

THE FINNISH FILM FOUNDATION

The Finnish Film Foundation is an independent foundation under the guidance of the Ministry of Education and Culture. The aim of the Film Foundation is to promote high-quality, diverse and innovative film production in Finland. The Foundation grants support for the professional production, screening and distribution of films in various distribution channels. The Foundation is also responsible for the export of Finnish films, promoting the internationalisation of Finnish films and filmmakers and distributing support for the international promotion of films. The Foundation grants support for nationally significant international film festivals in Finland.

The Finnish Film Foundation receives its funds from Veikkaus and the Finnish gaming system from the monies allocated to the government's budget for the promotion of film. The Film Foundation's support is discretionary and falls under the Act of Discretionary Government Transfers and act on the government promotion of film culture. The support is granted based on applications.

The aims and specific criteria of the support vary across support types. They have been described in support-specific grant announcements and in this guide. The grant announcement defines for whom the support is intended and who may apply. The Film Foundation's support is granted for professional operations.

ACT ON THE GOVERNMENT'S SUPPORT FOR THE PROMOTION OF FILM CULTURE (1174/2018)

The aim of the act is to promote

- 1) diverse and professional Finnish film production
- 2) the broad supply and distribution of films
- 3) the internationalisation of Finnish films and filmmakers
- 4) film culture and its development.

Participation, pluralism, cultural diversity and artistic freedom form the basis for reaching this aim.

(Act on the government's support for the promotion of film culture, section 2)

The Foundation's grants are based on the act on the government's support for the promotion of film culture (1174/2018). The grants apply the Act on Discretionary Government Transfers (688/2001). The Foundation follows the Administrative Procedure Act, the Act on the Openness of Government Activities (621/1999), the Language Act (423/2004), the Sámi Language Act (1086/2003), the Archives Act (831/1994), the Act on Electronic Services and Communication in the Public Sector (13/2003) and the Privacy Protection Act (9/2018).

ACCESS TO DOCUMENTS

According to the Act on the Openness of Government Activities (621/1999), a document submitted to the Finnish Film Foundation is public. Documents may also be designated confidential under the law or access to them may be discretionary. Confidential official documents include documents that contain information about private business or trade secrets.

BLOCK EXEMPTION REGULATION

The support granted by the Foundation is government aid that falls under the EU's Treaty, Article 107, and the decision by the EU Commission on 26 November 2008 concerning subsidies for the Finnish film industry (Commission regulation (EU) 651/2014), later block exemption regulation (BER).

Support granted by the Foundation must fulfil conditions listed in the BER's Articles 1–9 (general regulations) and Article 54 (aid schemes for audiovisual works).

According to the BER, support must be directed to a cultural product and can be granted for the production of audiovisual works, pre-production and distribution. According to section 3 of the act on the promotion of

film, support may be granted for the production and distribution of films if the film can be considered an independent work of art, its content is based on cultural values originating in cultural identity and the film involves a significant artistic contribution by creators and performers whose wages and salaries form a significant portion of the production costs.

According to the BER's Article 53 (aid for culture and heritage conservation), the support may be granted for festivals and other similar cultural activities. According to the Article, support may take the form of either operating or investment aid.

According to the BER's general regulations, **the support should not be applied** to cases where the recipient would execute their project with or without the support, government support that has conditions or financing methods that do not follow EU legislation and especially support measures where the recipient is required to operate mainly from or in the country granting the support. However, the requirement that the recipient has a place of business or a subsidiary in the country granting the support is permissible.

An unconditional requirement is that the support cannot be granted to a corporation which is subject to an outstanding recovery order following a previous Commission decision declaring the aid illegal and incompatible with the internal market (BER, Article 1, Section 4 a).

SUPPORT GUIDE / Production support

1. General	1
2. Production support application	5
3. Production support agreement	7
4. Payment	12
5. Oversight	12
6. Production support final report	13
7. Halting payments and repayment	15

Preparing an application

- Study the grant announcement, support guide and the section on production support carefully.
- Register as a new client to the online application system or log in to your existing account (new registrations are usually processed within one week).
<https://ses.fi/tukitoiminta/sahkoinen-hakujarjestelma-2/>
- Fill in an application in the online application system that consists of an electronic application form and the necessary appendices.
- Submit the application before the deadline.

