

## FREQUENTLY ASKED QUESTIONS (FAQ)

### Maswali Yanayoulizwa Mara kwa Mara (masmara)

ENGLISH	SWAHILI
<p><b>Am I eligible to apply?</b></p> <p>To be able to apply, you must fulfill two main eligibility requirements:</p> <ol style="list-style-type: none"> <li>1) Be a citizen and a permanent resident of the country for which the call for application is open. If you are from the country but live in the diaspora, you are unfortunately not eligible.</li> <li>2) Have a track record as a filmmaker. This means that we require that you have released at least one production either internationally or locally (e.g., theatrical release, screening in a national or international festival, TV broadcast, digital third-party broadcast, streaming/VOD). This can also be a short film.</li> </ol> <p><b>What is the development stage of a production? What exactly can I apply for?</b></p> <p>Before a film can get made, it needs to go through the "development phase". This phase is the first step of every film production and includes developing/elaborating the idea of the film, writing a treatment and screenplay, acquiring financing, contracting rights, etc.</p> <p>Development activities that can be funded with the DW Akademie Film Development Fund include, but are not limited to:</p> <ul style="list-style-type: none"> <li>Work on your treatment and screenplay, research (travel), production of a mood reel or trailer, participation in labs (lab fees), acquire financing for production (work on further funding applications), travel to festivals, etc., location or character scouting, etc.</li> </ul> <p>The development costs you can apply for include:</p> <ul style="list-style-type: none"> <li>research costs associated with the project</li> <li>script editor fees</li> </ul>	<p><b>Je, ninastahiki kutuma maombi?</b></p> <p>Ili uweze kutuma maombi, lazima utimize masharti mawili makuu:</p> <ol style="list-style-type: none"> <li>1) Kuwa raia na mkazi wa kudumu katika nchi ambayo wito wa maombi umefunguliwa. Ikiwa ni raia wa nchi husika lakini unaishi ughaibuni, basi hustahiki.</li> <li>2) Uwe umekwishawahi kutengeneza filamu. Hii inamaanisha kuwa tunataka kuona kama umekwisha tengeneza filamu walau moja ambayo imeweza kuonekana ndani ya nchi husika au kimataifa (k.m. kuoneshwa kwenye jumba la sinema, kuonyeshwa katika tamasha la kitaifa au kimataifa, kwenye TV, ama njia zingine za kidigitali, au filamu mtandaoni/VOD). Hii pia inaweza kuwa filamu fupi.</li> </ol> <p><b>Maendeleo ya mswada wa filamu ni nini? Ni kitu gani hasa naweza kuomba ruzuku?</b></p> <p>Kabla ya filamu kutengenezwa, inahitaji kupitia "awamu ya maendeleo". Awamu hii ni hatua ya kwanza ya utayarishaji wa filamu na inajumuisha kuendeleza, kuandika na kufafanua wazo la filamu, kuandika mtiririko wa filamu na filamu itakavyoonekana (screen play), kutafuta ufadhili, kuainisha utaratibu wa hakimiliki na hakishiriki, n.k.</p> <p>Shughuli za maendeleo ambazo zinaweza kufadhiliwa na Ruzuku ya Maendeleo ya Filamu ya DW Akademie, ni pamoja na: Kushughulikia uandishi wa mtiririko wa filamu yako, uandishi wa mswada wa filamu, utafiti (usafiri), utengenezaji wa mwonekano wa filamu kwa kutumia pich au michoro, trela, ushiriki katika maabara za uandishi (ada za maabara), kutafuta ufadhili kwa utayarishaji wa filamu (kushughulikia maombi zaidi ya ufadhili), kuhudhuria matamasha, n.k., kutafuta maeneo au wahusika katika filamu n.k. Na mengine mengi.</p>

- writer fees
- travel expenses associated with the project
- lab, conference, market fees
- production costs for a mood trailer
- general costs (project-related stationery, telephone, office rent, etc.)
- rights acquisition fees
- legal consulting

#### Which documents do I need to submit?

- Application form (online)
- Summary of the proposed project (max. 2 pages)
- Activity schedule: list and time schedule of the activities planned for the one-year period leading to predefined outcomes
- Budget for the planned development activities that you want to undertake with the grant (10.000 €)

#### Applicants whose projects get shortlisted will be asked to submit a treatment (max. 8 pages).

DW Akademie will contact you in case your project gets shortlisted. This will take place about four weeks after the application deadline.

