

**APPLICATION GUIDELINES: Development support for several films (a slate)**

***PROCESSING OF DEVELOPMENT PROJECT APPLICATIONS FOR MORE THAN ONE FILM***

*Support applications are submitted through an online application system:  
<http://ses.fi/tukitoiminta/sahkoinen-hakujarjestelma>*

*The closing date for applications is 7 December 2016.*

*Applications will be presented by Film Commissioner Hannu Tuomainen.*

*Support decisions will be issued at the first support meeting in February 2016.*

## **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 (<4.12.2014) is not eligible to apply for additional development support based on the 2017 support allowance.*

*The amount of support applied for can be less than the maximum and the production schedule shorter than 24 months as it best serves the projects and the company.*

### **1.2.3 Granting support for developing several films (a slate)**

#### **ANNEXES TO THE APPLICATION**

**Support applicants must include the following annexes in the support application to the Foundation / the application must contain the following information:**

- *synopses of no more than 1 page*
- *project-specific development plans*
- *development project budgets and financing plans*
- *scripts or other written content descriptions*
- *a CV for the producer and the creative department heads involved in development projects*
- *appropriate agreements with copyright holders*
- *financial and production presentations for development projects*

#### **Production company business plan with:**

- *a presentation, business plan, SWOT analyses, an account of the financial state of the production company and future business strategy*
- *an account of the permanent staff of the production company and their job descriptions*
- *an account of the cinema admissions, DVD/Blu-ray sales, international sales and the visibility and awards received at important festivals for films and tv series produced by the company over the last 5 years*
- *an account of any previous development support secured by the production company over the last 5 years and of the projects' current production stage*
- *The final report of any previous development support when applying for support for the same project*

**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<sup>1</sup>) (the list of shareholders is submitted once and updated in the event of changes in ownership of the company)

**Please note!**

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

**INSTRUCTIONS FOR APPLICATION ANNEXES:**

**General**

The name of the production company is entered in the "Kohde" (Object) point in the application form.

When submitting project-specific annexes the "Kuvaus" (Description) field in the application form must specify the name of the film to which each annex relates.

The application annexes listed in point 1.2.3. do not need to be individual files. The applicant may include the contents of several annexes in the same document.

**Development project budgets and financing plans**

There is a budgeting, financing plan and reporting form for development projects concerning several films at the "Ohjeet ja lomakkeet" point on the Foundation website: <http://ses.fi/tukitoiminta/ohjeet-ja-lomakkeet>

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

The cost of using the production company's in-house equipment should be no more than 60 percent of the rental market price in the budget.

Additional financing must be secured before the support decision with binding contracts and agreements to the extent that the Foundation can be assured that carrying out the development projects with the development support is feasible both financially and practically.

**Appropriate agreements with copyright holders**

The annexes to the application 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.

**Financial plans and production presentations for development projects**

In addition to the development stage, these presentations must outline the provisional production plans, overall timetables and financing plans for the film project.

*The production plan should also include the name of the Feature Film Commissioner (Hannu Tuomainen or Marjo Valve) they wish to assign each project to in the future.*

***SPECIAL GUIDELINES FOR PROJECTS DEVELOPING SEVERAL FILMS (a slate):***

*If a film forming part of a slate is receiving production support, then the project may be separated from the package and added complete with the development costs to the production budget. Development of other films may be continued in accordance with the development plan and budget.*

*A film included in a slate having received development support previously may continue to do so after the final report has been submitted for the slate. The maximum development support available for one film is EUR 150,000.*

*A final report must be submitted for the whole slate before the producer becomes eligible to receive development support for a new film and support for a new slate.*

*A production company that has received support for a slate may, for a legitimate reason, also be eligible for development support for an individual film that is not on the slate.*

*If the development of films included in a slate substantially differs from the agreed artistic or financial terms, then the producer shall submit the changes to the Foundation for approval. The Film Foundation shall be entitled to request further details of the changes as required.*

***1.2.5 Development support agreement for a project developing several films (a slate)***

***ANNEXES TO THE SUPPORT AGREEMENT***

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

***Per project:***

- synopses of no more than 1 page*
- project-specific development plans*
- development project budgets and financing plans*
- scripts or other written content descriptions*
- a CV for the producer and for the creative department heads involved in development projects*
- appropriate agreements with copyright holders*
- financial and production presentations/plans for development projects*
- 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 1.2.3 of the Support Guidelines*
- other agreements required for implementing the project and granting the support*

***Production company business plan with:***

- a presentation, business plan, an account of the financial state and the future business strategy of the production company*
- an account of the permanent staff of the production company and their job descriptions*

- *an account of the cinema admissions, DVD/Blu-ray sales, international sales and the visibility and awards received at important festivals for films and tv series produced by the company over the last 5 years*
- *an account of any previous development support secured by the production company over the last 5 years and of the projects' current production stage*

***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 1.2.3 of the Application Guidelines***

***Please note!***

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

***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 controller: [pirjo.koskelo@ses.fi](mailto:pirjo.koskelo@ses.fi)*

*A written explanation of the extension shall be e-mailed to the production controller and uploaded to the online application system as an application annex of the type "Loppuselvityksen lisäaikapyyntö" (Request for additional reporting time) .*

*The development planning timetable for a project developing several films may not be prolonged beyond the 24-month time limit referred to in point 1.2.3 of the Support Guidelines.*

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

*Instructions and recommendations from the Foundation concerning the principles of 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>*

***1.2.10 Final report for a project developing several films (a slate)***

*A notice of uploading the final report as an application annex to the online application system should be e-mailed to [pirjo.koskelo@ses.fi](mailto:pirjo.koskelo@ses.fi)*

***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*