



الهيئة الملكية الأردنية للأفلام
The ROYAL FILM COMMISSION
JORDAN

Guidelines & Regulations

The Jordan Film Fund (JFF)

Jordan Film Fund
صندوق الأردن لدعم الأفلام

7th May 2024

**Co-Production
of Cinematic Arab
Feature Narrative
Category**

The Jordan Film Fund (JFF) is a Jordanian financial scheme founded and financed by The Royal Film Commission – Jordan (RFC) in 2011. The JFF is dedicated to funding cinematic projects, empowering local and Arab filmmakers.

Introduction

This document is meant to guide applicants seeking to submit a cinematic feature narrative project in the co-production category at the production phase, with funding amounts shown in the below table. It comprises essential information such as: eligibility criteria, obligatory application requirements, specific regulations, selection process, among others. It is strongly recommended that applicants read it carefully before applying.



Co-Production Category & Funding Amounts

Category	Minimum JOD	Maximum JOD
Co-Production of Cinematic Arabic Feature Narrative	40,000	70,000

Eligibility: Who can Apply?

- Only an eligible producer (or production company) is allowed to apply; Jordanians, or Arab nationals provided that they have been residing in Jordan for at least five years.
- The director must meet the eligibility criteria, which entails being an Arab individual who holds Arab nationality.
- Each applicant is allowed to be part of one application only in the co-production category.
- Previous industry experience is required from core team members: the producer and the director. They must have produced and/or directed at least one short film that was produced.
- Applicants aged 18 years or older.

Project Eligibility:

- At least 50% of all dialogue, narration, voiceover, and any form of communication within the project must be in Arabic.
- Eligible length of the feature-length narrative films is 70 minutes and above.
- It is possible for the production or parts of it to take place in Jordan, and if the production is happening completely outside Jordan, it is conditional that Jordanian cast, heads of departments (HODs) and crew are part of the project.
- 100% of the amount funded by the JFF must be spent either by shooting in Jordan or on eligible Jordanian expenses including but not limited to:
 - Expenditure on facilities and locations in Jordan.
 - Expenditure on equipment rental from Jordan.
 - Accommodation in Jordan expenses for foreign personnel.
 - The cost of a flight can be included if directly bought from a Jordanian Airline.
 - Expenditure on Jordanian cast and crew.
 - Visa costs.
 - Jordanian overhead costs (not exceeding 10% of the total requested amount).

Ineligible Applications:

- Applications submitted after the deadline.
- JFF's grantees (producers, directors, and writers) with an open grant.
- Applications with inconsistent language. Applications are accepted in either Arabic or English.
- Applications with misleading, dishonest, false information not meeting the criteria in this document, handwritten or incomplete.
- Applications that violate national constants, stir hatred, violence, or that contain obscene material.
- Granted projects that did not materialize, complete or were terminated cannot re-apply with the same project in the same category.

Terms & Conditions:

- Eligible producers or production companies can be part of two applications in two different categories (i.e. co-production category and another in the development of feature documentary), however, funding will ultimately be allocated to only one project, as determined by the jury's decision.
- JFF Grantees, who have received support in the co-production of feature film categories, can be part of a new project in the same category only one year after the completion of the funded project.
- Co-production projects can only apply to the JFF twice and if recommended by the jury. The second application must have significant developments, and applicants must submit a summary detailing the changes.
- Jordan must be named as Country of Production. If more than one country is involved, Jordan must be named as one of the countries of production (this must be mentioned in the Co-Production Agreement).
- Principal photography must start after signing the JFF Funding Agreement. The JFF does not cover retroactive expenses.
- Grant will be terminated or reimbursed if the Co-Production Agreement were terminated.
- Applicants or grantees are not allowed to contact any of the preselection committee or jury members at any time before or after announcing the selected projects.
- Applicants can ask for the preselection committee's or/and jury's notes within five working days after receiving the JFF's official response.

Obligatory Application Requirements:

Phase one:

Please check the table below for the first phase required materials:

Phase one required materials

Material	Arabic Narrative
Complete Online Application Form	✓
Script	✓
Links to samples of previous work for the core team (to be placed with passwords in the online application form)	✓
Registration of Intellectual Property (see definitions)	✓
Core team ID/Passport/Residency	✓
Co-production Agreement with an eligible producer or production company	✓
Production Schedule	✓
Post-Production Schedule	✓
Cast and Crew List	✓
Complete list of Cast and Crew highlighting the Jordanians	✓
Detailed Budget	✓
Eligible Jordanian Expenses Budget	✓
Financial Plan	✓

Phase two:

Shortlisted applicants will be notified by an official email from JFF. They are required to provide the phase two required materials below, along with the English translation of the above material (if submitted in Arabic) within five working days from receiving the official e-mail.