#### What costs can I include in the budget?

You can include all costs you plan to spend on the development activities you are planning to do within the program. These costs may include:

- writing
- research costs
- personnel costs (script editor fees, writer fees, accountant fees, etc.)
- travel expenses
- lab, conference, market fees
- production costs for a lookbook or mood reel
- office space rent
- rights acquisition fees
- legal consulting

Gharama za maendeleo unazoweza kuomba ni pamoja na:

- gharama za utafiti zinazohusiana na mradi
- ada za kuhariri mswada wa filamu
- ada za mwandishi
- gharama za usafiri zinazohusiana na mradi
- maabara za filamu, mikutano, ada za masoko ya filamu
- gharama za kuandaa trela.
- gharama nyingine zitazohusiana na mradi (vifaa vya kuandikia (stationery), simu, kodi ya ofisi, n.k.)
- kulipia ada za umiliki
- ushauri wa kisheria

#### Ni nyaraka gani nahitaji kuwasilisha?

- Fomu ya maombi (mtandaoni)
- Muhtasari wa mradi uliopendekezwa (isizidi kurasa 2)
- Mpango kazi: Orodhesha shughuli na ratiba ya kazi zinazotarajiwa kufanyika kwa kipindi cha mwaka mmoja ili kupata matokeo yaliyoainishwa.
- Bajeti ya shughuli za maendeleo zilizopangwa ambazo ungependa kuzifanya na ruzuku (€10.000)

#### Waombaji ambao miradi yao itachaguliwa wataombwa kuwasilisha mtiririko wa hadithi (kurasa zisizopungua 8).

DW Akademie itawasiliana nawe endapo mradi wako utachaguliwa. Hii itafanyika ndani ya wiki nne baada ya tarehe ya mwisho ya kutuma maombi.

#### Je, ninaweza kujumuisha gharama gani katika bajeti?

Unaweza kujumuisha gharama zote za shughuli za maendeleo unazopanga kufanya ndani ya programu. Gharama hizi zinaweza kujumuisha:

- Uandishi
- gharama za utafiti
- gharama za wafanyikazi (ada za kuhariri mswada, ada za mwandishi, ada za mhasibu, n.k.)
- gharama za usafiri
- maabara za filamu, mikutano, ada za soko ya filamu
- gharama za uzalishaji wa trela
- kukodisha nafasi ya ofisi
- ada za kupata haki
- ushauri wa kisheria

I live outside of my country of residency for part of the year. Am I still eligible?

Filmmakers from the diaspora are unfortunately not eligible. Only applicants who permanently live and work in the call for applications country can apply.

**Which language shall I use when applying?**

We ask you to apply in English. If you include documents with your application that are in another language, please include an English translation.

**Why do I need to provide details of my training needs in my application?**

For us to provide a tailor-made and individualized training program, we need detailed information on the fields of work in which training would help you to best implement your project and enhance your professional skills.

**Do I have to attend a consultation meeting with DW Akademie before applying?**

No, a consultation with DW Akademie is not mandatory, but we highly recommend you take part in an online Q&A session held shortly after the call for applications opens. The meeting will provide you with information on the application procedure and you will also be able to pose questions directly to DW Akademie. The meeting date will be announced on the website.

**What should the summary of my film idea contain?**

In the summary you should clearly and briefly describe the story of your film in present tense: What happens in your film? What is the core story of your film? You should mention the main characters, the premise of the story as well as the conflicts: What does the character(s)/protagonist want to achieve? What is the character/protagonist's goal?

