

CO-PRODUCTION STATUS APPLICATION FORM

UNDER THE EUROPEAN CONVENTION ON CINEMATOGRAPHIC CO-PRODUCTION

Guidance Notes

Co-production agreement means the European (Council of Europe) Convention on Cinematographic Co-Production in force in Ireland for the purposes of an application for co-production status using this form.

For provisional co-production status, applications from the Irish co-producer should normally reach Bord Scannán na h'Éireann/Irish Film Board two months to six weeks before the start of principal photography or key animation.

For final co-production status, applications from the Irish co-producer should be submitted as soon as possible following completion of the film and within three months of completion.

Information given in your application will be disclosed to the competent authority of the other country(ies) party to your co-production application.

PLEASE TYPE OR WRITE YOUR ANSWERS CLEARLY USING BLACK INK

Section 1. Summary of the Project

FILM TITLE / WORKING TITLE	
FILM TITLE IN OTHER COUNTRY(IES)	
IS THIS APPLICATION SUBMITTED FOR PROVISIONAL CO-PRODUCTION STATUS OR, AFTER COMPLETION OF THE FILM, FOR FINAL STATUS?	
TOTAL PLAYING TIME OF THE FILM	
DATE FOR COMMENCEMENT OF PRINCIPAL PHOTOGRAPHY (OR KEY ANIMATION)	
DATE OF COMPLETION OF FILM READY FOR DELIVERY TO DISTRIBUTORS	
LANGUAGE(S) IN WHICH A DIRECT SOUND-RECORDING OF THE FILM IS MADE	

Section 2. Details if film includes material from any other film

Normally, at least 90% of the parts of a film included in a co-production must be especially shot for it. We need details if any photographs/footage included in the film are not especially shot for it i.e. are derived from any other film:

ARE ANY OF THE PARTS IN THE FILM FROM ANY OTHER FILM? <i>Please tick one box</i>		
	YES: Please give details below:	

A) NAME OF FILMMAKER OF SUCH PARTS	THE PLAYING TIME OF SUCH PARTS	
	mins	secs
	mins	secs
	mins	secs
	mins	secs
B) TOTAL PLAYING TIME OF ALL SUCH PARTS	mins	secs
PERCENTAGE OF TOTAL PLAYING TIME OF THE FILMAS ABOVE (C) THAT CONSISTS OF SUCH PARTS AS ABOVE (B)		%

Section 3. Details of the Irish co-producer(s)

NAME OF THE IRISH CO-PRODUCER		
ADDRESS OF THE PRINCIPAL PLACE OF BUSINESS OF THE IRISH CO-PRODUCER		
IS THE IRISH CO-PRODUCER'S CONTRIBUTION TO THE FILM:	BOTH FINANCIAL AND CREATIVE?	
	FILM FINANCIAL ONLY?	
IS THE MAKER OF THE FILM A COMPANY?	NO	
	YES: Please give details below	

NAME OF THE COUNTRY UNDER THE LAWS OF WHICH THE COMPANY IS INCORPORATED THROUGHOUT THE TIME THE FILM IS BEING MADE	
ADDRESS OF THE COMPANY'S REGISTERED OFFICE THROUGHOUT THE TIME THE FILM IS BEING MADE	

NAME(S) OF THE DIRECTOR(S) OF THE COMPANY AND THEIR NATIONALITY THROUGHOUT THE TIME THE FILM IS MADE

NAME	NATIONALITY

Section 4. Details of the co-producer(s)

N.B. If there is more than one co-producer from the co-producing country, these details should also be completed for the other co-producer on a separate sheet

COUNTRY OF SECOND CO-PRODUCER	
NAME OF THE SECOND CO-PRODUCER	
ADDRESS OF THEIR PRINCIPAL PLACE OF BUSINESS	
NAME OF THE COUNTRY UNDER THE LAWS OF WHICH THE COMPANY IS INCORPORATED THROUGHOUT THE TIME THE FILM IS BEING MADE	
ADDRESS OF THE COMPANY'S REGISTERED OFFICE THROUGHOUT THE TIME THE FILM IS BEING MADE	

NAME(S) OF THE DIRECTOR(S) AND SECRETARY OF THE COMPANY, AND THEIR NATIONALITY(IES) THROUGHOUT THE TIME THE FILM IS MADE

NAME	POSITION	NATIONALITY

IS THE SECOND CO-PRODUCER'S CONTRIBUTION TO THE FILM:	BOTH FINANCIAL AND CREATIVE?	
	FILM FINANCIAL ONLY?	