[See the grant announcements](#)

1. GENERAL

The definition of film

In this guide, film and film production refer to a feature-length, short or serial work, documentary, animation or children's film, or a combination thereof.

The aim of the support

The aim of the Finnish Film Foundation is to promote diverse, professional consistent film production in Finland. The Foundation's values include participation, pluralism, cultural diversity and artistic freedom.

The purpose of the support is to promote high-quality, diverse and original Finnish film productions as well as the broad and extensive supply and distribution of films.

(Act on the government's support for the promotion of film culture, section 2, detailed justification)

To whom?

Production support may be granted to a film production company registered in Finland with the professional and financial prerequisites to produce films and to control their commercial rights in Finland.

Professional prerequisites demand that the production company is knowledgeable of the various stages of producing a film and the purposeful distribution and other uses of the film. From the perspective of financing, it is essential that the production company has the required liquidity and solvency to produce the film and overcome surprising changes in costs that may happen during production.

(Act on the government's support for the promotion of film culture, section 7, detailed justifications)

Development and production support cannot be granted to a government department, municipality, federation of municipalities or parish, state-owned or other comparable communities or departments. Moreover, development and production support cannot be granted to a television or streaming company, or to a film production company with one or more shareholders who hold at least 15% in shares and act in television production or streaming services

(Act on the government's support for the promotion of film culture, section 7)

For what purpose and how much?

The production support is aimed at the production of full-length, short or serialised drama, documentary, animation or children's films or combinations thereof.

(Act on the government's support for the promotion of film section 1)

The support is granted for the production of films.

(Act on the government's support for the promotion of film culture section 6, detailed justifications)

Production support is not granted for completed films. A film is considered completed when its screening copy or digital master copy has been completed.

The amount of support

The maximum amount of production support is €1,000,000.

Previous support decisions may be viewed from the Foundation's [support decisions page](#).

Development support for the film is considered part of production support.

How and when to apply?

Applications are submitted online (<https://hakemus.ses.fi>) by sending in the application and appendices to the Finnish Film Foundation before the deadline noted in the grant announcement.

New applicants must register to the online application system. New clients are registered within a week.

Prior to submitting an application, the applicant must carefully read the relevant grant announcement and support guide. Applicants should start preparing the application well before the deadline.

The application period ends at midnight on the final application date.

<https://ses.fi/en/funding/grant-announcements-and-deadlines/>

The applicant is responsible for submitting the application within the deadline. It is therefore important to prepare for unexpected delays and reserve enough time to draft the application. Applications submitted after the deadline are transferred to the next application period.

The applicant does not select a film commissioner for the application. The application is directed to the Finnish Film Foundation. The Film Foundation designates a film commissioner for the application. The applicant receives information of the application's film commissioner in the application's general information after a week from the deadline has passed.

If the cinema has previously received support from the Film Foundation, the Foundation designates the same film commissioner for the new application.

Film commissioners by support type:

Sarita Koskelin: feature films, drama series (22 min or over/episode), marketing and distribution support

Kari Paljakka: feature films, international co-productions (feature films), marketing and distribution support

Pia Nokelainen: documentaries, short films, series (under 22 min/episode), marketing and distribution support for documentaries and short films

Pekka Uotila: documentaries, short films, series (under 22 min/episode), marketing and distribution support for documentaries and short films

The duties of the production department and other staff:

<https://ses.fi/en/the-foundation/contact-information/all-personnel/>

A good application and smooth communication

The Film Foundation processes approximately 150–200 applications each application period and the production department makes roughly 1,000 decisions each year. It is essential for evaluation and comparison between the applications that the application is a clear and carefully prepared whole.

In a good application, the topic, screenplay, production and financial strategies are presented consistently and demonstrate control over the film project from scriptwriting to distribution. Be clear and relate the essentials in your application. Consider the operating environment and realities of film productions, including how the film's funding and distribution are related to the film's theme, topic and genre. Consider also how the support corresponds to its goals and what is special about this particular film.

Fluent processing and communication

When uploading appendices, make sure that

- the name of the appendix corresponds to its content
- the forms include the date
- the appendices show the current working group
- the length of the film is uniform in all documentation
- fill in the development and production plan according to the Foundation's model as completely as possible and refrain from referring to appendices
- the figures are uniform in all documentation, including the budget, financing plan and the development and production plan drafted according to the Film Foundation's template

When you email the Foundation during any stage of the project, mention your application number and the name of the project.