**Please submit a maximum of 2 pages.**

**Ninaishi nje ya nchi yangu kwa kipindi fulani cha mwaka. Je, bado ninastahiki?**

Watengeneza filamu wanaoishi ughaibuni kwa bahati mbaya hawastahiki. Waombaji ni wale ambao wanaishi na kufanya kazi katika nchi ambayo wito wa maombi ya ruzuku umetolewa.

**Nitumie lugha gani ninapotuma maombi?**

Tafadhali tuma maombi katika lugha ya Kiingereza. Ikiwa utajumuisha hati za maombi zilizoko katika lugha nyingine, tafadhali zitafsiri kwa Kiingereza.

**Kwa nini ninahitaji kutoa maelezo ya mahitaji yangu ya mafunzo katika ombi langu?**

Ili tuweze kutayarisha programu ya mafunzo iliyoundwa maalum kukidhi mahitaji ya mtu binafsi, tunahitaji maelezo ya kina kuhusu nyanja mbali mbali za kazi, ili kuandaa mafunzo ambayo yanaweza kukusaidia kuendeleza mradi wako na kuboresha ujuzi wako wa kitaaluma.

**Je, ni lazima nihudhurie mkutano wa mashauriano na DW Akademie kabla ya kutuma ombi?**

Hapana, mashauriano na DW Akademie sio lazima, lakini tunapendekeza sana ushiriki katika kipindi cha Maswali na Majibu mtandaoni kinachofanyika muda mfupi baada ya wito wa kutuma maombi kufunguliwa. Mkutano huo utakupa taarifa kuhusu utaratibu wa kutuma maombi na pia utaweza kuuliza maswali moja kwa moja kwa DW Akademie. Tarehe ya mkutano itatangazwa kwenye tovuti.

**Natakiwa kujumuisha nini katika taarifa fupi juu ya filamu yangu?**

Unatakiwa kueleza kwa kifupi na ufasaha hadithi ya filamu yako hasa katika wakati uliopo: yaani nini kinatokea katika filamu yako? Wazo kuu ni nini? Nini lengo la mhusika mkuu? Mhusika mkuu anataka kudhihirisha nini?

**Tafadhali zisizidi kurasa mbili (2)**

### Do you have examples for a logline?

Please note: These are merely examples of a logline, for reference only. They are intended to show how a logline might be constructed. We would like to stress that the logline examples are in no way intended to serve as suggestions for the content of projects submitted by the applicants.

- „After a spectacular bank robbery, the thieves begin to suspect a police informant among them.“
- „A young woman disappointed by her family casts aside her life in the country for the big city. But it’s there that she discovers where her roots truly lie.“
- „Two school friends with very different professional ambitions meet again and again at significant turning points in their lives until they realize that they love each other.“
- „Focusing on three young female protagonists from different backgrounds, the documentary exposes social structures that lead to violence against women.“
- „In order to provide for his economically challenged family, a 16-year-old teenager gives up his dream of becoming a successful soccer player – only to be discovered as a great soccer talent.“

### What is a treatment?

A treatment is written before the screenplay. It is a condensed narrative of the film’s story. A treatment is shorter than a screenplay and usually doesn't contain detailed dialog. It should read like a short story, told in the present tense. In your treatment you should clearly indicate the main character and what they are seeking to achieve. Also address the emotional development of your character. You can add specific scenes to your treatment that underline the development of the character and the dramaturgy of your film.

A treatment of a **documentary** should as well indicate the main subject or protagonists of the film as well as the protagonist’s “journey” that you want to follow in your film and the challenge(s) that you want to focus on. A documentary treatment also reflects on your

### Je! unayo mifano ya kibwagizo (logline)?

Tafadhali kumbuka: Hii ni mifano tu ya vibwagizo. Vinakusudiwa kuonyesha jinsi maneno ya kuvutia yanavyoweza kutengenezwa. Tungependa kusesitiza kwamba hii ni mifano tu ya vibwagizo, na tunatarajia kuwa waombaji watatunga vyao kulingana na miradi yao.

