



## APPENDIX 2: REQUIRED DOCUMENTATION

### Eligibility form

To streamline your application and to make sure all required information is included, the HBF requests a completed eligibility form. The link to this eligibility form and the corresponding instructions can be found in the application form in your personal [IFFR account](#).

### Full project dossier

In addition to the application form and the eligibility form, HBF requests a full project dossier to be written in English, which consists of the following documentation:

#### *Project information:*

- Synopsis
- Final script
- Director's statement
- Applicant statement

#### *Background filmmaker and producer(s):*

- Biography and filmography of filmmaker
- Biography and filmography of all producers attached
- Previous work of filmmaker (e.g. (debut) feature film or short films). A maximum of two earlier works can be submitted per application, preferably digitally (e.g. Vimeo or YouTube)

#### *Co-production structure:*

- A duly signed co-production agreement, containing detailed provisions on the following aspects of the co-production:
  - o A clear indication of the participation of each co-producer in the financing of the project;
  - o Joint ownership of all the rights;
  - o Sharing of the revenues between the co-producers (exclusive and/or shared territories);
  - o Definition of the total budget, spending requirements and the strategy in the event of over-budget;
  - o Reference to the treaties applicable.

Should a signed co-production agreement not yet be available, a signed deal memo may exceptionally be accepted in the application process, provided it contains detailed provisions on the aspects mentioned above. Please note that upon selection, a duly signed co-production agreement is required for the conclusion of the contract.

#### *Financial documentation (in EUR):*

- Detailed total budget
- Detailed financing plan
- A written financing strategy (including notification of pending applications with similar international co-production schemes funded by Creative Europe)
- Letters of confirmation of secured financing
- Expenditure plan of HBF+Europe grant, including motivation

#### *Production and distribution documentation:*

- Environmental sustainability strategy
- Production schedule
- Release and distribution strategy
- If applicable: contracts or letters of intent of potential distribution partners, including sales

Please note that the maximum size for uploading a project dossier through your personal account is 4,8 MB. If your file is larger, please inform us by email.