



KURDISTAN FILM FUND

Communication Policies

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These policies complement the Kurdistan Film Fund Rules & Regulations and establish operational standards for applicants, staff, external experts and Jury members.

In the event of any inconsistency, the latest approved Kurdistan Film Fund Rules & Regulations shall prevail.

3. No-contact-with-jury rule

3.1 General Rule

Applicants, directors, producers, co-producers, representatives and other persons acting on behalf of an application must not contact Jury members regarding an application during an active Kurdistan Film Fund selection process.

3.2 Prohibited Contact

Applicants must not:

- Ask a Jury member to review or support their application;
- Lobby a Jury member;
- Ask about their score or evaluation;
- Send additional application material directly to a Jury member;
- Request information about Jury deliberations;
- Attempt to influence a Jury member directly or indirectly;
- Ask a third party to approach a Jury member on their behalf;
- Offer gifts, hospitality, favors, services or other advantages;
- Attempt to obtain confidential information regarding other applications.

3.3 Existing Professional Relationships

A pre-existing relationship between an applicant and a Jury member does not automatically constitute misconduct.

However, where a Jury member has a relationship with an applicant or project that may represent an actual, potential or perceived conflict of interest, the Jury member must disclose it to the Fund.

The Fund shall determine whether:

- No action is required;
- The relationship should be recorded;
- The Jury member should refrain from evaluating the project;
- The Jury member should leave the deliberation for that project;
- Another appropriate measure is necessary.

3.4 Incidental Contact

Incidental professional or social contact unrelated to the application is not automatically prohibited.

However, the application must not be discussed.

If an applicant attempts to discuss an active application, the Jury member should end the discussion and report the contact to KFF.

3.5 Communication Channel

All questions regarding an active application must be directed exclusively to the official Kurdistan Film Fund communication channel.

KFF staff may provide administrative clarification in accordance with the Applicant's Communication Policy.

3.6 Breach

An attempt to improperly influence a Jury member may result in:

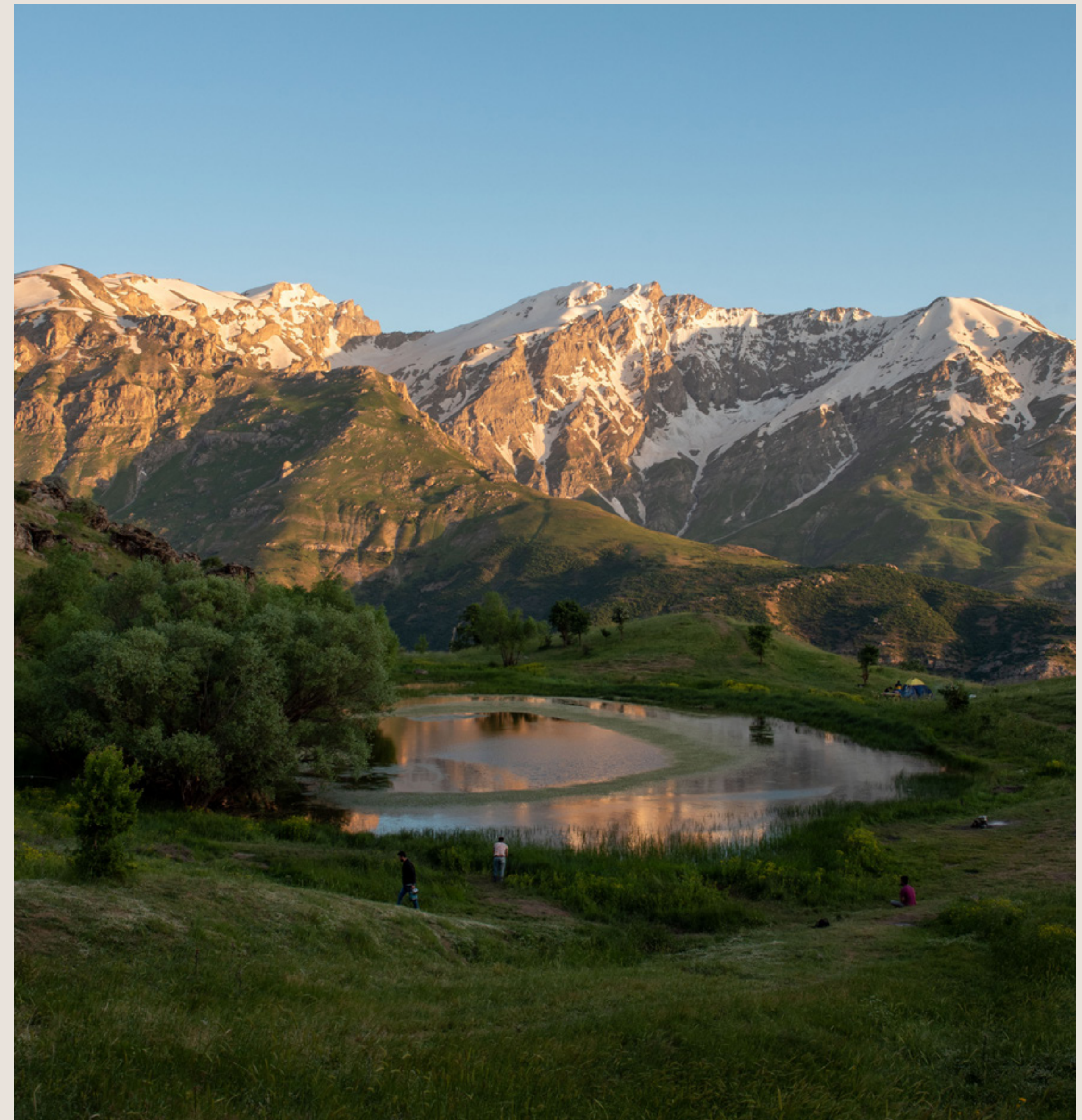
- Formal warning;
- Documentation of the incident;
- Referral to Fund management;
- Disqualification of the application in serious cases;
- Other measures deemed appropriate by the Fund.

