

## How to confirm the sources of financing of your project

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

- If documents are in a language other than English or French, please provide a brief translation of the main points. For deal memos and contracts, please complete in either English or French the summary forms available on our website in the [‘Downloads’](#) section.
- For the purposes of confirming financing, a **letter of intent** 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.
- Letters of intent must be dated no more than 6 months prior to the Board Meeting which will examine the project, unless the letter specifies validity beyond the six-month period.

Source of Financing	Documents required
Public funds (supranational, national, regional, local)	Agreement, deal memo or a recent letter of intent with amounts.
TV investments (both presales and co-production)	Agreement, deal memo or a recent letter of intent with amounts*.  *For ARTE (Grand Accord only), a letter of intent conditional on approval by the Programme Conference, will be taken into account only if an additional confirmation from the broadcasters concerned is provided.
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).
Own investment (including own investment by national producer)	Recent bank letter detailing the liquidity available on the account.

<p>Tax credit, tax shelter, cash rebate</p>	<p>BE: Agreement, deal memo or letter of intent with amounts (dated max within 6 months prior to the Board Meeting) with the company investing in the film <u>and</u> the “European certificate” issued by the competent national authorities.</p> <p>CA: 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.</p> <p>CZ: "Project Record Certificate" from the State Cinematography Fund or letter from the State Fund confirming that the project is eligible for the cash rebate.</p> <p>EE: Letter of confirmation from the Estonian Film Institute, state the foreseen amount of the cash rebate.</p> <p>ES: Letter of intent with amounts and proof of registration as a company of the AIE investor.</p> <p>IE: Letter of opinion from a chartered accountant independent of the producers stating the amount of the tax credit.</p> <p>IS: Letter from the Icelandic Film Centre/Ministry of Industries and Innovation confirming that the project has been approved or confirmation from the national representative.</p> <p>IT: Copy of the application form submitted to and stamped by the MIBACT including the page stating the amount of the tax credit.</p> <p>HR: confirmation from the Eurimages national representative.</p> <p>HU: (i) Agreement, deal memo or letter of intent with amounts with the company investing in the film <u>or</u> a declaration by the producer concerned that the amount of the tax shelter will be covered by the Hungarian National Film Fund <u>and</u> (ii) confirmation that the production company is officially registered with the National Film Office or has requested registration at least 30 days prior to the submission of the application to Eurimages <u>and</u> (iii) confirmation from the National Film Office.</p> <p>LT: Letter of confirmation from the Lithuanian Film Centre confirming that the project is eligible for the tax incentive.</p> <p>LU: confirmation from the Eurimages national representative.</p> <p>RO: 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.</p> <p>SK: letter of confirmation from the Audiovisual Fund that the project has been approved for a cash rebate.</p> <p>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.</p> <p>Other countries: please contact the Eurimages’ Secretariat before submitting your project.</p>
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Equity investments, product placement, sponsorships	Agreement, deal memo or a signed letter of intent with amounts <u>and</u> a recent bank letter detailing the liquidity available to the company involved.
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 availability 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 on-line financing plan:**

- MGs for international sales shown on the financing plan must be shared among co-producers in the same proportions as the co-production percentages.
- Where the producer is also the distributor or sales agent for the film, 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 statement.
- Please note that any letter of intent, with or without amounts, must be dated within six months of the Board of Management meeting.
- 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.**
- Please note also that the amount of Eurimages support allocated to each co-producer must, in principle, be in line with the co-production percentages, except where non-proportional allocation has been decided. In this case the rules laid down in **Article 4.3.2** of the Eurimages regulations must be observed.

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