

# THE FINNISH FILM FOUNDATION SUPPORT GUIDE FOR EXHIBITION AND DISTRIBUTION



## 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, exhibition 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 / Exhibition and distribution support

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### Preparing an application

- Read your project's grant announcement carefully.
- Also read the following sections in this guide: general, oversight, final report and halting payments and repayment.
- Only use the application forms in the exhibition and distribution section on The Finnish Film Foundation's website! Do not use outdated forms!
- 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 and the appendices before the deadline via the online application system.

[See the grant announcements](#)

### 1. GENERAL

#### The aim of the support

The aim of the Finnish Film Foundation is to promote the broad and comprehensive supply and distribution of films. The Foundation's values include participation, pluralism, cultural diversity and artistic freedom. The purpose of the exhibition and distribution support is to promote the professional national and international exhibition and distribution of films on the grounds noted in the grant announcements for each type of support.

#### The definition of film

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

## The definition of a cinema

In this guide, cinema refers to a professionally and regularly run establishment with one or more auditoriums and which gains most of its revenue from ticket sales to the public. The cinema's programme, technology and viewing facilities are in good condition and screenings are accessible to all members of the public.

## How and when to apply?

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

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

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

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

**Exhibition and distribution support deadlines vary according to the support form. Information about the application periods is available on the Film Foundation's website under Grant Announcements and Deadlines:**

<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 to the system after the end of the application period will be moved to the next round of processing. Late applications are not processed if there is only one round of processing per year.

## A good application and smooth communication

The Film Foundation's distribution department processes dozens of applications during each application period and 250–300 decisions are presented every year. It is essential for evaluation and comparison between the applications that the application is a clear and carefully prepared whole and includes the obligatory appendices. The application is always submitted using the application form for the support in question.

In a good application, at least two offers are appended for equipment procurements and all procurements exceeding €20,000, and the financial strategies including down payments are presented logically and demonstrate control over the film project.

Be clear and relate the essentials in your application. Think about how the applied support reflects its goals.

### Fluent processing and service

When uploading appendices, make sure that

- the name of the appendix corresponds to its content
- all the obligatory appendices have been submitted
- the figures are congruent in all documentation, such as the budget and the financing plan

- reply to the handler's or the system's requests for additional information in the required time frame

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 Foundation's online system does not automatically inform the Foundation's employees of updated information or appendices. Please email the support handler when there is an update.

### **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. Applicant appendices, where all current documents concerning the applicant are submitted

### **What requirements must the applicant meet?**

A favourable support decision requires that

- the applicant has complied with the conditions for granting previous support
- self-financing of the project has been secured. The applicant must demonstrate, by binding confirmation or agreement, that the project is feasible within the estimated time and to the extent indicated. The Foundation evaluates the adequacy of the funding secured at the time of application.

The 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 submitted into the online application system despite requests to do so.

### **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 support guide and available funds in the budget. One of the prerequisites for a favourable support decision is that the applicant has complied with any previous conditions set for the granting of support and has submitted to the foundation the outstanding final reports on support previously granted.

### **How are the decisions made?**

The Finnish Film Foundation's Board decides on the applications concerning exhibition and distribution support based on the CEO's presentation.

The Foundation aims to make decisions in 4–8 weeks after the deadline.

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

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. TYPES OF SUPPORT

### Cinema equipment and modernisation support

#### Objective

The aim of the Finnish Film Foundation is to promote an extensive and comprehensive range and distribution of films by supporting the broad availability and coverage of domestic films on different distribution channels and platforms, as well as a diverse range of international films in Finland.

#### To whom?

Cinema modernisation and equipment support may be granted to an organisation registered in Finland, a registered association, a municipality or a municipal consortium in charge of cinemas.

Support may also be granted to a sole proprietor registered in Finland for justified reasons and taking into consideration the professional capacity of the cinema for regular screenings.

When assessing applications, the conditions of professional and regular activity of a cinema and its financial conditions are taken into account.

Professional prerequisites require that the owners are skilled at programme planning, building audience contacts, marketing and the management of the cinema's finances. From a financial perspective, it is essential that the owners of the cinema are able to raise the necessary proportion of self-financing.

A prerequisite for the support is that annually at least 80% of the time or of its capacity the cinema is used for cultural purposes.

#### For what purpose and how much?

Cinema modernisation and equipment support may be granted for the acquisition of technology, renovating screening rooms and facilities and improving accessibility for people with various disabilities. Energy conservation and other Green Screen projects may also be eligible for support.

The support can be granted to cover the costs of establishing a new cinema and acquisitions (e.g. satellite links, improved broadband access) that enable film screenings as well as other cultural events.

