

**PLEASE PRINT THIS CHECKLIST AND CHECK POINT AFTER POINT IF YOU REALLY HAVE UPLOADED ALL THE DOCUMENTS!**

**Checklist for uploading documents**

Please verify carefully if all required documents have been uploaded in pdf or jpg (not: jpeg) format.

only for production support:

- script in English or French
- production schedule (not shooting schedule)

for production and postproduction support:

- appropriate documents attesting to the producer's legal status of the production company (official registration, statutes)
- detailed budget of all production costs in local currency and in USD, EUR or CHF
- financial plan corresponding to the budget and showing the same total  
The financial plan has to show clearly which amounts are already secured. Those must come to a total of at least 30 % of the total of production costs.
- copies of documents regarding confirmed or requested support as mentioned in the financial plan  
Each document should clearly show which company or person invests how much and should correspond to the amount mentioned in the financial plan. The documents must prove that at least 30 % of all production costs are already secured.
- contract between producer and script writer concerning author's rights
- a short letter signed by the film director confirming his/her agreement with the application
- co-production agreements
- company profile

only for postproduction support:

- vimeo link with a subtitled rough cut with a duration of at least 2/3 of the final duration of the film  
The link must stay valid for at least 3 months after the deadline.
- detailed budget showing only the postproduction costs in local currency and in USD, EUR or CHF
- financial plan for postproduction costs, corresponding to the budget and showing the same total
- postproduction schedule

ALL documents have to be submitted in English or French.

If the documents are in Spanish, please upload the Spanish documents and add a short explanation in English or French to each document.

The script has to be in English or French.