



APPENDIX 2: REQUIRED DOCUMENTATION

Eligibility form

To streamline the applications and to make sure all required information is included, the HBF requests a completed eligibility form. The link to this 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, the HBF requests a full project dossier to be written in English, which consists of the following documents:

Project information

- Synopsis
- Rough cut*
- Director's statement
- Applicant statement

** It is compulsory to attach a rough cut within the application deadline on 1 March. Please include in the project dossier a document with clear explanation of the expected changes during the post-production process.*

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

- Environmental sustainability strategy
- 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 (to be submitted in English) 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 post-production 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



Post-production schedule and distribution documentation:

- Production and post-production schedule
- Release and distribution strategy
- 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.