#### **The amount of support**

Cinema modernisation and equipment support may be granted up to a maximum of EUR 200 000 and up to 70% of the costs approved by The Foundation.

The budget accounts for the project expenses without VAT. If the grant recipient does not have the right to VAT deductions, the costs may be approved with VAT.

Previous support decisions may be viewed from the Foundation's support decisions page.

#### APPLICATION: Cinema equipment and modernisation support

The application consists of an online application form and the obligatory appendices submitted into the system.

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

## Obligatory application appendices:

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

Obligatory application appendices:

- The Foundation's application form
- Offers for procurements, at least two for each procurement of at least €20,000 (excluding VAT)
- Cinema operating plan
- Cost estimate and financial plan
- Cinema's lease agreement or other clarification of the ownership or management of the facilities
- Other funding agreements
- The Finnish Film Foundation's final report form\*
- An extract from the accounts, covering the cost centre of the project\*
- A written report about the implementation of the project with regard to the plan\*

\*Enclosed in the final report stage

Application forms are available on the Foundation's website: <https://ses.fi/en/funding/guidelines-and-forms/>

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

The applicant's obligatory appendices:

- The most recently prepared financial statement approved by an auditor, including:
  - all parts of the financial statement
  - auditor's report (if the applicant is obliged to elect an auditor pursuant to the Limited Liability Companies Act, Auditing Act or articles of association)
- 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 (the Limited-liability Companies Act, chapter 3) The shareholders' register is submitted only once and updated if changes in ownership occur.

NOTE! Documents pertaining to a corporation are uploaded to the applicant's appendices.

**NOTE!** If it is not possible to submit certain appendices, an explanation of the missing appendices must be made and appended to the application. Acceptable deficiencies include, for example, the extract from the trade register if the applicant does not belong to the trade register.

## How are the applications evaluated?

Cinema equipment and modernisation support is discretionary support. Granting the support is based on the overall evaluation and comparison of the applications.

The following guidelines are used to evaluate the applications:

The project's feasibility, significance and the applicant's professional and financial means to complete the project and the Foundation's available funds are evaluated. Other funding and self-financing of the project are viewed as an advantage.

During evaluation, the cinema's ability to operate continuously, professionally and regularly throughout the year is evaluated.

Support is primarily granted for technical equipment procurement and the refurbishment of screening and audience facilities of cinemas in small- and medium-sized municipalities.

## Special conditions

A prerequisite for receiving support is that the beneficiary has submitted the accurate and up-to-date information required to maintain film statistics. Another prerequisite for receiving support is that the applicant has submitted up-to-date information to the Film Foundation about its cinemas.

A prerequisite for a favourable support decision is that an offer has been requested for all procurements of at least €20,000 plus VAT from more than one supplier of goods or services. These offers must be enclosed with the application. The costs of a project that receives support must be booked to its own cost centre in the applicant's bookkeeping. The recipient must adequately and appropriately insure the assets bought with the support.

Support cannot be granted if the application is insufficient and the required information is not uploaded into the online application system despite requests to do so. Applications submitted after the end of the application period will be processed in the following application round.

## Information about decisions

The Finnish Film Foundation's Board decides on the cinema equipment and modernisation support based on the CEO's presentation.

Applicants receive a written notification.

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).

## Further information

Distribution and Exhibition Specialist Ilmari Arnkil, [ilmari.arnkil@ses.fi](mailto:ilmari.arnkil@ses.fi), tel. +358 9 6220 3035



## Regional operational support for cinemas

### Objective

The aim of The Finnish Film Foundation is to promote an extensive and comprehensive range and distribution of films by supporting the broad availability and coverage of domestic films on different distribution channels and platforms, as well as a diverse range of international films in Finland.

The aim of the regional operational support for cinemas is to guarantee a functioning network of cinemas in the entire country, reinforce the regional accessibility of films and encourage cinemas to develop new business operation models. The aim of the support is to promote the development of a diverse selection of films that serves all demographics.

### To whom?

Regional operational support for cinemas may be granted to a corporation registered in Finland, a registered association, a municipality or a municipal consortium in charge of cinemas while taking into consideration the prerequisites for professional and regular screenings.

Support may also be granted for valid reasons to an individual proprietor registered in Finland in charge of a cinema.

It may primarily be granted to cinemas and touring cinemas of small and mid-sized towns and municipalities. For special reasons, it may also be granted to cinemas in larger towns and municipalities.

