

16.5.2018

*An electronic application can only be filled in by a company registered in Finland.*

## Production incentive for the audiovisual industry - application instructions

### 1. For whom?

Production incentives for the audiovisual industry may be applied by Finnish and foreign production companies, production service companies or other chosen companies in the audiovisual industry that are responsible for a specific part of the production, and are entitled to immaterial property rights.

If the funding applicant is a foreign company not registered in Finland, the company must use a Finnish company as production coordinator.

In international co-productions, the Finnish co-producer may be the funding applicant and recipient.

### 2. What can the funding be used for?

Funding granted by Business Finland – the Finnish Funding Agency for Innovation (hereinafter Funding Agency) may be applied for any part of the production of an audiovisual work carried out in Finland. The production may be:

- a fictional feature film
- a documentary film
- serial fiction written for the screen
- an animation production

Funding is not intended for productions made for advertising or marketing purposes, music videos, shooting of entertainment or sports events, reality television series, soap operas or talk shows.

Funding can cover up to 25% of total eligible costs. The funding is paid in arrears, against the actual costs.

- For more information on eligible costs, the required attachments to the application, and the terms and conditions of funding see the Funding Agency website at:  
<https://www.businessfinland.fi/en/for-finnish-customers/services/funding/production-incentive-for-the-audiovisual-industry/cash-rebate/>

### 3. How to apply for funding?

Funding is applied by filling in the application in the online services on the Funding Agency website.

- [www.businessfinland.fi/en/online-services/](http://www.businessfinland.fi/en/online-services/)

Applications may be submitted at any time, and Funding Agency assesses the applications in the order of arrival. Production incentive for the audiovisual industry constitutes discretionary support. The application can only be submitted by a company that has a Finnish business ID.

If a foreign company applies for funding, the company must use a Finnish company as production coordinator, which fills in the application on behalf of the foreign applicant. The foreign applicant must sign a written service provision contract with the production coordinator, authorising the coordinator to submit the application.

The content of the funding application and the required attachments are described in Chapter 7 of these instructions.

### 4. What is a production coordinator?

If the funding applicant is a foreign company, it must use a Finnish company as a production coordinator.

Funding Agency pays the funding directly to the foreign funding applicant. The Finnish production coordinator hires the people, sources the services for the funding recipient, and pays the salaries and service providers' bills. The coordinator will charge the paid salaries and bills and his/her own fee from the funding provider. The beneficiary and the production coordinator agree on the terms of payment and payment schedules.

## 5. Monitoring of costs and reporting

The production coordinator or the Finnish co-production company receiving Funding Agency funding must use the Funding Agency's form "Cost specification of production" for the planning, monitoring and reporting of project costs. Funding Agency will provide more detailed reporting instructions in the application stage.

## 6. Instructions for filling in the application

The application is filled in in Funding Agency online services. Log into the service at: [www.businessfinland.fi/en/online-services/](http://www.businessfinland.fi/en/online-services/). After logging in, go to the application via the link "Make a new application".

PLEASE NOTE: When the production coordinator fills in the application, note that all the company-related information provided concern the company referred to under the chapter "For whom?" in these instructions (= the applicant and the funding beneficiary).

Before opening the actual application form, select the background information:

- The applicant's organisation type (for example, an SME or a large company)
- Funding service (Production incentive for the audiovisual industry)
- The Organisation's business ID
- Name of the project (this can be changed later)

## 7. Content of the application

### 1. BASIC INFORMATION FOR APPLICATION

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### BASIC INFORMATION FOR APPLICATION

**PERSONS**

The person who creates the application automatically becomes the administrator of application. The administrator of application has administrative rights over user rights. Add the names of the persons in charge and contact persons who will fill in or review the information in the application.

 **Hannele, Testi**  
★ Administrator of application

testi1@tekes.fi

Correct person information

**New Person**

By adding a person you will give them rights to fill in the application.

+ Add a person

**RESPONSIBLE AND CONTACT PERSONS**

<p><b>Contact person</b></p> <p>Hannele, Testi <input type="checkbox"/></p>	<p>The contact person will liaise with Tekes.</p>
<p><b>Responsible person</b></p> <p>Hannele, Testi <input type="checkbox"/></p>	<p>The person in charge is an employee of the applicant organisation authorised to make decisions in relation to the project and is responsible for its implementation.</p>
<p><b>Cost statement contact person</b></p> <p><input type="checkbox"/></p>	<p>The contact person for the cost statement is an accountant from the organisation's own financial department or an accountancy firm.</p>

**REFERENCE DATA**

If the reference data requested in call for applications is not found in the drop down menu, enter it here

2. CURRENT SITUATION OF THE COMPANY

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**THE COMPANY'S CURRENT STATUS**

The company's ownership, structure, resources and the contribution of key personnel to the company

List your company's owners and holdings, as well as the possible roles of private owners in the company's operational activities. Describe any corporate structures, e.g. the group or holding company structure. Give a brief description of the company's core team and the backgrounds of the team members. Also give a brief description of the other human resources used by the enterprise.

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**DE MINIMIS AID**

Has your company or a company in the same group received de minimis aid during the current fiscal year or the previous two fiscal years?

Yes
  No

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**The company's ownership, structure, resources and the contribution of key personnel to the company**

- In the application, you are requested to provide some general background information about the company. The company's core team refers to those persons in the applicant company who are involved in the project.

**De minimis aid**

- Answer 'no' to this question.