Please note that the Film Foundation's online system does not automatically inform the Foundation's employees of updated information or appendices. Please inform the film commissioner or other personnel of updates via email.

Applications and the Applicant's Information

The Film Foundation's online application system has two windows:

- 1) Applications, where all the information and appendices related to the application are submitted
- 2) the Applicant's appendices, where all current production company documents are submitted

What requirements must the applicant meet?

A favourable decision requires that

- the applicant has complied with other possible support agreements, conditions and delivered a report on the uses of previous support.
- the funding of the film is essentially secured. The applicant must show with binding confirmations or agreements that the plan related to the production support is feasible. The Film Foundation evaluates the feasibility of the applicant's budget.
- the film has secured professional distribution that enables a meaningful and widest possible audience and visibility through public screening and distribution

If the applicant is applying to fund a Finnish minority share of an international co-production, the decision also takes into account the project's interest to a Finnish audience, the preconditions for continuing the collaboration between the parties and the production and artistic contributions of the Finnish party.

The Film Foundation may request further information if it deems it necessary for the decision-making process.

Support cannot be granted if the application is insufficient and the required information is not uploaded into the online application system in time despite requests to do so.

International sales statistics

A prerequisite for production support for feature films, feature documentaries and series (where episodes exceed 22 minutes) is that the applicant commits to delivering the Film Foundation statistics on the film's international sales for five years after the film's completion.

The Film Foundation follows the principles listed in the ISI's (International Statistical Institute) declaration of professional ethics and does not publicise the data of individual production companies, films or drama series.

How are the applications evaluated?

Support is discretionary. The evaluation and comparison of the applications is based on an overall assessment that considers the purpose of the funds, the grounds mentioned in the grant announcement and available funds in the budget.

The film project is evaluated as a whole in terms of content, expression and production. In addition, the applicant's artistic, professional and financial skills and circumstances influence the evaluation. Other support previously granted by the Film Foundation to the applicant is also taken into account.

How are the decisions made?

The Board of the Finnish Film Foundation decides on the development and production support based on the presentation of a film commissioner.

(Act on the government's support for the promotion of film culture, section 5)

The Foundation aims to make decisions in 8–10 weeks after the deadline.

All applicants receive a written decision that includes the conditions and limitations of the support and claim for correction order with instruction.

Before payment of the production support, the Film Foundation drafts a support agreement with the production company.

The decision is based on the act of government funding for the advancement of cinema (1174/2018), the Act on Discretionary Government Transfers (688/2001) and the Administrative Procedure Act (434/2003).

2. PRODUCTION SUPPORT APPLICATION

The application consists of an online application form and the obligatory appendices uploaded on the system.

The Film Foundation production plan, budgeting and report forms are available on the Foundation's website under Guidelines and Forms: <https://ses.fi/en/funding/guidelines-and-forms/>

Obligatory appendices for the production support application

The applicant must submit the appendices to the online application system before the final deadline

- a screenplay
- a one-page synopsis
- a production plan drafted according to the Film Foundation's template: <https://ses.fi/en/funding/guidelines-and-forms/>
- an itemised budget
- a financial plan
- a marketing and distribution plan drafted according to the Film Foundation's template: <https://ses.fi/en/funding/guidelines-and-forms/>

If the support is applied to the Finnish minority portion of an international co-production, the following appendices are required:

- a deal memo of all joint producers or a joint production agreement with agreements
- a detailed and itemised budget of the Finnish co-producers share
- a budget of the entire production itemised by country
- a financing plan for the Finnish co-producer
- a budget of the entire production itemised by country
- a production plan for the Finnish co-producer

After the application period has ended:

- the film information tab in the online application system

Note!

The type of appendix should be named to correspond with the appendix so that the online application system refrains from sending an automated message about missing appendices.

Appendices

The appendices pertaining to the applicant must be submitted no later than the deadline in the application system under Appendices:

- a verified and audited financial statement (if the Limited-liability Companies Act, the Audit Act or the articles of association necessitate an auditor) covering the latest financial period
- a valid extract from the Trade Register no older than six months
- a certificate of paid taxes no older than three months
- a certificate of paid pension insurance premiums no older than three months
- a current shareholders' register (Limited Liability Companies Act, chapter 3) (delivered only once and updated if changes in ownership occur)

PRODUCTION SUPPORT APPLICATION – INSTRUCTIONS FOR APPLICANTS:

A production plan drafted according to the Film Foundation's template

Fill in the production plan according to the Foundation's template as completely as possible and refrain from referring to appendices.