### For what purpose and how much?

Regional operational support for cinemas is intended for diversifying programming, audience development, organising local film events, activating young audiences, promoting accessibility, artist and expert visits, screening alternative content in collaboration with other parties or other desired activities deemed worthy by the applicant. Support is not granted for the screening costs of the cinema's normal programme.

Applications for operational support for cinemas are made to the Foundation in exchange for reported actualised costs after the financial year.

#### **The amount of support**

A cinema operating in a town or municipality of less than 50,000 inhabitants can receive a maximum of €8,000, while a cinema operating in a town or municipality of more than 50,000 inhabitants can receive a maximum of €4,000 in support per year.

The regional operational support for cinemas is paid in arrears in a single instalment to the recipient's Finnish bank account.

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

### APPLICATION: Regional operational support for cinemas

The application consists of an online application form and the obligatory appendices submitted into the system. Support applications are submitted at the end of the financial year.

## Obligatory application appendices

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

Obligatory application appendices:

- the Foundation's cost statement form verified with a signature by an accountant and the applicant
- a written report of the actualised procedures and programming enabled by the support
- the cinema's lease or other statement about the control or ownership of the cinema

**NOTE! The appendices to the application are submitted according to the type of the appendix.**

The applicant's obligatory appendices:

- The most recently prepared financial statement approved by an auditor, including:
  - all parts of the financial statement
  - auditor's report (if the applicant is obliged to elect an auditor pursuant to the Limited Liability Companies Act, Auditing Act or articles of association)
- 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 (the Limited-liability Companies Act, chapter 3) The shareholders' register is delivered only once and updated if changes in ownership occur.

### **Audit duty**

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

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

### **Final report**

The cost statement in the final report has to be verified by an accountant.

## How are the applications evaluated?

Regional operational support for cinemas is discretionary support. Granting the support is based on the overall evaluation and comparison of the applications. The following guidelines are used to evaluate the applications:

The evaluation estimates the feasibility of the cinema's professed activities, its professionalism and sustainability in the area. The cinema must operate regularly throughout the year, unless the population of the area allows for an exception to this rule. In addition, the Foundation's available funds must be taken into account. Other funding and self-financing of the project are viewed as an advantage.

A prerequisite for granting the support is that the recipient has delivered the correct current information for maintaining film statistics and the cinema's annual report to the Foundation.

## Special conditions

The decision about the regional operational support for cinemas requires that the cinema's actualised expenses are accounted for and recorded by the cinema's accountant.

The appended report must contain a written report of the measures taken by the cinema, an itemised report of actualised costs and information about any other funding.

Admissible costs in the cost statement appended to the application are the paid net costs and project costs noted in the application form not subject to VAT and recorded in the grant recipient's accounts. If the grant recipient does not have the right to VAT deductions, the costs may be approved with VAT. The cost statement appended to the grant application must be verified by an accountant with a signature.

A favourable decision requires that the applicant has complied with other possible support agreements and their conditions and delivered a report on the uses of previous support to the Foundation. If the applicant is involved in several grants with the Foundation, the recipient's projects may be viewed as a single whole. The Foundation may request further materials from the applicant in order to reach a decision.

Another prerequisite for receiving support is that the applicant has submitted up-to-date information to the Foundation about its cinemas.

The recipient must maintain their accounts according to the Accounting Act and the Accounting Ordinance and follow sound accounting procedures. The 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 must observe and notify their accountant and their 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/>).

Support cannot be granted if the application is insufficient or the required information is not submitted into the online application system despite requests to do so.

## Information about decisions

The Finnish Film Foundation's board decides on the regional operational support based on the CEO's presentation.

Applicants receive a written notification.

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).

## Further information

Distribution and Exhibition Specialist Ilmari Arnkil, [ilmari.arnkil@ses.fi](mailto:ilmari.arnkil@ses.fi), tel. +358 9 6220 3035

## Film import support

### Objective

The aim of The Finnish Film Foundation is to promote an extensive and comprehensive range and distribution of films by supporting the broad availability and coverage of domestic films on different distribution channels and platforms, as well as a diverse range of international films in Finland.

The aim of film import support is to promote the importing, effective distribution, marketing and screening of a high-quality and diverse selection of films that represent global film culture and various genres. The support focuses on films that are not distributed by international distribution companies and which would not be imported without the support.

The purpose of film import support is also to promote the acquisitions of regularly held film festivals.

### To whom?

Film import support may be granted to a film distribution company that operates professionally, is registered in Finland and manages film distribution rights in Finland.

### For what purpose and how much?

Import support is intended for the import and distribution of films that diversify the programmes shown in cinemas.