Section 5. For multiparty projects - other co-producer(s)

N.B. If there are more than three official co-producing countries, these details should also be completed for further co-producers on separate sheets

IS THERE A CO-PRODUCER FROM A THIRD COUNTRY?	NO: Please go to Section 6	
	YES: Please give details below	

COUNTRY OF THIRD CO-PRODUCER	
NAME OF THE THIRD CO-PRODUCER	
ADDRESS OF THEIR PRINCIPAL PLACE OF BUSINESS	
NAME OF THE COUNTRY UNDER THE LAWS OF WHICH THE COMPANY IS INCORPORATED THROUGHOUT THE TIME THE FILM IS BEING MADE	
ADDRESS OF THE COMPANY'S REGISTERED OFFICE THROUGHOUT THE TIME THE FILM IS BEING MADE	

NAME(S) OF THE DIRECTOR(S) AND SECRETARY OF THE COMPANY, AND THEIR NATIONALITY(IES) THROUGHOUT THE TIME THE FILM IS MADE

NAME	POSITION	NATIONALITY

IS THE THIRD CO-PRODUCER'S CONTRIBUTION TO THE FILM:	BOTH FINANCIAL AND CREATIVE?	
	FILM FINANCIAL ONLY?	

Section 6. Co-producer's contributions to cost of production (finance plan)

Agreements between companies providing the finance and the co-producer(s) should generally reflect the apportionment given below.

APPLYING FOR PROVISIONAL STATUS Before commencement of principal photography, we will make a provisional assessment of how much each co-producer pays towards the costs of production by reviewing the amount of finance raised by each co-producer. In the table below provide a breakdown of the whole amount of finance brought by each co-producer to the cost of production. In cases where co-producers share common sources of finance, such as a contribution paid into a single production account, such monies should still be shown as channelled through at least one of the co-producers.		APPLYING FOR FINAL CO-PRODUCTION STATUS After completion of the film, we will need to know how much each co-producer has actually paid towards the costs of production. Please show in the final column how much was the producer's financial contribution. These figures will need to be audited for final status.	
COMPLETE FOR PROVISIONAL CO-PRODUCTION STATUS		COMPLETE FOR FINAL CO-PRODUCTION STATUS	
TOTAL BUDGET OF THE FILM	EU€	TOTAL BUDGET OF THE FILM	EU€

NAME OF CO-PRODUCER	
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PLEASE SET OUT FINANCING REPRESENTING CO-PRODUCERS CONTRIBUTION TO PRODUCTION COSTS COMPLETE FOR PROVISIONAL STATUS		COMPLETE FOR FINAL CO-PRODUCTION STATUS Please provide only a final figure for the actual amount paid /payable to total production costs through this co-producer. This should be the same figure as given in the audited production costs
NAME(S) OF SOURCE(S) OF FINANCES	AMOUNT OF FINANCE RAISED	
% OF BUDGET	EU€	EU€

NAME OF CO-PRODUCER

PLEASE SET OUT FINANCING REPRESENTING CO-PRODUCERS CONTRIBUTION TO PRODUCTION COSTS COMPLETE FOR PROVISIONAL STATUS

COMPLETE FOR FINAL CO-PRODUCTION STATUS

NAME(S) OF SOURCE(S) OF FINANCES

AMOUNT OF FINANCE RAISED

Please provide only a final figure for the actual amount paid /payable to total production costs through this co-producer. This should be the same figure as given in the audited production costs

% OF BUDGET

EU€

EU€

NAME OF CO-PRODUCER

PLEASE SET OUT FINANCING REPRESENTING CO-PRODUCERS CONTRIBUTION TO PRODUCTION COSTS COMPLETE FOR PROVISIONAL STATUS

COMPLETE FOR FINAL CO-PRODUCTION STATUS

NAME(S) OF SOURCE(S) OF FINANCES

AMOUNT OF FINANCE RAISED

Please provide only a final figure for the actual amount paid /payable to total production costs through this co-producer. This should be the same figure as given in the audited production costs

% OF BUDGET

EU€

EU€

NAME OF CO-PRODUCER

PLEASE SET OUT FINANCING REPRESENTING CO-PRODUCERS CONTRIBUTION TO PRODUCTION COSTS COMPLETE FOR PROVISIONAL STATUS

COMPLETE FOR FINAL CO-PRODUCTION STATUS

NAME(S) OF SOURCE(S) OF FINANCES

AMOUNT OF FINANCE RAISED

Please provide only a final figure for the actual amount paid /payable to total production costs through this co-producer. This should be the same figure as given in the audited production costs

% OF BUDGET

EU€

EU€

If there is not enough space, please use a separate sheet

Section 7. Budget expenditure

What to submit for budget expenditure

The full budget topsheet should be presented in the manner illustrated below – the detailed budget for each co-producer's creative contribution should also be submitted. For the layout, the short extract printed below may serve as a guide. This is only a small portion of what should be submitted but it shows how to set out the split of expenditure.

