

## **PUBLIC NOTICE**

### ***HOSPITALITY FUNDING FOR FILM PRODUCTION***

### ***COMPANIES IN APULIA***

Application deadlines:

20 July 2011

20 September 2011

*Approved by the Apulia Film Commission Board on 20<sup>th</sup> June 2011*

**CUP (Project Code)<sup>1</sup>: B33G09000060002**

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<sup>1</sup> Details of project codes relative to other European Regional Development Fund actions for hospitality will be provided upon the signing of the contribution commitment. 1

**Fondazione Apulia Film Commission**

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## **Art. 1 Introduction**

As part of an agreement made on 3rd August 2009 and subsequently modified, the Apulia Region assigned the Apulia Film Commission Foundation with the task of carrying out the regional project “Promotion of Apulian locations of cultural, natural and artistic interest through the organisation of educational tours”, under long term programme Axis IV, section 4.3, action 4.3.1 (C) of the European Regional Development Fund 2007-2013 (approved by Regional Deliberation 1150, 30 June 2009). In consideration of the resources available through action 4.3.1 destined to complement the aforementioned project and specifically “Integration activity for the promotion of Apulian locations of cultural, natural and artistic interest through the organisation of educational tours” (LOCA.TOUR) as well as those available for action 4.1.2 for the project “Increasing cine-tourism through promotion and communication and attracting film crew activity, 2011 – Promoting Cinema (PRO.CINE)”, the Apulia Film Commission Foundation hereby announces a selection procedure for applications for hospitality funding for production companies which intend to use Apulia for film projects; these must be completed by 31 December 2011.

The provision of hospitality funding for film cast and crews forms part of the institutional aims of the AFC Foundation and is in line with its principal activities; moreover, it meets the general objectives of Actions 4.3.1 and 4.1.2 in promoting Apulian locations with a subsequent effect on cine-tourism as well as a reinforcement of the image of Apulia with important effects on tourism (increasing incoming tourist flow and diversifying relative targets) and a significant impact in social-economic terms.

Further aims of this action are to encourage out-of-season tourism, promote specific itineraries, areas of cultural excellence and Apulian environment and landscapes, balance tourist flow and offer development opportunities for various local areas and for the region as a whole.

In addition, this meets the wider objective of encouraging local artists and technicians in the audio-visual field to remain in the region, increasing the number of professionals operating in Apulia and offering employment opportunities by developing factors favouring growth and economic impact and therefore also attracting other film crews to the area.

The final aim of hospitality funding is that of presenting Apulia as a production hub in attracting investors in the audio-visual field, thus ensuring important effects on the region.

In providing hospitality funding, the AFC Foundation has seen a significant growth in the number of film production companies operating in Apulia (in particular the production of full length feature films, shorts, documentaries, TV series and TV films), as well as the vital aforementioned tourist impact resulting from a wider recognition of the region and the promotion of Apulia as a film set both in Italy and abroad.

## **2. Who can apply**

Funding is available for Italian, European and non-European productions presenting projects in the following categories;

- feature-length fiction films (minimum 85 mins)
- TV movies (minimum two episodes of 100 mins)
- TV series (minimum four episodes of 52 mins)
- documentaries, docu-fictions, mockumentaries
- fiction shorts (maximum 20 mins)
- video clips

Eligibility for potential applicants for funding is outlined below and may also include temporary enterprises or co-production companies.

In the case of feature films, TV movies, TV series and animation films, only commercial companies, foundations and co-operative production companies will be taken into consideration.

In the case of all other film projects, in addition to the companies, foundations and co-operative production companies mentioned above, other public and private bodies intending to produce audiovisual, motion picture or videogame projects may also apply.

Each production, co-production company or association may only apply for funding with one project per session for a maximum of two sessions in 2011.

The applicant must make a signed declaration that there are no unsettled invoices pertaining to suppliers or outstanding payments to be made to cast and crew for film projects produced previously in Apulia.

### **Art. 3 Outline of hospitality funding and criteria**

Hospitality funding is provided to cover costs (totally or in part) directly incurred by the film production companies in the Apulia region for the following types of expenditure:

- accommodation;
- board (refreshments, catering and packed meals);
- travel (within the region)
- transport within the region (including hired vehicles).