A detailed and itemised budget and the project's admissible costs

The budget must contain the film's immediate production costs until the first screening copy, including

- a 7–10% reservation for contingencies
- The production company's fixed costs (e.g. rent for a permanent facility, IT costs) are recorded in the budget as a percentage of administration costs that can be up to 5% of the overall costs.
- marketing costs during production
- English translation and subtitling costs of short and documentary films
→ For short and documentary films, English translation and subtitling costs are included in the film's production budget and they are not financed by the material support for international promotion. For feature films, material support for international promotion may be used to finance post-production translation costs not included in the budget of production support.
- film production insurance costs
→ If the film's overall costs are at least €500,000, a prerequisite for production support is that the film's materials, personnel and equipment are adequately covered by a film production insurance.

A percentage for contingencies and administration is calculated included the overall budget. The percentages for incidental and administrative costs should be completely covered.

The budget accounts for the project expenses without VAT.

The names of the staff or employees must be noted in the budget to the extent they are known during the application period.

Wages and salaries of the staff and the owner of the production company:

The wages and salaries of the regular staff are marked under expenses in the budget in euros.

The work performed by the owner/shareholder of the production company is recorded in the budget as a single reimbursement.

Using your own equipment

The maximum compensation for using your own equipment is 60% of the market-based rental price.

The use of the production company's own equipment should be marked clearly in the budget by, for example, marking the cost as "own".

The financial plan and binding contracts or other agreements of funding

The financial plan should be uploaded as a separate file in the application's appendices by selecting Financial Plan as the appendix type.

<https://ses.fi/en/funding/guidelines-and-forms/>

The financial plan must include the status of the funding itemised by groups at the moment of submission. The financial plan must be updated as funding is secured, increased or other changes in funding occur.

A prerequisite for the support is that the core funding of the film has been secured. The applicant must show with binding confirmations or agreements that the plan related to the production support is feasible. The Film Foundation evaluates the feasibility of the applicant's budget.

If support is sought for an international co-production, the funding for the production must be verified to the extent mentioned above.

A marketing and distribution plan drafted according to the Film Foundation's template

A marketing and distribution plan drafted according to the Film Foundation's template is completed regardless of the film's genre.

<https://ses.fi/en/funding/guidelines-and-forms/>

When submitting the form, choose the appendix type as Marketing and Distribution Plan.

A deal memo of all joint producers or a joint production agreement with agreements

When applying for the Finnish minority share of an international co-production, the Finnish production company must manage the film's commercial rights in Finland and this should be verified by a written agreement between the main producers. The deal memo or co-production agreement included in the application's appendices must include all the appendices mentioned in the application.

A detailed and itemised budget of the Finnish co-producers share

As an exception to the Foundation's support guidelines, the applicant may present incidental and administrative costs as a percentage alongside with the main producer's practices.

The film information tab in the online application system

The film information and short description are part of the application. **The film information cannot be submitted as the application is being completed, but you will receive a separate message about it.**

All available film information at the time is recorded. The film information may be updated as production progresses.

The film information should be checked and updated after receiving the support decision, because the Film Foundation notifies the media of favourable decisions on their website a week after the fact and uses information provided by the applicant in doing so.

A synopsis in English should also be provided in the film information for international communications.

Audit duty

Financial statement: <https://www.finlex.fi/fi/laki/ajantasa/2015/20151141>

The Audit Act contains regulations about when a registered corporation is not under the obligation to select an auditor.

Final report

When the Foundation's support is at least €20,000, the cost statement in the final report must be verified by an authorised accountant.

3. PRODUCTION SUPPORT AGREEMENT

An agreement between the Film Foundation and the recipient on the production support must be signed within **six (6) months** of the favourable decision or the decision will expire.

Guidelines on how to proceed with the contract are sent to the applicant with the favourable decision letter.

The recipient is responsible for adding and updating all support decision appendices before the recipient requests a meeting to draft a support agreement with the person responsible for production support agreements.