Background to creative contribution – How to split the budget

When you submit the application, budgets should always be split to show separately:

- **Non co-producing countries**

Expenditure in making the film outside any of the co-producing countries and on non-qualifying personnel: i.e. spend on the personnel of any non co-producing countries and spend in any non co-producing country (such as in countries used for location filming).

- **The expenditure representing in turn each co-producing country's creative contribution**

i.e. on its elements and on labour costs of its national's residents (whether they are working in the co-producing country itself or not); for example, in an Irish/UK co-production, a UK DOP working in Ireland is deemed to be Irish expenditure for the purposes of Section 481, but UK co-producers creative contribution for the purposes of this co-production application.

For Example (please note this is only a portion):

ABOVE THE LINE	TOTAL BUDGET	IRISH CO-PRODUCER'S CREATIVE CONTRIBUTION	2nd CO-PRODUCER'S CREATIVE CONTRIBUTION	3rd CO-PRODUCER'S CREATIVE CONTRIBUTION	NON CO-PRODUCTION COUNTRY SPEND
1. STORY RIGHTS					
2. WRITING					
3. DEVELOPMENT COSTS					
4. PRODUCER					
5. DIRECTOR					
6. PRINCIPAL CAST					
SUB-TOTALS	EU€	EU€	EU€	EU€	EU€

Section 8. Shooting & facilities

Where exact addresses cannot be given, it will be sufficient to indicate in which country work is to be located.

LOCATION SHOOTING		
LOCATION (Name of country)	DAYS	EXPENDITURE
		EU€
		EU€
		EU€

LABORATORIES OR EQUIVALENT POST-PRODUCTION FACILITIES TO BE USED

(addresses and estimated expenditure at each)

NAME/ADDRESS	COUNTRY	EXPENDITURE
		EU€
		EU€
		EU€

STUDIO TO BE USED (addresses and estimated expenditure at each)

NAME/ADDRESS	COUNTRY	EXPENDITURE
		EU€
		EU€
		EU€

EDITING FACILITIES TO BE USED (addresses and estimated expenditure at each)

NAME/ADDRESS	COUNTRY	EXPENDITURE
		EU€
		EU€
		EU€

OTHER POST-PRODUCTION FACILITIES TO BE USED (addresses and estimated expenditure at each)

NAME/ADDRESS	COUNTRY	EXPENDITURE
		EU€
		EU€
		EU€

SOUND RECORDING STUDIO TO BE USED (addresses and estimated expenditure at each)

NAME/ADDRESS	COUNTRY	EXPENDITURE
		EU€
		EU€
		EU€

PREMISES WHERE DUBBING IS TO BE CARRIED OUT (addresses and estimated expenditure at each)

NAME/ADDRESS	COUNTRY	EXPENDITURE
		EU€
		EU€
		EU€

IF THE FILM INVOLVES UNDERTAKING LOCATION WORK OR ANIMATION WORK IN A COUNTRY OUTSIDE THE CO-PRODUCING COUNTRIES, PLEASE SET OUT IN THE BOX BELOW REASONS WHY IT IS NECESSARY TO UNDERTAKE WORK OUTSIDE THE CO-PRODUCING COUNTRIES
(this may include script or financing reasons)

Section 9. Personnel involved in making the film

Where names cannot be given for the key roles as requested, Bord Scannán na hÉireann/the Irish Film Board will be prepared, initially, to accept the number of persons involved and their nationalities. However, it is essential that at least reasonably accurate estimates of the number and nationalities of the persons listed below be provided in order for an assessment for provisional co-production status to be made. Confirmation will be sought for final co-production status.

NOTE ABOUT ANIMATION FILMS

In the case of an animation film, we still require the fullest possible details to be entered. For instance, voice-over artists may be entered as leading artists and featured artists etc. Generally, accurate information should be entered where possible, even if one person performed more than one of the roles listed on the form. For example, for director of photography, you may put someone who supervised the taking of photographs or similar role, or may wish to amend the application form to show the correct job title for an individual.