The applying production team and its beneficiaries are obliged to:

1. spend a total that is equal to at least 150% of the funding received within the Apulia Region;



2. include the institutional logo listed below on opening / closing credits as well as on all information, publicity and promotional material (downloadable from the following link); <http://disco.apuliafilmcommission.it/download/LoghiAFC.zip>.

- Apulia Film Commission Foundation;

3. include the institutional logos listed below on opening / closing credits as well as on all information, publicity and promotional material (downloadable from the following link); <http://disco.apuliafilmcommission.it/download/LoghiAFC.zip>.

- Apulia Region – Mediterranean, Culture and Tourism Department;
- EU, stating: "Initiative co-financed with the European Union Fund for Regional Development";
- Viaggiare in Puglia (Travel in Apulia);

4. send by e-mail ([email@apuliafilmcommission.it](mailto:email@apuliafilmcommission.it)) before the end of the post-production phase:

- an image (jpeg - tiff - pdf) in cases where a single screen contains the aforementioned logos, or
- a file (jpeg - tiff - pdf) of opening / closing credits where these include the aforementioned logos;

5. provide, together with receipt or VAT-exempt invoice for funding received (under article 2;3 of Italian Presidential Decree 633/72) a complete financial report in electronic and paper formats; this must contain certified copies of all documents related to expenses and payments as set out in article 6 of the present document. Companies must adhere to article 3, law no. 136 to trace cash flow (passed on 13 August 2010), "Extraordinary anti-mafia legislation and government authority for anti-mafia regulations" (Official Gazzette no.196, 23 Aug 2010); contractors and sub-contractors as well as public financial agents in any way related to work, services or supply must use one or more public current bank or post office accounts. In all cases where transactions are carried out without using banks or the Italian Post Office Ltd, under article 3;8 of the aforementioned law, funding will be withdrawn. Adherence to this law also requires the inclusion of the Project Code on all documents set out by regulations to trace cash flow. This includes payment invoices, as indicated by the AFC Foundation;

6. allow the Apulia Film Commission the rights for the free use of completed and semi-processed footage as well as production and backstage photography in regional locations for AFC use in promotional advertising for the Apulia region;

7. provide the AFC, at no additional charge, with five (5) DVD copies of the film and backstage footage (or promotional footage) and two (2) CD copies of scene photography granting rights for the AFC and Apulia Region to use these in promoting<sub>4</sub>

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the region and its territory;

8. send the production order by e-mail before the start of production along with a complete list of cast and crew (highlighting Apulian personnel) and a list of locations to be used; during shooting any updated information should also be communicated;

9. during production, to communicate daily production schedules by e-mail;

10. organise a press conference in Apulia before the start of or during filming with the participation of national journalists (or international journalists for foreign films) with the participation of the director and/or leading actors as well as representatives of the AFC Foundation;

11. organise a preview of the film in Apulia or, in case of participation in national or international film festivals, allow for the presence of an AFC representative at the film presentation press conference at the festival where it has been entered;

12. allow at any given time the presence of an AFC representative during production and permit video recording or photography during production, to be carried out by an AFC representative for purely documentary purposes;

#### **Art. 4 – Funding availability and allocation procedures**

The Apulia Film Commission Foundation may, on receipt of hospitality funding applications and while resources are still available, provide a production company with a maximum grant of:

- Feature length fiction films, TV films and TV series up to a maximum of €100,000
- Documentaries, docu-fictions, mockumentaries up to a maximum of €20,000
- Fiction shorts up to a maximum of €15,000

Funding is subject to delivery of a financial report and all other requirements set out in articles 3 and 6 of the present document.

The receipt or VAT-exempt invoice (under article 2;3 of Presidential Decree 633/72) is subject to modification or withdrawal (article 7 of present document) and will thus only be required by the Foundation after the financial report has been analysed.

In accordance with legislation governing payments made by public administrations, the AFC Foundation is legally obliged to carry out checks through the Equitalia system and examine any payment over €10,000 for outstanding fiscal burdens with regard to the

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Italian tax authorities. In case of non-compliance, as stated by the existing regulations, any debts which production companies have incurred with the tax authorities will be automatically distrained by Equitalia and paid by the AFC in the name and on behalf of the production creditor.