Any decision to disqualify an application should be formally documented and approved by authorized Fund management.

3.7 Jury Obligation

Jury members are equally prohibited from:

- Privately advising applicants concerning an active application;
- Requesting favors or benefits;
- Revealing scores or deliberations;
- Discussing another applicant's project;
- Encouraging an applicant to contact them privately.



4. Staff communication with applicants

4.1 Principle

KFF staff should help applicants **understand the rules**, but must not help individual applicants **compete more successfully than others**.

Staff assistance must therefore remain:

- Neutral;
- Administrative;
- Factual;
- Consistent;
- Accessible equally to all applicants.

4.2 What Staff MAY Explain

Eligibility

- Which categories are available;
- Which funding stages are available;
- Director's eligibility requirements;
- Producer's eligibility requirements;
- Previous-experience requirements;
- Kurdish connection requirements;
- Application limits;
- Resubmission rules.

Application Requirements

- Which documents are mandatory;
- Which form or template to use;
- Page limits;
- Required language;
- File format;

- Submission procedure;
- Technical platform requirements;
- Application deadlines;
- Whether a specific document has been received.

Definitions of Fund terminology

- Development;
- Production;
- Co-production;
- Post-production;
- Distribution;
- Majority Kurdish production;
- Minority Kurdish co-production;
- Financial plan;
- Treatment;
- Series Bible;
- P&A;
- Rough cut;
- Principal photography.

Procedural Status

Staff may tell applicants:

- Application received;
- Application under eligibility review;
- Eligible;
- Ineligible;
- Under Jury review;
- Decision issued;
- Provided that the status has been formally recorded in the Fund's system

4.3 What Staff MUST NOT Do

Artistic Advice

- Evaluate whether a screenplay is “good enough”;
- Suggest changes intended to improve artistic scoring;
- Rewrite a synopsis, treatment or director’s statement;
- Recommend how an applicant should make their project more attractive to the Jury;
- Predict whether a project will be selected;
- Compare one applicant’s artistic chances with another.

Jury Information

- Reveal Jury scores;
- Reveal individual Jury comments;
- Identify how a particular Jury member voted;
- Discuss Jury deliberations;
- Reveal preliminary rankings;
- Suggest that a particular Jury member supports or opposes a project.

Preferential Guidance

- Give one applicant substantive information unavailable to others;
- Informally waive a requirement;
- Accept unofficial additional material for an applicant after submission where rules prohibit modification;
- Extend deadlines without formal authorization;
- Advise an applicant on how to circumvent an eligibility rule.
- Financial or Legal Advice

Staff may explain KFF requirements but should not act as an applicant’s:

- Lawyer;
- Accountant;
- Tax adviser;
- Financing consultant.

Where appropriate, staff may advise an applicant to obtain independent professional advice.

4.4 Phone Calls and Meetings

Important information affecting an application’s eligibility, deadline, documentation or status should not exist only in a phone conversation.

Where material clarification is verbally provided, staff should:

- Give the same interpretation as the published Rules & Regulations and internal guidance;
- Avoid making commitments outside their authority;
- Record significant exchanges where necessary;
- Follow up important eligibility or procedural clarification by email where appropriate.

4.5 Written Clarifications With Wider Relevance

If one applicant raises a legitimate question that reveals ambiguity affecting many applicants, KFF should consider:

- Updating the FAQ;
- Publishing a clarification;
- Informing applicants through the official platform.

This helps ensure that one applicant does not receive an informational advantage unavailable to others.

5. Core Principle for KFF Staff

When unsure whether information should be provided to an applicant, staff should apply the following test:

“Could providing this information give this applicant an advantage that another applicant would not reasonably have?”

If the answer is yes, the staff member should not provide the advice individually.

The matter should instead be:

- Referred to the Programme Lead;
- Clarified internally;
- Added to the FAQ or applicant guidance where appropriate;
- Communicated consistently to all applicants.

The objective is not to prevent applicants from receiving assistance.

The objective is to ensure that every applicant receives the same opportunity to understand the Fund, while no applicant receives privileged assistance in competing for its resources.

6. Internal Escalation Rule

KFF staff should escalate a matter to the Programme Lead or designated senior manager where it concerns:

- Unclear eligibility;
- Unusual lineage documentation;
- Possible document falsification;
- Conflict of interest;
- Jury contact;
- Confidentiality breach;
- Request for an exception;
- Deadline exception;
- Applicant’s significant complaint;
- Potential disqualification;
- Suspected preferential treatment;
- Legal or reputational risk.

The decision and its rationale should be recorded in the relevant application file where appropriate.

Thank You!

Address

Hera Business Center Midya Street, Floor 3,
Office 30-31 As Sulaymaniyah, 46001 Iraq

Call Us

+964 (772) 139 2923

Email

info.fund@creativekurdistan.krd

