

# Provision of financial incentives for the production of diploma and post-diploma short films

## Regulations

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## 1. General Provisions

### 1.1 PREAMBLE AND SCOPE OF APPLICATION

The Ticino Film Commission has made it one of its main objectives to promote its existence and its activities at all specialist secondary schools that train audiovisual professionals.

This regulation governs the procedures for the disbursement of financial incentives for the production of diploma and/or post-diploma short films by the Ticino Film Commission, in addition to the Regulations for the provision of financial incentives to productions (cf.)

### 1.2 ADMINISTRATIVE AND FINANCIAL MANAGEMENT

The Ticino Film Commission allocates an annual budget of CHF 5'000.- to support the realisation in its region of audiovisual projects recognised as Diploma or Post-Diploma short film by specialised Swiss and international higher education institutions, distributed as follows

- CHF 2,000 to projects of Ticino institutions;
- CHF 3,000 to projects of other institutions.

## 2. General Rules

The following rules apply to all applications for financial incentives.

### 2.1 BENEFICIARIES AND ELIGIBLE PROJECTS

The incentives are open to Swiss and international specialised higher education institutions for the production of audiovisual projects recognised as Diploma or Post-Diploma short films that carry out part or all of the work in Ticino.

### 2.2 SUBMISSION AND DECISION DEADLINES

Requests may be submitted at any time by e-mail to [info@ticinofilmcommission.ch](mailto:info@ticinofilmcommission.ch), enclosing the documents listed in the following paragraph.

Applications must reach the Ticino Film Commission by mid-February each year. Any requests that arrive later can only be evaluated if the available annual budget has not been exhausted.

The Ticino Film Commission carries out an initial internal assessment and, if necessary, contacts the educational institutions to complete the documentation. It is then forwarded to the Foundation Board of the Ticino Film Commission, which decides on the request, and either accepts or rejects it. It also determines the exact amount of the incentive granted.

## 2.3 INFORMATION TO BE PROVIDED WHEN SUBMITTING THE APPLICATION

The application must be completed with the following documents

1- Script or treatment

2- Production dossier consisting of:

- Synopsis
- CV/biofilmography of the director with links to previous works
- Note of intent concerning production within the region, including moodboards or other documents illustrating the style and how the region will be incorporated into the project
- Overall production schedule
- List of regional locations
- List of main Cast & Crew and Ticino-based personnel hired
- Project budget with indication of expenses in Ticino
- Financing plan including confirmations of funding obtained

An area-specific production plan and contacts with the on-site production coordinators are required before filming begins.

The Ticino Film Commission reserves the right to request further documentation.

## 2.4 DISBURSEMENT OF THE FINANCIAL INCENTIVE AND COUNTER-PERFORMANCE REQUIRED

If the request is accepted, the Ticino Film Commission then signs collaboration agreements in which the amount and terms of the financial incentives are defined.

As a general rule, the incentive will be disbursed only upon completion of the shooting in the region, after presentation of the following documents and counterparts:

- Completion of the “online data collection form”, sent by the Ticino Film Commission, within 120 days of the end of filming or post-production on cantonal region;
- Submission of the final statement of expenses related to filming in the region and, upon request, evidence of the main elements of expenditure;
- Submission of a selection of set photographs, including exteriors of the region, locations used and portraits of the leading actors, and any backstage videos documenting the shooting, accompanied by copyright notices. These images are offered to TFC free of rights for non-commercial use without time limits and on all types of media;
- Submission of a copy of the film credits. The support of the Ticino Film Commission must be made explicit with the wording “with the support of the Ticino Film Commission (LOGO)” in the end credits and in the opening credits if other equal financing institutions of the work are mentioned.

The institutions must issue an invoice for the total amount agreed upon (including VAT, if applicable).

Entitlement to the incentive lapses two years after the agreement is concluded. Beneficiaries may apply for an extension by submitting a written request in advance justifying their reasons.

## 2.5 COMMUNICATION CONCERNING SUPPORTED PROJECTS

As part of the promotion of the supported projects, the beneficiaries also agree to:

- expressly mention the collaboration of the Ticino Film Commission in any communication and public presentation of the project;
- inform the Ticino Film Commission of the dates of distribution and/or broadcasting of the work;
- share the promotional material produced with the Ticino Film Commission (teaser, trailer, poster, publications on social media, etc.).

## 2.6 MAJOR CHANGES TO THE PROJECT

Beneficiaries undertake to promptly notify the Ticino Film Commission of any major changes concerning the supported project. The Ticino Film Commission may subsequently reassess or cancel its support with immediate effect.