

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. All documents that are listed under 1) - 3) are mandatory and have to be uploaded!

1) for production support:

- final version of the script (fictional film only)
- detailed treatment (documentary film)
- production schedule (not shooting schedule)
- and all documents that are mentioned under 3)

2) for postproduction support:

- vimeo link with an English 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
- timeline of the project, next steps incl. explanation why the film isn't finished yet
- current state of the rough cut and explanation if scenes are missing or have to be shot again
- explanation how the money received by VSE will be invested
- and all documents that are mentioned under 3)

3) 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 of production with proof that at least 30 % of production costs are secured.
The financial plan has to list each company or person and the amount invested by them. The financial plan must show the same total as the budget.
- copies of documents regarding confirmed or requested support as mentioned in the financial plan
Each document has to be signed and should clearly show which company or person invests how much and should correspond to the amount mentioned in the financial plan. The passage where the amount is stated has to be clearly highlighted in the document. The documents must prove that at least 30 % of all production costs are already secured.
- contract between producer and script writer(s) concerning author's rights
- a short letter signed by the film director confirming his/her agreement with the application
- co-production agreements (only if existent)
- company profile (biography + filmography of production company)
- formal concept/treatment
- links to mood video, video pitch/presentation, teaser, sample shots, etc.

4) optional:

- recommended if available: moodboard and/or other visual references
- recommended if available: links of previous works

ALL documents have to be submitted in English.