

How to confirm the sources of financing of your series project

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This table shows the documents you need to provide to confirm different types of project financing.

- If documents are in a language other than English or French, please provide a translation of main points.
- **For deal memos and contracts only**, please complete in either English or French the summary forms available on our website in the '[Resources](#)' section (Forms and documents).
Please do not use these summary forms for letters of intent/commitment/interest.
- For the purposes of confirming financing, a **letter of intent/commitment** must include a firm undertaking to advance, grant or invest a specific monetary amount. This differs from a **letter of interest**, where no such commitment is made.
 - In case of an investment value indicated with a range, the lowest amount will be considered.
- Letters of intent/commitment should specify the duration of the commitment and should be valid for at least 6 months after the date of the deadline for submission.

Source of Financing	Documents required
Public funds (supranational, national, regional, local)	Agreement, deal memo or a recent letter of intent/commitment with amounts. Official resolutions listing the project title and support amount can also be accepted for certain funds but may be subject to reconfirmation by the national authorities.
Audiovisual media services investments (both presales and co- production)	Agreement, deal memo or a recent letter of intent with amounts. It is recommended that the letters clearly indicate the share of the rights to the finished work and the duration of the exploitation rights.

Source of Financing	Documents required
Minima Guarantees (MG) for distribution (both national or international sales)	Agreement, deal memo or a recent letter of intent with amounts. If the company acting as distributor or sales agent is the same company as one of the co-producers or a company affiliated to one of the co-producers, a recent bank letter covering the amount of the MG to be invested in the film must be provided.
Producers' deferrals and third party deferrals	Letter of intent with amounts clearly indicating the budgetary item(s) to be deferred and signed by the authorized person (i.e., the relevant producer when deferring the producer's fee or the person whose fees are being deferred).
Own investment (including own investment by national producer)	Recent bank letter or a bank statement detailing the liquidity available on the company's bank account. Online banking extracts will be accepted provided the name of the account owner is clearly visible.

Source of Financing	Documents required
Tax credit, tax shelter, cash rebate, production incentive	Austria: Letter of intent with amounts from the Austrian Film Institute (ÖFI). Belgium: Agreement, deal memo or letter of intent with amounts from the company providing the tax shelter <u>and</u> the “European certificate” for the work issued by the competent national authorities. Bulgaria: Letter of intent with amounts from the Bulgarian National Film Center. Canada: An opinion from a chartered accountant independent of the producers confirming the eligibility of the project for the tax credit(s) in question and including an estimation of the value of the tax credits. Croatia: Letter of intent with amounts from HAVC. Cyprus: Letter of intent with amounts from Cyprus Film Commission. Czech Republic: "Project Record Certificate" from the Czech Film Fund or letter from the Fund confirming that the project is eligible for the cash rebate with amount. Estonia: Letter of confirmation from the Estonian Film Institute, stating the foreseen amount of the cash rebate. Finland: Letter of intent with amounts from Business Finland or the regional film commission. France: Please note that the French tax credit available to French producers cannot be confirmed. The foreign producer tax credit (TRIP – Tax Rebate for International Productions) to the French production services company can however be confirmed by an opinion letter from an independent chartered accountant stating the amount. Georgia: Letter of intent with amounts from Georgian National Film Center.

Source of Financing	Documents required
Tax credit, tax shelter, cash rebate, production incentive	Germany: Letter of intent with amounts from the DFFF. Greece: an opinion from a chartered accountant independent of the producers confirming the eligibility of the project for the cash rebate and including an estimation of the value of the cash rebate. Hungary: Proof that the production company and production are officially registered with the National Film Office <u>or</u>, if appropriate, confirmation from the Hungarian National Film Institute, <u>or</u> if available the decision of the National Film Office establishing the eligibility of support. Iceland: Letter of intent with amount from the Icelandic Film Centre. Ireland: Letter of opinion from a chartered accountant independent of the producers stating the amount of the tax credit. Italy: Copy of the electronic application form submitted to the Ministry of Culture including the page stating the amount of the tax credit. Latvia: Letter of intent with amount from the relevant fund. Lithuania: Certificate of Qualification with amounts from Lithuanian Film Centre. Netherlands: Letter of intent with amount from the Netherlands Film Fund. Norway: Letter of intent with amount from the Norwegian Film Institute. Poland: Letter of intent with amount from the Polish Film Institute (PISF), or an Agreement for financial support with PISF. Portugal: Letter of intent with amount from ICA. Romania: For tax credit - agreement, deal memo or letter of intent with amounts with the company investing in the film <u>and</u> confirmation from the competent national authority. For cash rebate – letter of intent with amounts from the competent national authority. Serbia: Certificate confirming the eligibility of costs issued by Film Centre Serbia or agreement on awarding incentive funds with Ministry of Culture. Slovakia: Letter of intent with amount from Slovak Audiovisual Fund. Slovenia: Letter of intent with amount from Slovenian Film Centre.

Source of Financing	Documents required
Tax credit, tax shelter, cash rebate, production incentive	Spain: Letter of opinion from a chartered accountant independent of the production stating the amount and that the project is eligible. Switzerland: Letter of intent with amount from the Federal Office of Culture - Film Investment Refund Switzerland (PICS). UK: Confirmation that the project will have British qualifying status, usually in the form of provisional recognition of the co-production issued by the BFI, plus a calculation of the expected amount of the credit. Other countries: Please contact the Secretariat before submitting your project.
Equity investments, product placement, sponsorships	Agreement, deal memo or a signed letter of intent with amounts <u>and</u> a recent bank letter (i.e. a letter from the bank or a bank statement detailing the liquidity available) pertaining to the company providing such financing.
In-kind contribution	(i) A list of goods/services that will be provided in-kind; (ii) Evidence of possession of the material or of the services provided through a price list, catalogue, website list, invoices for the materials/equipment bought etc; (iii) A clear indication of the corresponding item(s) in the production budgets provided.

Please note the following when filling out the financing plan:

- Where the producer is also the distributor or sales agent for the series, or where the distributor or sales agent is a company affiliated to the production company, an MG for distribution or international sales can only be confirmed using a bank letter or statement.
- Please note that any letter of intent, with or without amounts, must be valid for at least six months after the date of the deadline for submission. **It is the responsibility of applying producers to obtain updated letters where necessary.**
- Deferrals of producer's fees and overheads should be confirmed by a signed and dated declaration from the co-producer(s) concerned. **Please note, however, that total deferrals of fees and overheads plus in-kind contributions to the project can only be considered as confirmed to a maximum level of 15% of the total production budget even though a higher amount can be shown on the financing plan.**

The Secretariat reserves the right to request any further evidence of financing it considers necessary to assess the project. If you have questions on how to confirm any type of financing, please contact us.