

EURIMAGES: A PAPERLESS AFFAIR

INTRODUCTION

Please read this guide to the new application procedure carefully before starting to fill in your project details.

Applications for Eurimages co-production support must now be submitted on-line. The electronic transmission of information using the on-line application system is now treated as a project application. Paper applications sent by post or fax, attached to an email or hand-delivered will no longer be accepted.

You cannot submit your application using the new on-line system unless all the required fields have been filled in and all the compulsory documents have been attached to the application.

Deadline for applications

Using the on-line system you can create, modify and submit your project application until the day of the deadline, 18:00 (French local time). After this date and time no further applications can be submitted for this deadline.

We recommend that you do not wait until the day of the deadline to submit your application.

At the end of the application process, you will receive an email confirming receipt of your project application. This email will also contain your project submission number.

Once it has been submitted, your application can no longer be modified. You can, however, consult it using the on-line system.

The application process

Step 1 Create a user account

Only the delegate producer, acting on behalf of the co-producers of the project, can request the creation of a user account.

Eurimages will authorise the creation of one user account per delegate producer: a delegate producer may, however, make more than one project application using this account.

Delegate producers must sign in to this account using the login information supplied at the time of creation of the account.

Please fill in the information required for the creation of your account carefully, as it will be automatically carried forward to project applications. In particular, please ensure that the email address supplied is valid, as this is the address to which your login information will be sent.

To create your user account:

- use the zone **“Create an account”**;
- fill in the required information (country and name of your company, name of the legal representative of your company, email address);
- use the **“Register”** button to send your data;
- you will receive an email with your login and password.

Your account has now been created; you are a registered user of the system. From now on you will log in in the **“Existing account”** zone using your email and the password you have received.

Step 2 Connect to the on-line system

- Sign in using your email and password.
- The home page of the on-line system opens.
- You can now create a project application.

Step 3 Create a project application

- Choose the function **“New application”**.
- Select the type of project and type in the original title, then save using **“Proceed”**.
- Your project application has been created.

Step 4 Filling out and completing your application

Project applications may be filled out in **English or French**.

Once you have created your project application, some of your **company contact details** as well as your **company profile** may be automatically filled in using data available in the Eurimages database. If this information is incorrect or needs updating, please make the necessary changes using the **“modify profile”** function.

Six different screens are provided for you to complete your application. These are:

- general project information;
- project partners (co-producers/distributors/international sales agent);
- financing plan/budget;
- cast and crew lists;
- European character of the project;
- supporting documentation.

You can navigate easily between these screens and fill them in in any order you choose.

If possible, we advise you to fill in information following the order of the screens from 1 to 6. This will allow you to take advantage of the system's automatic functions and avoids having to enter some items twice. For example, some of the information entered in Screen 1 **"General project information"** and in Screen 4 **"Cast and crew lists"** will be automatically duplicated for you in Screen 5 **"European character of the project"**.

The 7th and last screen allows you to submit your project application and gives assistance in this final stage. A system of warning messages alerts you, if necessary, to information missing from your application and shows you where items have been omitted. It also highlights any of the supporting documentation that has been forgotten.

Please note that information **registered** is retained in the system's memory; you may therefore, **AT ANY TIME**:

- leave your project application using the **"Update"** and **"Logout"** buttons and return to it later to continue working or to consult it. **Please be sure to save your file using the "Update" button before logging out;**
- save and print out your financing plan using the **"Export Excel"** button; and
- save and print out a copy of your entire project application using the **"Print"** button on Screen 7.

Step 5 Documents to be attached to your application

All the documents to be attached to your project application must be in **PDF** format. Only the shooting schedule, the summary budget, the detailed budget and revenue statements may also be provided in **Excel** format.

Each document should not exceed a maximum size of **6MB**.

In the interests of quality control, it is vital to name your files correctly. Please pay particular attention to this as it will allow better handling of your application.

We suggest you use the following naming system:

Original title of the project_name of the document_linguistic version

You will find at the end of this guide a list of names for the principal documents to be attached.

Step 6 Project submission

To submit your completed project application, please follow this procedure carefully:

- check that your application is complete;
- check that all the necessary documents are attached;
- accept the declaration of consent; and

- send your project application by clicking on the **“submit”** button.

You will then receive an email confirming receipt of your application.

ANNEXE

Guide to naming the main documents to be attached to your application

Synopsis	originalTitle_synopsis_en originalTitle_synopsis_fr
Director's comments	originalTitle_notesDir_en originalTitle_notesDir_fr
Script	originalTitle_script_vo originalTitle_script_en originalTitle_script_fr originalTitle_script_other
Summary budget	originalTitle_sumBudget_en originalTitle_sumBudget_fr
Detailed budget	originalTitle_budget_vo originalTitle_budget_en originalTitle_budget_fr originalTitle_chainTitle_fr
Co-production agreements/deal memos	originalTitle_coprod_vo originalTitle_coprod_en originalTitle_coprod_fr originalTitle_statement_fr
Revenue statements	originalTitle_revenues_en originalTitle_revenues_fr
Treatment	originalTitle_treatment_en originalTitle_treatment_fr
Producer's note	originalTitle_notesProd_en originalTitle_notesProd_fr
Description of the main characters	originalTitle_chars_en originalTitle_chars_fr

Example: mynewproject_synopsis_en