#### **Amount of the support**

A maximum of €15,000 or 70% of the actualised import, distribution and marketing costs approved by the Foundation may be granted for the importing of films meant for cinema distribution.

A maximum of €19,000 or 70% of the actualised costs approved by the Foundation may be granted for the overdubbing costs of children's films and family films in cinema distribution.

If the applicant has, for this same purpose, received support from Nordisk Film & TV Fond, this will prevent the receipt of support or reduce by the amount already received the support that may be granted based on this application.

Previous support decisions may be viewed from the Foundation's support decisions page online.

### APPLICATION: Film import support

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

#### Obligatory application appendices

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

Obligatory application appendices:

- The Foundation's application form
- Film distribution agreement

- Film marketing strategy
- Film distribution strategy
- Audience statistics by locality\*
- An extract from the accounts, covering the cost centre of the project\*
- A written report about the implementation of the project with regard to the plan\*

\*Enclosed in the final report stage

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

Application forms are available on the Foundation's website: <https://ses.fi/en/funding/guidelines-and-forms/>

The applicant's obligatory appendices:

- The most recently prepared financial statement approved by an auditor, including:
  - balance sheet book
  - auditor's report (if the applicant is obliged to elect an auditor pursuant to the Limited Liability Companies Act, Auditing Act or articles of association)
- 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 (the Limited-liability Companies Act, chapter 3) The shareholders' register is submitted only once and updated if changes in ownership occur.

NOTE! Documents pertaining to a corporation are uploaded to the applicant's appendices.

NOTE! If it is not possible to submit certain appendices, an explanation of the missing appendices must be made and appended to the application.

## How are the applications evaluated?

Film import support is discretionary. Granting the support is based on the overall evaluation and comparison of the applications. The following guidelines are used to evaluate the applications:

The film enriches and diversifies the cinemas' programme and represents new countries, cultures or subcultures in film without prejudice. The film's distribution strategy shows an effective distribution plan. In addition, the Foundation's available funds must be taken into account. Other funding and self-financing of the project are viewed as an advantage.

The focus of the support is on those films that are not being distributed by international distribution companies and that would not be imported without the support.

## Special conditions

Support may be granted for the importing and distribution of a film or cultural product that

1. forms an artistic whole,
2. has content that is based on cultural values originating in cultural identity and

3. includes a significant contribution by creators and artists and the share of their wages and salaries of the production costs is significant.

The film that receives cinema distribution support must be subtitled in Finnish and Swedish.

The focus of the support is on those films that are not being distributed by international distribution companies and that would not be imported without the support. The approvable costs of a cost survey submitted as an application appendix are the costs directly arising from the project that are in the recipient's bookkeeping, paid net and exclusive of value added tax.

The costs of a project that receives support must be booked to its own cost centre in the applicant's bookkeeping.

Once the Foundation has granted import support to a film, the recipient must attach a mention of the import support granted to the film's press and marketing material and to its presentational information (including in the Filmikamari press service).

A prerequisite for processing a decision is that the film's distributor arranges a screening of the film for the party processing the support before the application is processed. The screening must be arranged in a DCP (Digital Cinema Package) copy. The copy must be subtitled either in the national languages or in English. If dubbing support is being sought for a film, the screening must be arranged dubbed in a DCP copy by which it will be distributed to cinemas. The viewing copy should be sent to the Foundation prior to the end of the application period.

A prerequisite for granting film import support is that the grant recipient has delivered the correct current information for maintaining film statistics to the Foundation.

A favourable decision requires that the applicant has complied with other possible support agreements, conditions and delivered due final reports on the uses of previous support. If the applicant is involved in several grants with the Foundation, the recipient's projects may be viewed as a single whole. The Foundation may request further materials from the applicant in order to reach a decision.

Support cannot be granted if the application is insufficient and the required information is not uploaded into the online application system despite requests to do so or the film has not been shown to the application's processor. Applications submitted after the end of the application period will be processed in the following application round.

## Information about decisions

The Finnish Film Foundation's Board decides on the film import support based on the CEO's presentation.

Applicants receive a written notification.

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).

## Further information

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## Training support

### Objective

The aim of The Finnish Film Foundation is to promote an extensive and comprehensive range and distribution of films by supporting the broad availability and coverage of domestic films on different distribution channels and platforms, as well as a diverse range of international films in Finland.

The aim of training support is to promote the development of the professional skills and competence of people working in the exhibition and distribution of films.

### To whom?

Training support may be granted to individuals working in exhibition or distribution or to people working for film festivals whose project are an immediate benefit to exhibition and distribution.

### For what purpose and how much?

Training support is intended for international training programmes, events and online courses for people working in exhibition and distribution operations in order to develop their skills.