Payment will be carried out by bank transfer within 30 days of delivery of the relative receipt or invoice subject to an audit of the requirements that must be met.

#### **Art. 5 Criteria for selection and allocation of funds**

Applications will be examined, within 30 days from the deadline of the session, by a Selection Committee nominated by the board of directors of the AFC Foundation.

Public notice of the results of applications will be published on the website [www.apuliafilmcommission.it](http://www.apuliafilmcommission.it). If an application is successful, the Apulia Film Commission will draw up a contractual agreement with the applicant in line with the decision made by the head of the selection procedure.

The AFC Foundation will evaluate and select applications based on the following criteria, giving a score of between 1 and 5 for each requisite up to a maximum of 45 points:

1. Artistic quality of the film project;
2. Coherence of artistic and production factors in terms of project feasibility;
3. Economic / employment effects on the Apulia Region;
4. Days / weeks of preparation in Apulia;
5. Days / weeks of production in Apulia;
6. Number of professionals involved in preparation / production of Apulian scenes in the film project;
7. List of locations with reasons for their choice and importance of the features of areas selected;
8. Distribution plan for the film project;
9. Visibility of the Apulian locations selected and potential impact on local economy and out-of-season tourist flow.

The Commission will evaluate applications at their discretion in line with the objectives set out in this document and the requisites outlined above.

In cases where contract agreements are unsigned or in cases of withdrawal or cancellation, the Commission will re-examine previous unsuccessful applications.



## **Art. 6 Allowable expenses, financial reports and production company obligations**

With reference to the regulations foreseen by the European Regional development Fund, the following hospitality expenses in Apulia are deemed allowable:

- 1) **Accommodation:** all expenses pertaining to accommodation expenses (e.g. hotels, B&Bs, etc.). A rooming list must be attached. In cases where expenses incurred at a single hotel exceed €20,000, the choice of this hotel must be justified (comparisons with other hotels including, where possible, at least 5 estimates or where no other hotels exist or other hotels in the area are unable to provide the specific needs of the production company relative to the quality of the hotel in compliance with union guidelines for film and audio-visual cast and crew);
- 2) **Board:** expenses related to refreshments, as catering and packed meals. In cases where expenses incurred at a single service exceed €20,000, the choice of this service must be justified (comparisons with other services including, where possible, at least 5 estimates or where no other services exist or other services in the area are unable to provide the specific needs of the production company relative to the quality of the food);
- 3) **Transport within the region:** expenses for transfers in the region (vehicle hire, use of public transport etc.). The following are not considered allowable expenses: 1st class train travel, taxis, travel to and from Apulia.

All documentation relative to expenses (e.g. invoices, travel tickets, receipts, contracts) must be made out to the funding beneficiary and clearly show date and reason for expense.

All expense claims must be backed up with receipts and include specific documentation of payment made (bank transfer and/or bank statement). All payments must be made **exclusively by bank transfer** or postal account transfer under article 3, law no. 136/2010 to trace cash flow; failure to comply will result in non-reimbursement of expenses.

In order to provide an accurate financial report, each expense incurred must be included in the attached expenditure summary form (attachment C), to be signed and stamped by a legal representative of the production company (sent by e-mail to funding beneficiaries). The form must refer to the period indicated in the funding application; invoices and payments must be made within this period for expenses to be considered allowable.

Upon payment of the hospitality funding, production companies must subsequently:

- **Send a receipt or VAT-exempt invoice** (art.2,3 (a), Presidential Decree 633/72) by registered post to the Head Office of the AFC Foundation in Bari, Italy, before and not after the 20th Dec 2011, clearly stating the Project Code;

