

## **APPLICATION GUIDELINES: Development support for an individual film**

### **1.2 DEVELOPMENT SUPPORT**

#### **1.2.1 Size of support**

*A film that was granted the maximum development support of EUR 100,000 under the old Support Guidelines is not eligible to apply for additional development support on the basis of the 2017 support allowance.*

#### **1.2.2 Granting of support for developing an individual film**

### **ANNEXES TO THE APPLICATION**

**Support applicants must include the following annexes in a support application to the Foundation:**

- *a script or other written film content description*
- *1 page synopsis*
- *a development plan in format specified by FFF*  
<http://ses.fi/tukitoiminta/ohjeet-ja-lomakkeet/>
- *a development budget and financing plan*
- *filling out the "Elokuvatiedot" (Film details) form in the online application system*

#### **Please note!**

**The type of application annex must be specified correctly in the "Liitteen tyyppi" (Attachment type) field to stop the system sending an automated missing annex message.**

**It is a condition of a development support decision that the support applicant has submitted the following documents to the Foundation concerning its operations as a registered corporation:**

- *the most recent financial statements approved by an auditor, comprising of a balance sheet book and the auditor's report*
- *a current extract from the Trade Register no more than 6 months old*
- *a certificate of outstanding tax liability or a tax account statement no more than 3 months old*
- *a certificate of payment of pension contributions no more than 3 months old*
- *an up-to-date list of shareholders (chapter 3 of the Limited Liability Companies Act) (the list of shareholders is submitted only once and updated in the event of changes in ownership of the company)*

#### **Duty to audit**

*Financial statements:*

<https://www.finlex.fi/fi/laki/ajantasa/2015/20070459>

*An English translation of the Auditing Act<sup>ii</sup> is available at:*

<https://www.finlex.fi/fi/laki/kaannokset/2007/en20070459.pdf>

*The Auditing Act also stipulates the conditions under which a registered corporation is not required to appoint an auditor.*

***Final report of support:***

*The account of costs provided in the final report of support must nevertheless always be authenticated by a Registered Auditor when the Foundation's support is EUR 20,000 or more.*

***Please note!***

***The production company documents are uploaded to the Applicant's attachments section.***

***INSTRUCTIONS FOR APPLICATION ANNEXES:***

***Development budget***

*Only the costs that are directly attributable to a development project may be included in the development budget. No appropriation for contingency or administration costs may be included in the budget. These items are included in the film production budget.*

*The budget must include the name of the employee or person performing the work, insofar as this is known at the application stage.*

*Use of the production company's in-house equipment must be included in the budget.*

***Financing plan***

*The financing plan must be submitted as a separate file appended to the application by selecting "Rahoitussuunnitelma" (Financing plan) as the annex type.*

***"Elokuvatiedot" (Film details) form for completion via the online application system***

*The application must include details and a short description of the film. This information must be supplied when the applicant has received the "Elokuvatiedot ovat täytettävissä" (Please provide film details) automated message.*

*The film details must be provided to the extent that this information is available at the time of completing the form. The film details may be updated and amended as production progresses.*

*The Foundation will publish favourable support decisions on its website and in media releases within one week of the support meeting, based on the information supplied by the applicant.*

***1.2.4 Development support agreement for developing an individual film***

*Instructions on how to proceed from a support decision to a support agreement will be sent with the notice of a favourable support decision. The support recipient must submit all of the agreement annexes as application annexes before requesting an appointment to conclude the support agreement from production coordinator Tiina Kivelä, [tiina.kivela@ses.fi](mailto:tiina.kivela@ses.fi).*

## **THE SUPPORT AGREEMENT ANNEXES**

***It shall be a condition of signing a development support agreement that the following documents have been submitted to the Foundation:***

- *a script or other written film content description*
- *a development plan in format specified by FFF  
<http://ses.fi/tukitoiminta/ohjeet-ja-lomakkeet/>*
- *a development budget and financing plan*
- *agreements or binding confirmations concerning other financing, indicating that the other funds referred to in the financing plan will be secured in full*
- *an account of the production company's self-financing share in accordance with point 1.2.2 of the Support Guidelines*
- *appropriate agreements with copyright holders*
- *other agreements required for implementing the project and granting the support*

***Please note!***

***The agreement annexes should be uploaded as application annexes, designated by Annex type.***

***It is a condition of concluding a development support agreement that the recipient has submitted the documents concerning its operations as a registered corporation listed in point 1.2.2 of the Application Guidelines.***

***Please note!***

***The production company documents are uploaded to the Applicant's attachments section.***

## **GUIDELINES FOR AGREEMENT ANNEXES:**

### ***The development budget and financing plan***

*The development budget and financing plan submitted as an annex to the agreement must be updated to reflect the development support decision issued.*

### ***Appropriate agreements with copyright holders***

*The annexes to the agreement must include agreements between the production company and copyright holders covering at least the previous development stages and the supported development stage.*

*Such agreements may include agreements with the copyright holder of the original work, the film scriptwriter and the director.*

### **1.2.7 Regulatory control**

*Applications for extending the development support's period of usage on special grounds must be submitted in writing to the production coordinator Tiina Kivelä, [tiina.kivela@ses.fi](mailto:tiina.kivela@ses.fi).*

*A written explanation of the extension shall be upload to the online application system as an application annex of the type "Loppuseelvityksen lisäaikapyyntö" (Request for additional reporting time)*

### **1.2.8 Arrangement of support recipient's project monitoring**

*Instructions and recommendation from the Foundation concerning the principles governing production company bookkeeping, project accounting and project auditing may be found under “Ohjeet ja lomakkeet” (Instructions and forms) on the Foundation website: <http://ses.fi/tukitoiminta/ohjeet-ja-lomakkeet> (Kirjanpito-ohjeet)*

### **1.2.9. Final report on developing an individual film**

*A notice of uploading a final report as an application annex to the online application system should be e-mailed to production coordinator Tiina Kivelä, [tiina.kivela@ses.fi](mailto:tiina.kivela@ses.fi).*

*The Foundation approves the final report on development support in two stages. The Film Commissioner involved in granting the support initially examines the final report and approves the work done under the development support. At the second stage the production coordinator inspects and approves the numerical aspects.*

*If development support has been used to prepare a film script, then it must be uploaded to the online application system as an annex to the application.*

#### **Please note!**

*The “Loppuselvitys puuttuu” (Final report missing) automatic message will only disappear when the Foundation has approved the final report and the final tranche of the production support has been paid.*

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<sup>i</sup> *Osakeyhtiölaki, no. 624 of 2006*

<sup>ii</sup> *Tilintarkastuslaki, no. 459 of 2007*