Phase two required materials

Material	Arabic Narrative
English translation of all submitted material (if originally submitted in Arabic)	✓
An updated co-production Agreement (PA)	✓
Letters of Intent (if available)	✓

Assessment and Selection Phases:

Considering transparency, objectivity, and equal opportunities to all filmmakers, RFC employees or their first-degree relatives (spouses, parents, siblings, and children) are not part of the preselection committee nor the jury.

The JFF team will review the applications to ensure eligibility, and only eligible applications will go through the next phases.

1- Pre-selection committee phase: The pre-selection committees will assess projects at this phase according to the JFF selection criteria that includes: the projects' originality and creativity, core team experience and maturity, budget, financial plan, and project feasibility. Projects will be shortlisted and shared with the jury for their evaluation. All applicants will be notified of the results by email.

2- Jury phase: Shortlisted projects will be shared with the jury for their evaluation and final decision.

3- JFF committee phase: The jury's recommendations will be presented to the JFF Committee (who are a part of the RFC Board) for their approval.

All short-listed applicants, including grantees, will be informed of the jury's decision by email followed by a press release.

Funding Agreement and Installments

Once applicants are granted, the JFF team will be sharing the Funding Agreement that must be signed by the producer within a maximum of two months from receiving it. Grants shall be disbursed as follows:

- 1) The 1st installment (25% of total fund value) at pre-production phase once the production budget is materialized (at least 3 weeks post signing the Funding Agreement).
- 2) The 2nd installment (50% of total fund value) upon commencement of principal photography.
- 3) The 3rd installment (25% of total fund value) upon delivery of the downloadable complete film the behind-the-scenes photos (BTS), and the financial report.

How to Apply

You can submit your application [online](#)

It is strongly recommended to [preview the application form](#) and the required material.

Additionally, you can refer to Annex 1 below for definitions.

Annex 1: Definitions:

- **RFC:** When the term RFC is mentioned, it refers to The Royal Film Commission - Jordan.
- **JFF:** When the term JFF is mentioned, it refers to The Jordan Film Fund, which is a project by The Royal Film Commission – Jordan.
- **Funding Agreement:** A legal document between the RFC and the producer who has been granted, containing the terms of support and the method of its disbursement, in addition to other legal provisions.
- **Production Agreement (PA):** A legal contract between the owner or rights holders (writer, writer/director) and the producer to carry out the production of a film, commercial, or other media production. The agreement aims to regulate the relationship between all parties and clarify their rights and obligations, in addition to ensuring the full implementation of the project.
- **Eligible Producer:** When the term 'eligible producer' is used., it signifies either Jordanian nationals, production companies registered in Jordan, or Arab nationals, provided that they have been residing in Jordan for at least five years.
- **JFF Grantee:** A producer, writer, or director who received JFF support in previous cycles.
- **Open Grant:** A grant/fund that has not yet been completed, i.e., the requirements of the stage have not been fulfilled and therefore the last installment or payment have not been disbursed.
- **Grants and Funds:** The JFF offers two types of grants: The first type (Grant): where grantees are not required to reimburse the RFC the granted amount. This applies to the development of cinematic projects, the production of short films, and the marketing and distribution of Jordanian feature narrative and documentary films.

The second type (Fund): requires grantees to reimburse the RFC for the amount funded by the JFF. This applies to the production and post-production of feature-length narrative and documentary projects, and the co-production of Arab feature narrative films.
- **Registration of Intellectual Property. IP:** A registration certificate confirming the intellectual right of the author of the project (script or treatment). Scripts are registered in the Department of the National Library - Amman/Jordan, or online through (Writers Guild of America). Treatments can be registered online via (Writers Guild of America).
- **Financial Plan:** A plan that explains the financial status of the project according to the total budget and shows the current and expected funding sources (financial and in-kind), considering the project's funding timeline.
- **Letter of Intent:** An official letter from the financier/funder that mentions the type of support (financial or in-kind), the value and conditions (if present). Projects that have previously received support, as indicated in the online application form, are required to submit the letter/s of intent.
- **Co-Production Agreement:** A legal document that specifies the terms and conditions of a collaborative film project, involving two or more producers.
- **Development Plan:** A plan outlining the objectives and tasks that need to be accomplished during a development phase. It includes the steps and activities to be accomplished.
- **Samples of Previous Work:** A sample of previous work, which can be either a short or a feature-length narrative, documentary, experimental, animation, or a TV work, must be provided in the online application form as links, along with the password if the content is protected.