<https://ses.fi/en/the-foundation/contact-information/all-personnel/>

A prerequisite for signing the support agreement is that if the film that has received production support has unreported development support, its final report must be approved by the Film Foundation before the production support agreement can be signed. The final report procedure is recorded in the development support guide.

The support agreement confirms the budget of the current development stage, the funding strategy and other agreements required by the Film Foundation's support agreement. Deviation from the verified budget and support focus are possible only with the Foundation's written agreement. The recipient is responsible for executing the project in the manner and within the schedule agreed to in the agreement.

After discussing the matter with the recipient, the Film Foundation's international department reserves the right to enter the film that has received production support into international, non-commercial film events. If the recipient offers to enter the film into similar events at their own cost, the recipient is obligated to inform the Film Foundation about it.

USING THE FILM FOUNDATION'S LOGO AND ANIMATED LOGO IN OPENING AND CLOSING CREDITS

Animated logo for films

A film that has received production support must include The Finnish Film Foundation's animated logo in the opening credits alongside the animated logos of other distribution, financing or production companies in all distribution channels. The Foundation's animated logo must be used even if no other animated logos of financiers are included in the opening credits. A silent version of the animated logo may also be used.

Opening credits for series and minority co-productions

Series and international minority co-productions that have received production support must mention The Finnish Film Foundation in their opening credits, if they also mention other financiers and partners.

Closing credits and marketing materials

When The Foundation has granted development support, production support or marketing and distribution support for a film or series, the recipient is obliged to include The Foundation's current logo and a mention of the support granted – for example, Development support/The Finnish Film Foundation YYYY (the year in which the decision was made) – in the closing credits of the film or series.

The Foundation's logo must also be visible in all the marketing materials of the film or series (e.g. posters) whenever the other financiers' logos are used.

Forms of support	FFF logo + mention of support in closing credits	FFF logo in marketing materials	FFF animated logo in opening credits	FFF mention in opening credits
Development support	x	x		
Slate development support	x	x		
Production support/film	x	x	x	
Production support/series	x	x		x
Production support/minority co-production	x	x		x
50/50 production support	x	x	x	
Marketing and distribution support	x	x		

The Finnish Film Foundation's logos and animated logo: <https://ses.fi/julkaisut/ses-logot/>
The animated logo file has also been sent directly to the largest post-production companies.

Support agreement appendices

Signing the production support agreement requires that the recipient has submitted the following appendices to the online application system:

- a screenplay
 - a production plan drafted according to the Film Foundation's template
 - a detailed and itemised budget confirmed by the Foundation
 - a financing plan confirmed by the Foundation
 - the project's liquidity plan
 - agreements or binding contracts of other funding that show that the funding recorded in the budget will be actualised in full and according to the liquidity plan
 - a report on the production company's self-financing
 - the appropriate agreements with copyright holders
 - other agreements required by the project and support
 - ISAN number → see guidelines: <https://ses.fi/en/funding/guidelines-and-forms/>
- By the second instalment the latest:**
- the producer's (informal) announcement of the beginning of shooting, at the time of the second instalment or earlier
 - assurance that the production crew and their supervisors have been given clear instructions on how to proceed when encountering possible harassment or unacceptable behavior. Also a description of the method used to provide the crew and their supervisors with these instructions.
 - proof of the film's production insurance if the budget is over 500,000 euros

If the support is applied for the Finnish minority share of an international co-production, the following appendices are required:

- a deal memo for all joint producers or a joint production agreement with appendices
- a detailed and itemised budget of the Finnish co-producer's share
- a budget of the entire production itemised by country
- a financing plan for the Finnish co-producer
- a financing plan of the entire production itemised by country
- ISAN number → see guidelines: <https://ses.fi/en/funding/guidelines-and-forms/>

Note! The appendices are submitted according to the type of appendix.

A prerequisite of the production support agreement is that the recipient has supplied the Film Foundation the production company documents as mentioned in section 2. Production support agreement/the applicant's appendices.

Documents pertaining to the production company are uploaded in the applicant's appendices.

PRODUCTION SUPPORT AGREEMENT – INSTRUCTIONS FOR APPLICANTS:

The production budget and financing plan

The production budget and financing plan appended to the agreement must be updated to correspond with the production support decision.

