
8. Separate DVD in WAV files of entire Sound Tracks – Final Mixed, Songs & Songs -back ground music & International Tracks-5.1/7.1/Stereo sound.
9. All Songs - in WAVE files as well as in video PAL formats.
10. One each PAL & NTSC Format color corrected Final Master -Digital Beta cam tape , Blu-ray with menu & DVDs without & with water mark as “CFSI PREVIEW COPY “ in DVD -5 with-out lock format & the other DVD -9 format in duly incorporating the Censor Certificate and CFSI logo ,region free.
11. One each PAL & NTSC Format color corrected Final Master -Digital Beta cam tape , Blu-ray with menu & DVDs without & with water mark as “CFSI PREVIEW COPY “ in DVD -5 with-out lock format & the other in DVD -9 format in duly incorporating the Censor Certificate and CFSI logo along **with English subtitles**, region free.

Contn....5

12. One Promo up to 30 seconds & One Trailer of minimum 1 min.20 sec. of the film in separate Digi Beta – PAL cassettes, DVDs -PAL & NTSC format duly Censor Certificate' attached.
13. Publicity material : One – DVD consist of Poster Design duly approved by CFSI as open file, Promo , Trailer, brief synopsis as well as up to 100 wards, Director's Main Technicians' brief bio-data with one photograph of each. 20 still in 300 DPI Color on DVD in JPEG for a relevant to the Scenes of the film for film promotional purpose.
14. Publicity material : One – DVD consist of Poster Design duly approved by CFSI as open file, Promo , Trailer, brief synopsis as well as up to 100 wards, Director's Main Technicians' brief bio-data with one photograph of each.
15. 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) as well as in DVD -Word format.
16. One DVD –English translation of the dialogues & English Spotting sheet for preparation of the subtitled version as required in Word format & ASCII format.

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 in celluloid / 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 **applicant-Director** of Film only)

1. Full Name of the Director :.....
2. Address :.....
3. Telephone/E-mail:.....
4. Title:.....
5. Original story written by :.....
6. Language :.....
7. Duration in Minutes :.....
8. Shooting Format (Digital 2k, 4k / Video) :.....
9. Anticipated Budget:.....

10 Demand Draft No..... & Date.....for Rs.3,000/- of

Bank.....

11. Nature of the film : Live Action- (Short/Feature)

: Animation - (Short/Feature)

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

13. Details of crew (If identified) :

Writer

Cinematographer/DOP.....

Sound Recordist.....

Editor.....

Music Director.....

Any other.....

14. Details of Cast (If identified):.....

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

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(Signature)

Enclosures:

- * **Synopsis with Treatment Note- 7 Copies**
- * **Director's Biodata- 7 Copies**
- * **Demand Draft of Rs. 3,000/-**
- * **DVD of Show reel -1 Copy**
- * **Copy of the Certificate of story Registration**
- * **No objection/ Agreement letter from author/ publisher**