



Instruction Sheet for Subsidy Applications

Formal Requirements

As indicated in the General Section of the Subsidy Guidelines, Item 4., an application will be considered officially received if submitted within the prescribed deadlines and in full. **Applications that are not complete will not be passed on to members of the jury** and therefore cannot be dealt with at the jury's next meeting.

For enclosures and other documents that are not originals, the FILM FUND shall have the right to examine them or demand a notarized or non-notarized copy. Originals will be returned to the applicant immediately after being examined by the FILM FUND.

As indicated in Item 4. of the General Section of the Subsidy Guidelines, **the applicant is responsible for the correctness and completeness of the information in the application** and not the Film Fund employees who perform the preliminary examination. In other words, discovering errors in the documents that are submitted might not be possible before they are passed on to members of the jury and could result in the project's rejection. We ask that applicants keep this in mind.

An indispensable part of a subsidy application is a **complete table of contents** (see application form) which also provides the submission with structure. It is in our opinion not the task of Film Fund employees to create tables of contents for your applications and reorder documents.

Please note the following:

- **SCREENPLAYS** (**dated** and with an indication of the **version**) must be submitted separately from the application documents (thermal bindings, reusable screw posts or other, comparable types of binding are recommended). **Screenplays sent by e-mail will not be accepted.** We hope you understand that they will be printed, read or passed on in exceptional cases only and after previous arrangement.
- Ring binders are recommended for the **OTHER APPLICATION MATERIALS**, and no folders for loose sheets or spiral bindings will be accepted. Loose sheets will be returned. The Film Fund's employees assume no responsibility for materials submitted in this form, and confirming their completeness is not possible.
- Marked dividing sheets must be used for **SEPARATING THE DOCUMENTS** (in accordance with the table of contents). All materials must be dated so that their status and the chronology are obvious later.
- Please put the **APPLICATION FORM** (six copies) at the beginning.
- **PRODUCER'S AND DIRECTOR'S STATEMENTS** must be signed.
- Single copies of **COMMERCIAL DOCUMENTS** (balance sheet/annual statement of accounts, commercial register, business license) must be submitted **separately from the other application materials** (they will not be passed on to the jury).

HANDOUTS will be accepted on the day the jury meets at the latest in exceptional cases and after previous arrangement (with Andrea Christa: christa@filmfonds-wien.at) only.

PRESENTATIONS BY THE APPLICANT (PITCHES) normally take place at the jury's invitation. If such a presentation is desired by the applicant, this must be indicated when the application is submitted.

The three-liner requested in the application form under **BRIEF SYNOPSIS** should be suitable as a basis for the press release made after the jury meets and for describing the project on our Website.