The project's liquidity plan

The project's liquidity plan (cash flow statement) shows the production company and financiers on a monthly basis that the funding provided to the production can cover the production's monthly expenses. If

a month's balance is negative, the recipient must show with a separate report how to manage payments for that month.

When drafting the liquidity plan, it must be noted that the fifth instalment of the Film Foundation's production support cannot exceed €20,000. If the fifth instalment exceeds €20,000, the excess is added to the third instalment (see section 4, Payment).

Agreements or binding contracts of other funding that show that the funding recorded in the budget will be actualised in full and according to the liquidity plan.

The Film Foundation accepts valid binding contracts in euros as appendices of the production support agreement if final agreements with financiers are unavailable at the time of the agreement.

The recipient must submit the final agreements as appendices after they are finished, but no later than during the submission of the final report.

Instalments based on the material or service deliveries recorded in the film's budget and financing plan must be verified in euros by valid confirmations or written agreements.

The production company's self-financing

The following qualify for a production company's self-financing:

- a financial contribution provided that the production company is able to provide a bank guarantee or something similar
- a reasonable reimbursement for the work contribution to the film made by the owner of the production company
- use of the company's own equipment as stated in the budget

The production company's internal funding must be recorded in a separate report signed by the owner of the production company verifying the owner's work contribution in euros and/or itemises the use of the company's own equipment as noted in the budget.

The following are expenses not included in funding or the company's internal funding:

- the film project's previous costs
- any expenses in the budget whether it is payable or paid by the production company or someone else
- employee wages, salaries and reimbursements

The appropriate agreements with copyright holders

The recipient gives assurances to the Film Foundation in the support agreement that the recipient has acquired the necessary copyrights and other rights and permissions for the development of the project. The recipient is responsible for any claims for compensation or other damages by third parties. The agreements concerning the original work, script or direction between the production company and copyright holders must be submitted as appendices to the application.

The agreement with the copyright holder of an original work must indicate:

- the right to write a script based on the work
- the right to produce a film based on the script
- the commercial rights of the film

The agreement with the scriptwriter must indicate:

- the right to produce a film based on the script
- the film's commercial rights

The agreement with the film's director must indicate:

- transferring the director's film rights to the production company
- the film's commercial rights

The chain of title for the copyrights must be complete and it must be documented for the Film Foundation, including in cases where

- the film project is transferred from one production company to another
- there have been changes in the agreements made with the copyright holders during development
- when the production company has signed an agreement with a corporation or company to whom the author has assigned the copyright

Other agreements required by the project and support

The recipient must have all the agreements pertaining to copyright and other possible immaterial rights necessary for the production and commercial exploitation of the film. The recipient is responsible for any claims for compensation or other damages by third parties.

The Foundation may need to request documents concerning these immaterial rights as appendices to the application.

ISAN NUMBER

A prerequisite for the signing of the Finnish Film Foundation production support agreement and the payment of the first instalment is that the recipient has acquired an international standard audiovisual number (ISAN) for the film.

The number is recorded in the production support agreement between the recipient and the Foundation.

If the production support has been granted for the Finnish minority share in an international co-production, the producers must decide which of them acquires the ISAN number.

What is an ISAN number and what is it used for?

An ISAN number is an ISO standard code for audiovisual works (cf. ISBN). It is used to identify an audiovisual work in various distribution, screening and other systems.

Application:

The production company registers as a client to ISAN Geneva at <http://www.isan.org/>.

ISAN costs

Registering as an applicant requires a single payment of CHF 200 (about €170).

The ISAN number always costs CHF 35 (about €30) regardless of the work's length and genre.

V ISAN can be acquired for different versions (e.g. language versions, director's cut, or similar) of the work for CHF 10 (about €8,5).

The Film Foundation confirms the costs of the ISAN number in the budget and final report. A row has been added to item 21 Miscellaneous Costs in the budgeting, reporting and accounting forms for production support.

4. PAYMENT

Production support is paid in five instalments to the recipient's Finnish bank account. The Foundation may also make the payment to the recipient's foreign bank account for a justifiable reason:

1. 20% after signing the support agreement
2. 50% when shooting begins
3. 10% after principal photography has ended and when the midterm report drafted according to the Foundation's template has been approved by the Foundation
4. 10% after the Foundation's film commissioner has approved the film's edited workprint
5. 10% or a maximum of €20,000 after the final report has been approved by the Foundation (if 10% of the support exceeds €20,000, the excess is paid in the third instalment).

