

# List of obligatory documents requested

The absence of one or more of the documents in the required languages may result in the non-eligibility of the project

IN ELECTRONIC FORMAT to [script@coe.int](mailto:script@coe.int),  
documents 1 to 5, ONLY in "PDF" format

Each document from 1 to 5 must stipulate the original title of the project,  
Each document = 1 attachment; each linguistic version = 1 attachment

1	<input type="checkbox"/>	A one-page synopsis of the film.	English AND French	By e-mail to <a href="mailto:script@coe.int">script@coe.int</a> in PDF only, each document, each language separately
2	<input type="checkbox"/>	A Treatment (maximum 15 pages) giving a clear idea of the project and enabling the story-line to be fully understood.		
3	<input type="checkbox"/>	A brief description of the main characters.		
4	<input type="checkbox"/>	The director's comprehensive comments on the style, structure and visual presentation of the film.		
5	<input type="checkbox"/>	The script. For animation films, the storyboard.	in original version <u>and</u> <u>obligatory translation</u> in English <u>or</u> French	

IN HARD COPY, by post, 2 COPIES of documents 6 to 10,

These documents must be : unbound, page-numbered, printed on one side only, A4 size only (21 x 29,7 cm).  
Fax copies and scanned documents sent by e-mail are not admissible.

6	<input type="checkbox"/>	Application form duly completed and signed, <a href="#">using online template</a> .	English or French	By post, in 2 copies
7	<input type="checkbox"/>	A financing plan specifying each co-producer's contribution to the financing of the film in the co-producer's national currency and in euros ( <a href="#">using online template</a> ), the sources of finance and the amount of EURIMAGES support requested.		
8	<input type="checkbox"/>	Tables on the European character of the project for fiction and animation films ( <a href="#">using online template</a> ).		
9	<input type="checkbox"/>	A list of cast and crew members (names, nationalities and/or permanent residences, roles or duties).		
10	<input type="checkbox"/>	A detailed filmography (including participation in festivals, countries of release (cinema, TV) during the last five years and for films supported by EURIMAGES exploitation results) of: <ul style="list-style-type: none"> <li>• the director,</li> <li>• all co-producers (including company profile),</li> <li>• the distributors and, if appropriate, the international sales agent.</li> </ul> A concise filmography (to cover their last five films) of: <ul style="list-style-type: none"> <li>• the main actors,</li> <li>• the main crew members.</li> </ul>		

1 COPY ONLY of documents 11 to 20

11	<input type="checkbox"/>	Dates and location(s) of principal photography specifying whether studio or location and the number of weeks (as well as name and location of laboratory) and a shooting schedule.	English or French	By post, 1 copy only
12	<input type="checkbox"/>	A summary budget in euros, summarising the expenditure as broken down by co-producer (see point 13 below).		
13	<input type="checkbox"/>	A detailed budget in euros and in the delegate producer's national currency indicating the items of expenditure assumed by each co-producer.		
14	<input type="checkbox"/>	The complete chain of title (underlying rights, if appropriate; both scriptwriter's agreement and director's agreement).		
15	<input type="checkbox"/>	A statement from the other co-producers that the delegate producer is appointed to act as representative for this co-production.		
16	<input type="checkbox"/>	A copy of the co-production agreement(s) or deal memo(s) between the co-producers, including any appendices and addenda, as well as letters of intent, deal memos or contracts drawn up with distributors and, where appropriate, with the international sales agent.		
17	<input type="checkbox"/>	Recent excerpts from the national registry of companies of each co-producer's country stating its legal status and the names of the persons who are authorised to enter into agreements on behalf of the company concerned.		
18	<input type="checkbox"/>	Revenue statements for films previously supported by EURIMAGES and, where appropriate, reimbursement of the outstanding amounts.		
If already available when submitting the application:				
19	<input type="checkbox"/>	Relevant items of evidence regarding the sources of finance of the film detailed in the financing plan referred to in item 7 above; → Failing items of evidence, please inform the Secretariat of ongoing negotiations.		
20	<input type="checkbox"/>	Contracts or offers of employment for the principal confirmed actors and crew members; → Failing confirmations, please inform the Secretariat of ongoing negotiations.		

Address:

Council of Europe, Eurimages, Agora Building,  
Allée des Droits de l'Homme, 67075 Strasbourg Cedex