### 3. PROJECT IMPLEMENTATION

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**BASIC INFORMATION FOR APPLICATION** ✓

**THE COMPANY'S CURRENT STATUS** ✓

**PROJECT IMPLEMENTATION**

**BUDGET AND FUNDING**

**SUMMARY AND SENDING**

#### PROJECT IMPLEMENTATION

##### BASIC DETAILS

**Name of project**

**Preliminary schedule**

 -  ?

**Municipality where the project is primarily carried out**

 ▼

**The applicant's own project identifier**

#### PROJECT IMPLEMENTATION

**The portion of an audiovisual production completed in Finland**

Please provide an estimate of the portion of the production completed in Finland, and its schedule and key cost items in Finland. Please attach (on the Summary and sending tab) a cost specification in a specific form for the portion of the production completed in Finland. How does the production meet the criteria specified by Tekes for a cultural product? Compensation may be granted against an interim cost statement. Please provide an estimate of the timing of the cost statement and the sums involved.

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#### Basic information: name of the project, schedule

- The schedule of the production in Finland referred to in the application for an incentive. If the production in Finland consists of more than one period, they are specified under the question about project implementation.

#### Main municipality of implementation

- Select the Finnish co-production or production coordinator company's domicile specified by the Finnish Patent and Registration Office (PRH) as the main municipality of implementation for the production.

#### Project implementation: The proportion of an audiovisual production completed in Finland

- Designate the type of production: a feature film, documentary, animation production, serial fiction written for the screen
- Describe briefly what kind of work the costs in Finland are related to.
- In which locations will the production be implemented?
- Describe the effects of the incentive in comparison to a situation in which the production would be implemented without the incentive.
- Funding can be paid in instalments on the basis of the actual costs. Estimate the dates and sums of your interim cost statements. Funding Agency's funding can cover up to 25% of the project's eligible total costs.

#### 4. BUDGET AND FUNDING

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**BASIC INFORMATION FOR APPLICATION** ✓

**THE COMPANY'S CURRENT STATUS** ✓

**PROJECT IMPLEMENTATION**

**BUDGET AND FUNDING**

**SUMMARY AND SENDING**

### BUDGET AND FUNDING

#### ESTIMATED COST OF PROJECT

Wages and salaries €	<input type="text"/>
Staff overhead costs €	<input type="text"/>
Purchased services €	<input type="text"/>
Other costs €	<input type="text"/>
<i>Total €</i>	0

#### PROJECT FUNDING

Funding applied for from Tekes €

**Other funding**  
Companies should indicate their own funding and any other funding sources here.

Name of funding body	Funding type	Sum	%	Funding status	Activities
Total		0	-		

[+ Add sources of funding](#)

#### SUMMARY OF FUNDING PLAN

Total project costs and funding	
Total project costs	0 €
Funding applied for from Tekes	0 €
Other funding in total	0 €
The difference between project costs and funding	0 €

#### Estimated cost of the project

Funding Agency requires that all funding applicants use the same cost estimate specification for productions in Finland. Funding Agency's "Cost-breakdown, Finnish part", to be attached to the application, is used for the purpose.

##### Salaries

- Salaries paid to employees paying taxes to Finland for work done in Finland. Eligible costs include the salaries subject to withholding of persons that participated in the production.

##### Indirect personnel costs

- Indirect personnel costs include e.g. social security and other labour costs such as standard personnel training and fringe benefits. A maximum of 50% of the wages paid, which have been approved for the project, will be accepted as indirect personnel costs.

##### Purchases

- Services purchased from companies with tax liability in Finland. Eligible costs may include any costs incurred in Finland from the purchase of goods and services, transport and accommodation costs, and the costs of equipment and premises leased for production purposes.

##### Other costs (Flat Rate)

- Other expenses are only accepted for up to 20% of the total amount of salaries and purchased services. Other expenses include e.g. travel expenses and overheads and the producer's fee. Travel expenses include e.g. tickets, fuel costs and daily allowances.

- These other costs are not reported to Funding Agency, nor do they need to be included in the beneficiary's project accounting.

For more information on eligible costs see: [Production incentive for the audiovisual industry - funding terms and conditions \(PDF\)](#).

### Project funding

#### Funding applied from Funding Agency

- Funding applied from Funding Agency may account for a maximum of 25% of the production carried out in Finland.

#### Other funding

- List the other providers of funding for the project

## 5. SUMMARY AND SENDING THE APPLICATION

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**BASIC INFORMATION FOR APPLICATION** ✓

**THE COMPANY'S CURRENT STATUS** ✓

**PROJECT IMPLEMENTATION**

**BUDGET AND FUNDING**

**SUMMARY AND SENDING**

### SUMMARY AND SENDING OF THE APPLICATION

#### SUMMARY

You can download a copy of your application if you wish to do so.

[Preview application PDF](#)

#### FREE-FORM COVER NOTE

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#### ADDITIONAL DOCUMENTS

Check which attachments are essential to the processing of the application. Instructions are provided on the 'Production incentive for the audiovisual industry' tab.

**Additional documents**

Paste or drag-and-drop additional documents here.

(at most 10 attachments, max size of file 10 MB, max length of filename is 100 characters)

+ Add file

#### SENDING OF APPLICATION

You can send the application when you see a green icon next to each item on the menu. If you want to supplement the information in the application with other attachments, after our receipt of your application you can send them via the Online Service.

Status: the application is incomplete

Go to sending an application

### Free-form cover note

- Write here a synopsis or description of the content of the work.

**Append to the application all the attachments in accordance with the checklist for funding documentation.**