FURTHER INSTRUCTIONS FOR INSTALMENTS

Second instalment: After shooting begins

A prerequisite for the payment are the following appendices to the application:

- the producer's informal written announcement about the beginning of shooting
- proof of film production insurance when the total budget is or exceeds €500,000
- If shooting takes place in two or more phases, the Film Foundation may divide the two instalments into several instalments. This does not apply to so-called second-unit shoots.

Third instalment: Midterm report

The recipient is obligated to provide the Foundation with a midterm report about the production's progress prepared according to the Foundation's template after principle photography has ended or after the final phase has ended. The midterm report must show an itemised list of the project's actual costs and funding in relation to the budget and an estimate of future expenses and funding. **The midterm report must be verified by an accountant.**

The midterm must contain a written report of the production's progress in relation to planning, the remaining work stages, schedules and any relevant budget anomalies. The Film Foundation may request further information if it deems it necessary for the midterm report.

5. OVERSIGHT

The Film Foundation oversees and supervises how the support is used. The Film Foundation has the right to use audits to oversee **payments** and **how the support is used**. The Film Foundation may also postpone payments during audits.

Organising project oversight

The support recipient must maintain their accounts according to the Accounting Act and the Accounting Ordinance and follow sound accounting procedures. The support recipient must organise the project's audit trail – the link between the recipient's financial statement and the project's statement of charges – in a way that it can be reliably, completely and transparently verified by a third party.

The Foundation always reserves the right to fully audit the recipient's accounting and management.

The recipient is obligated to provide their accountant and auditor the film's support agreement and all appendices. If the recipient neglects these duties, the Film Foundation has the right to deliver the documents to the accountant and auditor named in the support agreement.

The recipient must observe and notify their accountant and the auditor of the Foundation's instructions and guidelines concerning the film industry's accounting, financial statement and auditing principles.

<https://ses.fi/tukitoiminta/ohjeet-ja-lomakkeet/>

Disclosure requirement

The recipient must provide the Finnish Film Foundation the correct and sufficient information to enable oversight of the support decision's conditions.

The recipient must inform the Foundation of all changes that influence the way the support is used without delay. Changes that influence the use of the support include changes in the project's quality, breadth and funding. The Foundation also always has the right to receive information about the project's current status and follow the project's progress.

A written report of changes must be emailed to the processor who processed the support at the Foundation. The basis for the report is the support agreement between the recipient and the Film Foundation which can only be changed with written permission from the Film Foundation.

Extensions

Extensions for the use of the support must be applied in writing.

A written report concerning the extension must be emailed to the staff mentioned below and submitted to the online application system as an appendix labelled Loppuselvityksen lisäaikapyyntö ("Final Report Extension Request").

Pirjo Koskelo / pirjo.koskelo@ses.fi

- Slate development support
- Production support for feature films
- Marketing and distribution support

Susanna Haarla / susanna.haarla@ses.fi

- Production support: documentaries, short films and series

6. PRODUCTION SUPPORT FINAL REPORT

The final report must be submitted to the Film Foundation no later than the final report deadline noted in the support agreement.

The final report must contain:

- 1. a written report signed by the producer concerning the execution of the project in relation to the support agreement's strategy**

- 2. a final financial report signed by the producer**

An itemised report on the actualised costs in relation to the budget appended to the support agreement.

Admissible costs in the final report include the festival's accounted, paid and non-VAT project costs. Actualised costs must contain all of the production costs mentioned below starting with the acquisition of copyrights to the first manufactured screening copy.

A summary of actualised costs and funding

The report must indicate how the production costs and funding succeeded in relation to the budget and financing plan appended to the support agreement (the summary must conclude that the actualised costs and funding broke even).

Actualised funding refers to funding secured with agreements (i.e. unpaid instalments at the time of the final report are also accounted for).

3. If the Film Foundation's support granted to the project is

- a. less than €20,000, the final audit report must be verified and signed by an accountant
- b. at least €20,000, the final audit report must be verified and signed by an authorised accountant

4. A production report on equality and diversity indicators according to The Foundation's template

<https://ses.fi/en/funding/guidelines-and-forms/>

The final audit report in co-productions where the Film Foundation support recipient is the main producer

If the film project has been organised by more than one production company, the itemised final report and summary submitted to the Film Foundation must contain the actualised costs of all the production companies and funding from the acquisition of copyright to the first finished screening copy.