- "Baada ya wizi wa kustaajibisha wa benki, wezi wenyewe wanaanza kushuku kuwa miongoni mwao kuna msaliti."
- „Msichana aliyekatishwa tamaa na familia yake anajitenga na kukimbilia mjini. Lakini ndipo anagundua asili yake hasa iliko.“
- "Marafiki wawili wa shule walio na malengo tofauti ya kitaaluma wanakutana tena na tena katika hatua muhimu za maisha yao na mwishowe wanatambua kwamba wanapendana."
- "Ikiwalenga wahusika wakuu watatu wa kike kutoka mazingira tofauti, filamu hii inafichua miundo ya kijamii inayosababisha unyanyasaji dhidi ya wanawake."
- "Ili kuhudumia familia yake yenye changamoto za kiuchumi, mvulana wa miaka 16 anaachana na ndoto yake ya kuwa mchezaji wa soka, lakini ndipo hapo anapogunduliwa kuwa ana kipaji kikubwa cha soka."

### Mtiririko (Tritimenti) ni nini?

Mtiririko huandikwa kabla ya mswada. Ni simulizi iliyofupishwa ya hadithi ya filamu. Mtiririko ni mfupi kuliko mswada na kwa kawaida mtiririko hauna maongezi. Unapaswa kusomeka kama hadithi fupi, inayosimuliwa katika wakati uliopo. Katika mtiririko wako unapaswa kumtambulisha kinagaubaga mhusika mkuu na kile anachotafuta. Pia shughulikia ukuaji wa mhemko wa tabia yake. Unaweza kujumwiisha matukio mahususi kwenye tritimenti yako ambayo yanarandana na utashi wa mhusika na utangaji wa filamu yako.

Mtiririko wa **dokumentari** (makala) unapaswa pia kuonyesha dhamira kuu au wahusika wakuu wa filamu, na pia "safari" ya mhusika mkuu na changamoto ambazo ungependa kuzifuatilia katika filamu yako. Mtiririko wa dokumentari pia huakisi maono yako. Kwa mfano mtiririko

visual approach. You could e.g. address if you, the filmmaker, will be heard or seen in the film. If you have already visited your protagonist or the subject of your film and may have even done (test) shoots, you can describe these scenes in your treatment. If you didn't have the chance to shoot yet, you can describe the overall look and feel of your film, based on your research.

**If your project gets pre-selected, you will need to submit a maximum of 8 pages. Please file the treatment in English.**

**Why is it called fellowship program? What does the program consist of?**

You will receive a fellowship contract for the period of one year. The program consists of financial support of 10.000 €, a yearlong mentorship program and additional training and networking sessions

**How will I receive the funds?**

The funds will be paid out in four installments of 2,500 € each. The first installment will be paid out after the contract is signed. You will be asked to file interim reports on the progress you have made before the transfer of the next installment. We will ask you to deliver a final report at the end of the project period.

**How long is the funding period for? When does it start?**

The funding period is for one year and starts on April 1<sup>st</sup>, 2023.

**Can I participate in other yearlong fellowship programs during the funding period?**

It is not possible to participate in another yearlong fellowship program, where you are also being accompanied by a mentor. However, labs and residencies can be attended. We advise you to discuss possibilities of participation with your mentor at the beginning of the program. If you are unsure whether participation in a particular program is possible or not, please contact us at [dw-akademie.film-fund@dw.com](mailto:dw-akademie.film-fund@dw.com).

unaweza kutambulisha kuwa wewe, mtengenezaji wa filamu, utasikika au kuonekana kwenye filamu. Iwapo tayari umemtembelea mhusika mkuu wa filamu yako na huenda hata umeshapiga picha fulani, unaweza kuelezea matukio haya katika mtiririko wako. Ikiwa bado hujapata nafasi ya kupiga picha, unaweza kuelezea mwonekano au kwa ujumla hisia zitakazooneshwa kulingana na utafiti wako.

**Ikiwa mradi wako utapita uchaguzi wa mwanzo, utahitaji kuwasilisha kurasa zisizozidi 8 za mtiririko. Tafadhali wasilisha mtiririko huo kwa Kiingereza.**

**Kwa nini inaitwa programu ya ushirika? Mpango huo unajumuisha nini?**

Utapokea mkataba wa ushirika kwa kipindi cha mwaka mmoja. Mpango huu una msaada wa kifedha wa Yuro 10.000, pamoja na mpangilio wa ushauri wa mwaka mzima na vipindi vya ziada vya mafunzo na mikutano ya kitaaluma.

