**Application Guidelines for Taiwan Cinema Toolkit**

1. In order to promote Taiwan cinema and documentaries, Taiwan Cinema Toolkit (TCT) provides FREE non-profit screenings and selected themes for international cultural organizations for use. Starting from 2014, TCT has accumulated more than 160 films and make them available on DVD. In the second half year of 2016, TCT will add 22 more films to the list and provide more screening formats such as DCP and Blu-ray.
2. Films of Taiwan Cinema Toolkit are available to the following applicants for free screening

a. Nonprofit organizations or institutes related to film, arts, humanities, or culture;

b. Schools or any other academic institutions;

c. Other organizations certified by the Ministry of Culture or Taiwan Film Institute.

1. Terms and conditions for screening films of Taiwan Cinema Toolkit are as follows:
	1. Every event could apply for up to 5 free screenings. Priority are provided for events in use of the 22 films in DCP, Blu-ray, and DVD formats. The applicant is welcome to organize more screenings by paying screening fees.
	2. The shipment fees could partly be paid by TCT. The applicant has to return the films before the deadline by the shipment service as marked on the application form.
	3. The applicant must complete the “Taiwan Cinema Toolkit Application Form” and attach it to a mail sent to toolkit@mail.tfi.org.tw 20 business days before the scheduled event. Please write “Application of Taiwan Cinema Toolkit” for the mail subject. We highly welcome screening proposals and plans.
	4. ‘‘Taiwan Cinema Toolkit’’ Logo should be displayed on the promotional materials of the screening event. After the event, the applicant needs to fill in the “Screening Report of Taiwan Cinema Toolkit” (providing information regarding media coverage and audience attendance, with at least 5 event photos) and email it to toolkit@mail.tfi.org.tw within 10 business days. .
2. Not all TCT films can be screened in all areas. Please pay attention to the authorization description of each film. Applicants wishing to screen a film in formats not authorized to TCT or obtain commercial usage should contact the film’s rights holder. (For contact information, please consult the TCT website. toolkit.tfi.org.tw)
3. Ten TCT DVD films from Central Motion Pictures Corporation—namely *Pushing Hands, Vive L’amour, Dust in the Wind, The Terrorizers, Tropical Fish, Rebels of the Neon God, Kuei-mei, a Woman, The Time to Live, The Time to Die,* *The Sandwich Man,* and *Jump Ashin!* — Only upon receiving an affirmative response from the TFI 20 business days before the event may the films then be loaned out.
4. TCT DVDs should not be duplicated, distributed, altered, edited, publicly transmitted, or broadcast publicly on television.
5. Taiwan Cinema Toolkit project office can be reached via email: toolkit@mail.tfi.org.tw or telephone at (+886) 2-2392-4243 #356.

**Taiwan Cinema Toolkit Application Form**

|  |  |  |  |
| --- | --- | --- | --- |
| Organization |  | Date  |  |
| Applicant’sName |  | Position |  |
| Address |  |
| Email |  | Telephone |  |
| Event |  | Location |  |
| Organizer |  | Co-organizer(s) |  |
| Brief Introduction of the Event |  |
| AcceptanceOf Terms | □ My organization and I have read the Application Guidelines for Taiwan Cinema Toolkit and fully understood the terms and conditions for screening Taiwan Cinema Toolkit films and agree to follow. |
| Film Title | Format and Material | Screening Date | Location | Number of Screenings |
|  | □DCP □Blu-ray□DVD□Stills □Trailers |  |  |  |
|  | □DCP □Blu-ray□DVD□Stills □Trailers |  |  |  |
|  | □DCP □Blu-ray□DVD□Stills □Trailers |  |  |  |
|  | □DCP □Blu-ray□DVD□Stills □Trailers |  |  |  |
|  | □DCP □Blu-ray□DVD□Stills □Trailers |  |  |  |
| Priority free screenings are provided for events in use of 22 films in DCP, Blu-ray, and DVD. |
| Shipment | Date to receive the material |  |
| Date to return the material |  |
| Returning shipment service |  |
| Remark |  |

 **Screening Report** **of** **Taiwan Cinema Toolkit**

1. **Information about the Event:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Event |  | Event Location |  |
| Event Organizer |  | EventCo-organizer(s) |  |
| Date of Event |  \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_  | Contact |  |
| Film Title | Attendance | Film Title | Attendance |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**II. Please provide at least 5 event photos for our reference.**

**III. Please briefly indicate the benefit and local influence of the events (media or audience feedback, copies of media coverage are most welcome).**

**IV. Please kindly provide suggestion to Taiwan Cinema Toolkit.**