Contingencies may only be admitted if they do not exceed the amount set in the support agreement. If the production has gone over budget, the recipient must deduct the excess from contingencies. The recipient may use the undeducted portion of the confirmed budget reserves in the support agreement for incidental expenses.

5% of the actualised production costs may be fixed overheads and considered as administrative costs. Administrative costs designated to various film projects by the production company must not exceed actualised and booked overhead costs.

Using the company's own equipment and internal transfers

The use of the company's own equipment and other internal transfers must be accounted for and itemised in the final report.

If they have changed in relation to budgeted costs, the recipient must report them adequately.

Auditing procedure

The final report is submitted to the online application system as a appendix.

Information on the submission of the final report to the online application system is emailed to Accounting Specialist Pirjo Harmainen, pirjo.harmainen@ses.fi.

An automatic message indicating that the final report is missing is only removed when the final report has been approved at The Foundation and the final instalment of the support has been paid.

The basic information of the application includes a link to payment information that shows when the instalments have been paid.

The Foundation may request further information if it deems it necessary for the approval of the final report. The Finnish Film Foundation has the right to perform audits on the recipient's finances and activities based on the Act on Discretionary Government Transfers, section 16. The recipient must ascertain that the Film Foundation has the necessary prerequisites to perform the audit.

The Foundation approves the project's final costs and funding based on the final report.

If the project's support exceeds the actualised costs, The Foundation deducts the sum from the unpaid instalment. If the sum is larger than the unpaid instalment, the recipient must immediately return the excess portion of the support to The Foundation.

Repayment of discretionary government transfers

Act on Discretionary Government Transfers (688/2001) section 20

Recipients of discretionary Government transfer must repay without delay any transfer or part thereof they have received through error, in excess or manifestly without cause. Recipients must also repay a transfer or part thereof if it cannot be used as required in the transfer decision. If the repayable sum does not exceed 100 euros, it is not necessary to repay it.

In addition to the Act on Discretionary Government Transfers (688/2001), section 20, the recipient must abide by the following repayment conditions:

- the recipient is obliged to immediately repay the support or part of the support if the support has not been used during the time period agreed upon by the parties and if the Film Foundation has not granted an extension
- The repayable amount must include annual interest and an added three percent following the Interest Act (633/1982), section 3, subsection 2. The interest is calculated from the last payment of the support repayment date.
- The target of the support and application number must be mentioned in the message field during repayment.

The support must be repaid to the Finnish Film Foundation's bank account:

Nordea Bank Abp
IBAN FI74 1572 3000 0305 77
BIC NDEAFIHH

7. HALTING PAYMENTS AND REPAYMENT

If the recipient does not repay the Film Foundation according to the Act on Discretionary Government Transfers, section 20, repayment of the support or a portion of it will proceed according to section 9 and section 10 of the act of government transfers to promote film culture.

Section 9 Halting payments

The Arts Promotion Center Finland is responsible for halting payments.

The Finnish Film Foundation must immediately make a proposal to the Arts Promotion Center Finland that the government transfer be halted if the Film Foundation has discovered information that warrants halting the payments. The Arts Promotion Center decides to halt payments and the continuation or halting of government transfers based on the Film Foundation's suggestion.

The decision to halt payments must be made immediately and, for special reasons, in at least two calendar years after the Finnish Film Foundation's suggestion.

The Finnish Film Foundation must include sufficient and essential information to make a decision to halt payments. The Arts Promotion Center Finland also has the right to receive the necessary information from the Finnish Film Foundation to halt payments without regard to confidentiality agreements.

Section 10 Repayment

The Arts Promotion Center Finland is responsible for repayment of government support.

The Finnish Film Foundation must immediately inform the Arts Promotion Center Finland of facts that would or should warrant government transfer repayments. The Arts Promotion Center Finland makes the repayment decision.

The decision of repayments must be made immediately and, for special reasons, during at least two calendar years after the Finnish Film Foundation's suggestion.

The Finnish Film Foundation must include sufficient and essential information to make a decision of repayments. The Arts Promotion Center Finland also has the right to receive the necessary information from the Finnish Film Foundation for repayments without regard to confidentiality agreements.