



الهيئة الملكية الأردنية للأفلام  
The ROYAL FILM COMMISSION  
JORDAN

# Guidelines & Regulations

## The Jordan Film Fund (JFF)

Jordan Film Fund  
صندوق الأردن لدعم الأفلام

### Production of Cinematic Feature- Length Category


- Feature Narrative
- Feature Documentary

7<sup>th</sup> May 2024

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 feature narrative or a feature documentary project in the production phase only, 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.





## Feature Categories and Funding Amounts

Category	Minimum JOD	Maximum JOD
Production of Cinematic Feature Narrative (50-100% Shooting in Jordan)	50,000	100,000
Production of Cinematic Feature Narrative (100% Shooting Abroad)	30,000	50,000
Production of Cinematic Feature Documentary (Shooting in Jordan and/or abroad)	25,000	40,000

### 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 writer and director must meet the following conditions: they must be Jordanian citizens, or Arab nationals who have resided in Jordan for a minimum of five years.
- Previous industry experience is required from the core team members (Producer and Director). They must have produced and/or directed at least one short film that was produced.
- Each applicant is allowed to be part of one application only in the production of feature categories.
- Applicants aged 18 years or older.

### Feature Narrative Project Eligibility (shooting in Jordan & aboard):

- At least 50% of all dialogue, narration, voiceover, and any form of communication within the project must be in Arabic.
- Eligible length of feature-length narrative: (70 minutes and above).
- For shooting in Jordan: at least 50% of the production must take place in Jordan subject to the JFF point system. See below.
- For shooting aboard: 100% of the amount funded by the JFF must be spent on eligible Jordanian expenses including but not limited to:
  - Expenditure on Jordanian cast and crew.
  - Jordanian's visa costs.
  - Jordanian overhead costs (not exceeding 10% of the total requested amount).
  - Expenditure on equipment rental from Jordan.
  - The cost of a flight can be included if directly bought from a Jordanian Airlines.

## **Feature Documentary Project Eligibility (shooting in Jordan or abroad):**

- At least 50% of all dialogue, narration, voiceover, and any form of communication within the project must be in Arabic.
- Eligible length of feature-length documentary: (60 minutes and above).
- For feature length documentary, the production could take place outside Jordan if the director is a Jordanian national and the topic is directly related to Jordan.
- When shooting abroad, 100% of the amount funded by the JFF must be spent on eligible Jordanian expenses including but not limited to:
  - Expenditure on Jordanian crew.
  - Jordanian's visa costs.
  - Jordanian overhead costs (not exceeding 20% of the total requested amount).
  - Expenditure on equipment rental from Jordan.
  - The cost of a flight can be included if directly bought from a Jordanian Airlines.

## **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:

- The producer and the director must be two different individuals, but duality is allowed in the case of the writer/producer or writer/director.
- Each applicant, whether a producer, production company, writer, or director can be part of two applications only in two different categories (i.e. production of feature narrative application and another in the production of short film), 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 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.
- Production projects can only apply to the JFF twice and if recommended by the jury. If rejected, the second application must have significant developments, and applicants must submit a summary detailing the changes.
- 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 Production Agreement (PA) 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.

### Point System Table

Elements Points	Max Points
Jordanian Producer	15
Resident Producer	10
Jordanian Director	15
Resident Director	10
Jordanian Writer	15
Resident Writer	10
Content is Jordan-related (topic)	15
Jordan is a main location	20
Jordan is a peripheral location (50%- 90%)	10
At least 90% of cast and crew are Jordanian	20
50%-89% of cast and crew are Jordanian	10

## Obligatory Application Requirements:

### Phase one:

Please check the table below for the first phase required materials per sub-category:

### Phase one required materials

Material	Narrative in Jordan	Narrative Abroad	Documentary
Complete Online Application Form	✓	✓	✓
Script	✓	✓	
Treatment (minimum of 15 pages)			✓
Links to samples of previous work for core team (to be placed with passwords in the online application form)	✓	✓	✓
An online link to a 20-minute edited video of your subject matter to be placed in the online application form. Registration of Intellectual Property. See definitions			✓
Registration of Intellectual Property. See definitions	✓	✓	✓
Core team ID/Passport/Residency	✓	✓	✓
Production Schedule	✓	✓	✓
Post-Production Schedule	✓	✓	✓
Cast and Crew List	✓	✓	✓
Complete list of Cast and Crew highlighting Jordanians		✓	If shooting abroad
Detailed Budget	✓	✓	✓
Eligible Jordanian Expenses Budget		✓	If shooting abroad
Financial Plan	✓	✓	✓

### Phase two:

Shortlisted applicants will be notified by an official email from JFF. They are required to provide the phase two required material 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	Narrative in Jordan	Narrative Abroad	Documentary
English translation of all submitted material if submitted in ArabicScript	✓	✓	✓
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:

### Feature narrative projects:

- 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.

### Feature Documentary projects:

- 1) The 1st installment (45% of total fund value) upon commencement of principal photography (according to the production schedule) at least 3 weeks post signing the Funding Agreement.
- 2) The 2nd installment (45% of total fund value) halfway through filming, according to the production schedule.
- 4) The 3rd installment (10% 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.