CREATIVE GROUP	NAMES	NATIONALITY	COUNTY OF RESIDENCE
DIRECTOR			
SCRIPTWRITER			
MUSICAL COMPOSER			

PERFORMING GROUP	NAMES	NATIONALITY	COUNTY OF RESIDENCE	DAYS
LEADING ARTIST 1				
LEADING ARTIST 2				
LEADING ARTIST 3				
LEADING ARTIST 4				
LEADING ARTIST 5				
LEADING ARTIST 6				
LEADING ARTIST 7				

PERFORMING GROUP	NAMES	NATIONALITY	COUNTY OF RESIDENCE	DAYS
OTHER ARTISTS				
CROWD ARTISTS				
MUSICIANS				

TECHNICAL CRAFT GROUP	NATIONALITY	COUNTY OF RESIDENCE	NAMES
1. DOP			
2. SOUND RECORDIST			
3. EDITOR			
4. PRODUCTION DESIGNER			
5. LINE PROD./PROD. MANAGER			
6. PRODUCTION CO-ORDINATOR			
7. ACCOUNTANT			
8. ACCOUNTS ASSISTANT			
9. LOCATION MANAGER			
10. CONTINUITY			
11. FOCUS PULLER			
12. CLAPPER LOADER			
13. STILLS			
14. BOOM			
15. ART DIRECTOR			
16. PROPS BUYER			
17. COSTUME DESIGNER			
18. WARDROBE SUPERVISOR			
19. MAKE UP ARTIST			
20. HAIR SUPERVISOR			
21. GAFFER			
22. BEST BOY			
23. KEY GRIP			
24. STANDBY GRIPS			

25. GENNY OPERATOR			
26. ASSISTANT EDITOR			
27. SPECIAL FX SUPERVISOR			
28. SOUND DESIGNER			
29. SOUND EDITOR			
30. 1ST ASSISTANT DIRECTOR			
31. 2ND ASSISTANT DIRECTOR			
32. 3RD ASSISTANT DIRECTOR			

Please complete below as appropriate or, where such personnel are additional to the roles listed above, provide a list on a separate sheet. It is recognised that some roles may be duplicated in 2nd units. Where a certain role may not be employed, please indicate in the relevant box by writing N/A.

ROLE	NO OF PERSONS – DAYS	NATIONALITY
PRODUCTION CO-ORDINATOR		
LOCATION MANAGER		
UNIT MANAGER		
PRODUCTION/FLOOR RUNNERS		
TRANSPORT CAPTAIN		
TRANSLATORS		
3rd CAMERA ASSISTANT		
3rd VIDEO ASSISTANT		
ASSISTANT ART DIRECTOR		
CONSTRUCTION MANAGER		
SWING GANG		
CONSTRUCTION		
PROP BUYER		
PROP ASSISTANT		
ASSISTANT BUYER		
ASSISTANT COSTUME		
ASSISTANT MAKE-UP		
GRIPS		
SPARKS		

All applicants should fill in the following table

CREATIVE & TECHNICAL PERSONNEL FOR LOCATION OR ANIMATION WORK IN NON CO-PRODUCING COUNTRIES		
OTHER TECHNICIANS & CRAFTSMEN (excluding specified personnel above, or on any other sheets)	NATIONALITY	NO. OF PERSONNEL

Section 10. CoE points system

Please give details for the relevant personnel and elements below.

EUROPEAN ELEMENTS: CREATIVE GROUP	POINTS ALLOWED	NATIONALITY	POINTS SCORED
DIRECTOR	3		
SCRIPTWRITER	3		
COMPOSER	1		

EUROPEAN ELEMENTS: PERFORMING GROUP	POINTS ALLOWED	NATIONALITY	POINTS SCORED
1st ROLE	3		
2nd ROLE	2		
3rd ROLE	1		

EUROPEAN ELEMENTS: TECHNICAL CRAFT GROUP	POINTS ALLOWED	NATIONALITY	POINTS SCORED
DIRECTOR OF PHOTOGRAPHY	1		
SOUND RECORDIST	1		
EDITOR	1		
PRODUCTION DESIGNER	1		

OTHER EUROPEAN ELEMENTS	POINTS ALLOWED	NATIONALITY	POINTS SCORED
STUDIOS/SHOOTING LOCATION	1		
POST-PRODUCTION LOCATION	1		

POINTS TOTAL

DOES THE FILM ACHIEVE AT LEAST 15 POINTS OUT OF 19?	YES: Please go to Section 11	
	NO: Please give details below	

IF THE NUMBER OF POINTS IS LESS THAN THE NORMALLY REQUIRED 15, PLEASE GIVE REASONS BELOW WHY THE COMPETENT AUTHORITIES SHOULD CONSIDER THAT THE WORK NONETHELESS REFLECTS A EUROPEAN IDENTITY.

Please continue on an additional page if necessary.

