



# HBF+Europe: Post-production Support

## APPENDIX 2: REQUIRED DOCUMENTATION

### Eligibility form

To simplify the application process and ensure all necessary details are provided, the HBF requires you to submit a completed eligibility form. You can find the link to this form, along with its instructions, in the application form section of your personal [IFFR account](#).

### Full project dossier

In addition to the application form and the eligibility form, the HBF requests a full project dossier in English, consisting of the following documents:

#### *1. Project information*

- Synopsis
- Rough cut
- Explanation of the expected changes during the post-production process
- Filmmaker's statement
- Applicant's statement

#### *2. Background filmmaker and producer(s)*

- Biography and filmography of filmmaker
- Biography and filmography of all producers attached
- Previous work of the filmmaker. A maximum of two earlier works with English subtitles can be submitted per application, preferably digitally (e.g. Vimeo or YouTube, available without an account and until the end of the selection process).

#### *3. Co-production structure*

A duly signed co-production agreement, containing detailed provisions on the following aspects of the co-production:

- A clear indication of the participation of each co-producer in the financing of the project;
- Joint ownership of all the rights;
- Sharing of the revenues between the co-producers (exclusive and/or shared territories);
- Definition of the total budget, spending requirements and the strategy in the event of over-budget;
- Reference to the treaties applicable.

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



#### *4. Financial documentation (in euros)*

- 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, including deferrals
- Expenditure plan of HBF+Europe grant, including motivation

#### *5. Post-production schedule and distribution documentation*

Refer to [Appendix 1 – Eligibility Criteria and Regulations](#) for clarification:

- Production and post-production schedule
- Audience awareness strategy:
  - Identify the key audience groups, including primary and secondary segments.
  - Clarify how elements such as themes, characters, tone and visual style resonate with the key audience groups.
  - Outline positioning strategies/messages through tailored communication and marketing approaches for each of the targeted segments.
- Release and distribution strategy:
  - Include the festivals you aim for and why, in a realistic scenario.
  - Discuss the potential market for this film, given the genre and story type.
  - Include contracts or letters of intent of sales and distribution partners (if applicable).

#### *6. Environmental strategy*

Please note that the environmental sustainability strategy as a stand-alone document is no longer required. Applications will be assessed on the sustainability strategy elements incorporated throughout the entire application dossier. Please refer to [Appendix 1 – Eligibility Criteria and Regulations](#) for further information.

The maximum size for uploading a project dossier through your personal IFFR account is 4,8 MB. If your file is larger, please inform us by email at [hbf@iffrr.com](mailto:hbf@iffrr.com).