#### **The amount of support**

Support may be granted to cover participation fees for the training programme, including reasonable travel and accommodation expenses, excluding daily allowances.

Support may be granted in full (100%) for necessary and justified reasons in order to reach stated objectives. Other funding and self-financing of the project are viewed as a benefit.

Training support is paid to the recipient's Finnish bank account in one instalment after expenses have been accounted for by receipts appended to the application. The applicant writes an informal report of the training for the Foundation.

Previous support decisions may be viewed from the Foundation's support decisions page online.

## APPLICATION: Training support

The application consists of an online application form and the obligatory appendices submitted into the system.

### Obligatory application appendices

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

Obligatory application appendices:

- the Film Foundation's cost clarification form
- free-form report about actual training (1–2 pages)\*
- certificate of participation in the training (if available)\*
- clarification of actual costs with receipts\*

\*Enclosed with the application at the final report stage

Application forms are available on the Foundation's website: <https://ses.fi/en/funding/guidelines-and-forms/>

**NOTE! The appendices to the application are submitted according to the type of the appendix.**

## How are the applications evaluated?

Training support is discretionary. Granting the support is based on the overall evaluation and comparison of the applications. The following guidelines are used to evaluate the applications:

Participating in training develops the expertise and professional skills of people involved in exhibition and/or distribution. In addition, the Foundation's available funds must be taken into account. Other funding and self-financing of the project are viewed as an advantage.

Participants in, for example, the EU's Creative Europe training programmes and events for marketing, distribution and exhibition professionals are eligible for the training support. Support may also be granted for other international training and online courses.

## Special conditions

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. If the applicant is involved in several grants with the Foundation, the recipient's projects may be viewed as a single whole. The Foundation may request further materials from the applicant in order to reach a decision.

The costs of a project that receives support must be booked to its own cost centre in the applicant's bookkeeping.

Support cannot be granted if the application is insufficient or the required information is not submitted into the online application system despite requests to do so.

## Information about decisions

The Finnish Film Foundation's Board decides on the training support based on the CEO's presentation.

The decision is made at the Foundation board meeting following receipt of the application and its appendices. It takes approximately 3–8 weeks to process applications. Applicants receive a written notification.

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).

## Further information

Distribution and Exhibition Specialist Ilmari Arnkil, [ilmari.arnkil@ses.fi](mailto:ilmari.arnkil@ses.fi), tel. +358 9 6220 3035



### 3. OVERSIGHT

The Film Foundation oversees and supervises how the support is used. The Film Foundation has the right to engage in 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 costs of a project that receives support must be booked to its own cost centre in the support recipient's bookkeeping. 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 and final report – 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 obliged to provide their accountant and auditor with this support guide, the grant announcement and the project's support application with all appendices. If the recipient neglects these duties, the Foundation has the right to deliver the documents to the applicant's accountant and auditor.

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

#### **Notice 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 production support advisor who suggested the support to the Foundation. The basis for the report is the support agreement between the recipient and the Foundation which can only be changed with written permission from the Foundation.

A written report of the changes must be emailed to the person who prepares the support decisions.

#### **Extension**

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

A written report on the extension of the use of the support is emailed to the Distribution and Exhibition Specialist Ilmari Arnkil, ilmari.arnkil@ses.fi.

### 4. FINAL REPORTS

The final report must be provided to the Film Foundation within **one (1) year** of receiving the support decision. The costs approved in the final report are the applicant's accounted and paid project costs in accordance with the project budget without VAT.

The final report must include:

1. A **written report** signed by the applicant concerning the execution of the project in relation to the plan.
2. An **itemised report** on the actual costs in relation to the budget presented in the application.

### **3. If the support granted to the project by the Foundation is**

- less than €20,000, the final report for the support must be verified and signed by an accountant
- at least €20,000, the final report for the support must be verified and signed by an authorised accountant. The auditor must also provide a written statement on the costs of the project and the use of the support funds. Instructions for preparing the statement can be found in the Foundation's accounting, project accounting and project inspection principles (Chapter 3, where applicable).

#### **Auditing procedure**

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

Information about the submitted final report is emailed to the Distribution and Exhibition Specialist Ilmari Arnkil, ilmari.arnkil@ses.fi.

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

The Film Foundation may request further information if it deems it necessary for 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 Film Foundation approves the project's final costs and funding based on the final report.

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

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

##### ***Repayment of discretionary government transfers***

*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 to by the parties and if the 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

## **5. HALTING PAYMENT 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 on the halting of 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 repayments.

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 repayment decision 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 repayment decision. 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.