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- **Send a certified copy of all allowable expense and payment documents** (copies of bank transfers and/or bank statements) together with the attached expenditure summary form (Attachment C) by registered post to the Head Office of the AFC Foundation in Bari, Italy, before and not after the 20th Dec 2011. The expenditure summary form must also be sent by e-mail to the address provided upon contract stipulation;
- include the institutional logo of the AFC on opening / closing credits as well as on all information, publicity and promotional material (downloadable from the following link); <http://disco.apuliafilmcommission.it/download/LoghiAFC.zip>
- include the institutional logo of a) the Apulia Region, Mediterranean, Culture and Tourism Department, b) the EU, stating: "Initiative co-financed with the European Union Fund for Regional Development and c) Viaggiare in Puglia (Travel in Apulia) on opening / closing credits as well as on all information, publicity and promotional material (downloadable from the following link); <http://disco.apuliafilmcommission.it/download/LoghiAFC.zip>
- send a preview of the opening and closing credits of the film to the Foundation offices in jpeg format before the completion or duplication of the definitive version. Failure to do so will result in non-payment of the grant.

In addition to the obligations outlined in article 3, it is hereby reiterated that companies must adhere to article 3, law no.136 to trace cash flow (passed on 13 August 2010), "Extraordinary anti-mafia legislation and government authority for anti-mafia regulations" (Official Gazzette no.196, 23 Aug 2010); contractors and sub-contractors as well as public financial agents in any way related to work, service or supply must use one or more public current bank or post office accounts. (In all cases where transactions are carried out without using banks or the Italian Post Office Ltd, under article 3;8 of the aforementioned law, funding will be withdrawn). Adherence to this law also requires the inclusion of the Project Code on all documents set out by regulations to trace cash flow. This includes payment invoices.

During the phase of checking financial statements, if the AFC Foundation notes that declared expenses are lower than those shown in the estimated budget included in the contract agreement, indisputable proceedings may be carried out to proportionally reduce or annul the grant.

### **Art. 7 Length and cancellation of contract**

The contract is valid upon the signing of the commitment agreement and will irrevocably end on 20th Dec 2011, except in cases where funding is withdrawn.



Agreed funding will not be allocated where there is evidence of forgery of documentation or financial accounts or if false or deliberately imprecise statements have been made.

Failure to comply with the regulations stipulated under Articles 3 and 6 of this document will result in non-payment of funds, or, where payment has been made, proceedings to ensure the reimbursement of funding already allocated.

It is agreed that the place of jurisdiction for all disputes arising out of, or in connection with, these regulations will be exclusively that of Bari.

On signing the application form (attachment A), applicants agree to accept all conditions set out under these regulations.

### **Art. 8 Application procedures**

All applications for funding, completed in accordance with the attached form (attachment A) must also include the following:

- declaration of notary deed (facsimile copy to be included in application);
- photocopy of identity document of production company's legal representative;
- project screenplay in electronic format.

Applications, including those for productions started from the date of publication of this public notice, **should be sent by recorded delivery and/or courier before and not after the following deadlines:**

- **20 July 2011**
- **20 September 2011**

to the following address

Fondazione Apulia Film Commission  
c/o Cineporto Bari – Fiera del Levante  
Lungomare Starita, 1  
70132 Bari, Italy

Application envelopes, with all relevant material enclosed, should clearly state the following text:

**“For the attention of Apulia Film Commission Foundation – application for Hospitality Funding grant”.**

On receipt of applications, all envelopes will be registered with a protocol number.

The date of applications will be taken as that shown on the envelope postmark.

Hand-delivered applications will not be accepted.

### ***Art. 9 Exclusion and remand***

The following conditions will lead to the exclusion of applications:

- a) application envelopes sent after 20 September 2011; date will be taken as that of the envelope postmark;
- b) applications made without using the official application form or an erroneous or incomplete compilation of the form;
- c) the omission of or incomplete document attachments.

Applications submitted after 20 July 2011 will be evaluated in the second session.

### ***Art. 14 Treatment of personal data***

Under Legislative Decree 196/2003, the data requested in this public notice and its application forms will be used exclusively for the purposes set out in this document and will be treated with or without computer technology in full recognition of regulations and privacy laws governing public bodies.

In participating in the application procedure, applicants accept all the clauses set out in this public notice without exception.

For further information, write to [email@apuliafilmcommission.it](mailto:email@apuliafilmcommission.it) or telephone (0039) 080 9752900, Monday-Friday 10am – 1pm.

Prot. N. 1847/11/U  
Bari, 20<sup>th</sup> June 2011

### ***Application forms***