Section 11. Documents to be submitted with this form

Please tick the boxes below where appropriate, to show which documents are being submitted. *Bord Scannán na hÉireann/the Irish Film Board may, at its own discretion, require further documentation in support of an application.*

WHEN SUBMITTING THIS FORM FOR PROVISIONAL CO-PRODUCTION STATUS, PLEASE INCLUDE:		TICK HERE
APPLICATION FORM	This form completed fully as possible	
DRAFT CO-PRODUCERS AGREEMENT	A draft may suffice at this stage OR Before the completion of the film a signed copy must be submitted	
SIGNED CO-PRODUCERS AGREEMENT		
COLLECTION AGREEMENT	Only needed where co-producer's agreement does not specify receipts	
ONE COPY OF A SYNOPSIS AND A FULL SCRIPT	A synopsis and a full script must be submitted	
SIGNED COPY OF AN ASSIGNMENT, GIVING THE RIGHTS TO MAKE THIS FILM TO AT LEAST ONE OF THE CO-PRODUCERS	A draft may suffice at this stage OR Before the completion of the film, copies of documents between writers/owners of the screenplay or underlying work or chain of title report must be submitted	
FULL CHAIN OF TITLE OR CHAIN OF TITLE REPORT		
GLOBAL BUDGET DETAILING CREATIVE EXPENDITURE	The split full budget should be sent as soon as possible	

Bord Scannán na hÉireann/the Irish Film Board also requires the following documents after completion of the film.

WHEN SUBMITTING THIS FORM FOR FINAL CO-PRODUCTION STATUS, PLEASE INCLUDE:		TICK HERE
APPLICATION FORM	This form completed fully as possible	
A COPY OF THE FINAL CREDIT LIST INDICATING THE NATIONALITIES OF THE PERSONNEL INVOLVED IN THE MAKING OF THE FILM	N.B. This must be signed and stamped and shown to have been covered by a statutory declaration	
THE AUDITOR'S REPORT	See Section 6 & 7	
STATUTORY DECLARATION	See Section 13	

Section 12. Declaration for application for provisional approval.

IS THIS PRESENT APPLICATION FOR PROVISIONAL CO-PRODUCTION STATUS?	NO: Please go to Section 13	
	YES: Please give details below	

I, THE UNDERSIGNED, HEREBY SUBMIT THE CO-PRODUCTION PROJECT AS OUTLINED IN THIS FORM AND THE DOCUMENTS THERETO UNDER THE FOLLOWING CO-PRODUCTION AGREEMENT	
---	--

NAME OF CO-PRODUCTION AGREEMENT	
--	--

I DECLARE THAT ALL THE INFORMATION AND DOCUMENTS I HAVE SUPPLIED IN CONNECTION WITH THIS APPLICATION ARE TO THE BEST OF MY KNOWLEDGE TRUE AND COMPLETE IN ALL ASPECTS	
--	--

N.B. If the Irish co-producer is a company, the secretary or a director should sign; If a partnership, one of the partners should sign.

SIGNATURE FOR THE IRISH CO-PRODUCER	
DATE OF SIGNATURE	

PLEASE RETURN TO: PATRICK O'NEILL
BUSINESS AFFAIRS CO-ORDINATOR,
BORD SCANNÁN NA hÉIREANN / THE IRISH FILM BOARD
QUEENS GATE, 23 DOCK ROAD, GALWAY, IRELAND
www.irishfilmboard.ie

Section 13. Statutory declaration for final co-production approval

I (NAME)	
OF	

AGED 18 YEARS AND UPWARDS DO SOLEMNLY AND SINCERELY DECLARE THAT I AM:	THE PERSON		THE PARTNER	
	THE SECRETARY		THE DIRECTOR	
	OTHER POSITION HELD IN ORGANISATION (please specify)			

IN THE FIRM OF	
-----------------------	--

WHO IS/ARE THE PERSON(S) INCURRING EXPENDITURE ON PRODUCTION OR ACQUISITION OF THE FILM ENTITLED	
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(for secretary, director or other employee of a company only)

And that I have been duly authorised to make this declaration on behalf of the company. I further declare that I have made inquiries as to the truth of the particulars set out in the application form and that to the best of my knowledge and belief the said particulars are true and complete in all respects. I make this solemn declaration from facts within my own knowledge conscientiously believing it to be true by virtue of the Statutory Declaration Act 1938.

SIGNATURE OF THE APPLICANT MAKING THE DECLARATION	
DECLARED AT (ADDRESS)	
DATE OF SIGNATURE	
SIGNATURE OF PERSON ADMINISTERING THE OATH	

STAMP OF THE OFFICE WHERE OATH WAS TAKEN