**Je, nitapokeaje fedha hizo?**

Pesa hizo zitalipwa kwa awamu nne za Yuro 2,500 kila moja. Awamu ya kwanza italipwa baada ya mkataba kusainiwa. Utaombwa kuwasilisha ripoti za vipindi maalum vinavyoakisi maendeleo ambayo umeyafanya kabla ya kufikia awamu inayofuata. Tutakuomba utoe ripoti ya mwisho tutakapofikia mwisho wa mradi.

**Ufadhili utakuwa wa muda gani? Utaanza lini?**

Muda wa ufadhili ni wa mwaka mmoja na unaanza Aprili 1, 2023.

**Je, ninaweza kushiriki katika programu nyingine za ushirika za mwaka mzima wakati wa ufadhili huu?**

Haiwezekani kushiriki katika mpango mwingine wa ushirika wa mwaka mzima, ambapo pia unaambatana na mshauri. Lakini, unaweza kuhudhuria warsha na mafunzo mafupimafupi. Tunakushauri ujadiliane na mshauri wako juu ya hayo mwanzoni mwa programu. Ikiwa huna uhakika iwapo ushiriki wako unawezekana au la, tafadhali wasiliana nasi kupitia [dw-akademie.film-fund@dw.com](mailto:dw-akademie.film-fund@dw.com)

#### What does the qualification program involve?

If you are selected, you will be paired with an international mentor that will guide you through the development process of your project.

In addition, DW Akademie will offer tailor-made training and networking opportunities in different formats and on various subjects. There will be 2-3 training sessions that will take place on site in the country that you live in.

In addition, DW Akademie might invite you to online sessions and networking events. At the beginning of the funding period, you will receive an overview of the training and networking opportunities that are planned for the following 12 months.

#### How will I know if you have received my application?

You will be sent a confirmation saying that we have received your application and that your submission is complete. Please do not contact our office to confirm your application.

#### Will I know if my project has been shortlisted?

Yes, we will contact you if your project has been shortlisted.

#### When will I know if I have been selected?

We will inform you by email if the jury has selected your project and let you know as soon as the decision has been made. Please note that this will be approximately two months after the application deadline has expired.

#### Mpango wa mafunzo unahusisha nini hasa?

Ikiwa utachaguliwa, utauunganishwa na mshauri wa kimataifa ambaye atakuongoza na kukupitisha katika hatua mbaliambali za maendeleo ya mradi wako tangu mwanzo mpaka mwisho.

Zaidi ya hayo, DW Akademie itatoa mafunzo maalum na fursa za kitaaluma katika miundo tofauti na maswala mbalimbali ya tasnia. Kutakuwa na vipindi 2-3 vya mafunzo ambavyo vitafanyika nchini mwako.

Kwa nyongeza, DW Akademie inaweza kukualika kuhudhuria mafunzo mtandaoni na matukio mengine ya kitaaluma. Mwanzoni mwa kipindi cha ufadhili, utapokea muhtasari wa fursa za mafunzo yakinifu na mitandaoni ambazo zimepangwa kwa miezi 12.

#### Nitajua vipi kuwa maombi yangu yamepokelewa?

Utapokea taarifa ya kukujulisha kuwa maombi yako yamekamilika. Tafadhali usiwasiliane na ofisi zetu juu ya hili.

#### Je, nitataarifiwa iwapo mradi wangu umechaguliwa?

Naam, tutakutaarifu iwapo mradi wako utakuwa umechaguliwa.

#### Nitajua lini kama nimechaguliwa ?

Mara tu jopo la majaji litakapomaliza kazi yake na mradi wako ukiwa umechaguliwa, tutakujulisha kwa barua pepe. Tafadhali zingatia kuwa hili itafanyika miezi miwili baada ya tarehe ya mwisho ya kufunga maombi.