

Regulations for International Co-production Support in 2022

I. Scope of the Regulations

1. These Regulations prescribe the procedure of the Call for Applications for the International Co-production Support in 2022 (hereinafter - the Call) organized by the National Film Centre of Latvia (hereinafter - the Film Centre) and the allocation of public funding. The Call is organized in accordance with the procedure specified in the Film Law, the European Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty (hereinafter - the Regulation) and Cabinet Regulation No 975 of 12 October 2010 "Procedures for granting the National Film Centre public funding for projects in the film sector" (hereinafter - the Cabinet Regulations).
2. These Regulations are published on the webpage of the National Film Centre www.nkc.gov.lv and upon request can be obtained in the offices of the Film Centre at Peitavas iela 10 in Riga (Phone: +371 67358878).
3. **The support is targeted towards international film co-productions where a Latvian film production company participates as a minority co-producer. The support is intended for the production of full-length¹ feature films and documentaries and animation films of any length.**
4. **The following projects are not eligible for the Call:**
 - 4.1.1. projects that have received funding for the completion of the film according to the agreements with the Film Centre;
 - 4.1.2. international co-production projects where the Latvian film production company is the delegate producer;
 - 4.1.3. projects already in production.
5. **Only projects meeting the following requirements are eligible for the Call:** they must meet the conditions of a Latvian film² and the planned financial contribution of the Latvian side is not less than 20% in the case of bilateral co-productions and 10% in the case of multilateral co-productions, as well as those that, if applicable, comply with the Council of Europe Convention on Cinematographic Co-production³. **The delegate producer of the film**

¹ A full-length film is a film with the runtime of 65 minutes or more.

² According to the Film Law Section 3 (1), a Latvian film is a film, which is produced by a Latvian film producer registered in the National Film Centre, in accordance with the procedures specified in regulatory enactments, and in the main creative team of which at least one member (director, scriptwriter, composer, film artist, animation artist or camera operator) is a citizen of Latvia or a non-citizen of Latvia, or a person who has received a permanent residence permit in Latvia.

³ Council of Europe Convention on Cinematographic Co-production is applicable if the co-production countries have not ratified the revised Convention: <https://www.coe.int/en/web/conventions/full-list?module=treaty-detail&treaty-num=147> where in the case of multilateral co-production, the minimum contribution may not be less than 10% and the maximum contribution may not exceed 70% of the total production cost of the cinematographic work. In the case of bilateral co-production, the minimum contribution may not be less than 20% and the largest contribution may not exceed 80% of the total production cost of the cinematographic work. Council of Europe Convention on Cinematographic Co-production (revised): <https://m.likumi.lv/ta/id/303135-council-of-europe-convention-on-cinematographic-co-production-revised->, where in the case of multilateral co-production, the minimum contribution may not be less than 5% and the maximum contribution may not exceed 80% of the total production cost of the cinematographic

must be able to prove the availability of at least 50% of the funding for the part of the film budget planned in their country.

6. The financing of the Call consists of the financing of the Ministry of Culture sub-programme *Film Sector* and is **EUR 400,000**. The Film Centre has the right, when evaluating the Call project applications, to increase the Call funding if the funding is not absorbed in other announced Calls.
7. The Call does not support projects that are: completed, television series and broadcast projects, commissioned film projects and film projects intended as part of another work (not related to cinematography), pornographic film projects and film projects that unduly portray violence and contain degrading propaganda

II. Eligible Applicants

8. Micro, small, medium and large businesses and associations or foundations registered in Latvia and registered as film producers in accordance with the Cabinet of Ministers Regulations No. 586 of 29 June 2010 "Procedure for Registration of Film Producers" are eligible to submit a project.
9. The funding is not granted if the applicant:
 - 9.1. meets the criteria of an undertaking in difficulty, specified in Clause 5.1 of the Regulation;
 - 9.2. on the day of submission of the project in accordance with the information available in the database of tax (fee) debtors administered by the State Revenue Service has tax or fee debts exceeding EUR 150, except for tax payments for which an extension of payment has been granted or an agreement on the voluntary payment of taxes has been reached;
 - 9.3. is subject to an outstanding recovery order in accordance with a previous decision of the European Commission;
 - 9.4. has not fulfilled the obligations arising from the financing agreements previously signed with the Film Centre, including within one year after the completion of the publicly funded film, has not transferred the original or a copy of the film to the National Archives of Latvia in a format that allows obtaining the quality of the original film, in accordance with Section 4 (1) of the Film Law;
 - 9.5. is a broadcaster;
 - 9.6. more than 25% of the share capital or voting rights of the project applicant belong to the state or local government, broadcaster or state or local government capital companies.

III. Project Preparation and Submission

10. **The project must be computer-printed in the Latvian language.**
11. The screenplay can be submitted in Latvian or English.
12. If any of the documents included in the project is in a foreign language, it must be accompanied by a translation into Latvian certified by the responsible official of the project applicant (it must bear the inscription "Translation correct", date, signature and name of the person signing in clear script) or a written summary - an overview of the content of the document.

work. In the case of bilateral co-production, the minimum contribution may not be less than 10% and the largest contribution may not exceed 90% of the total production cost of the cinematographic work.

Countries that have ratified the revised Convention:

https://www.coe.int/en/web/conventions/full-list/-/conventions/treaty/220/signatures?p_auth=ZKUFZGKq

13. The project documents must be clearly legible, without corrections, in order to avoid any doubt or misunderstanding as to the names and figures, and without insertions, erasures or mathematical errors.
14. **The submission deadline is 25 March 2022, 11:59 p.m.**
15. The project must be submitted within the specified deadline **in the form of an electronic document** in accordance with the regulatory enactments regarding the execution of electronic documents (the document must be signed with a secure electronic signature), and sent to the e-mail address nkc@nkc.gov.lv. The electronic document must contain the **budget estimate in Excel** format and the **screenplay in PDF** format **in separate files**. All other documents specified in Annex 2 to these Regulations should preferably be included in an electronic document in **one PDF file**. If an electronically signed document is attached to the project, it must be included in the project application in the form of an electronic document (e.g. an electronically signed agreement)
16. **Project content/required documents:**
 - 16.1. **completed application form** (Annex 1 to these Regulations);
 - 16.2. **documents specified in Annex 2 to these Regulations.**
17. Regardless of the results of the Call, the Film Centre stores the submitted project. If a project is not supported in the Call, it is stored for 10 (ten) years from the date of project submission.

IV. Processing of Personal Data

18. The personal data are processed for the purpose of granting public funding and monitoring its use.
19. The types of personal data are specified in these Regulations.
20. The Film Centre processes the personal data included in the project documents in order to fulfill the legal obligation attributable to the controller. Rationale for regulatory enactments: Article 6 of the General Data Protection Regulation. 1.d. "c", Section 8 of the Film Law, Cabinet Regulation No. 975 of 12 October 2010 "Procedures for Granting Public Funding for Projects in the Film Sector".
21. The Film Centre stores personal data as long as there is a legal obligation to store the project documents and the personal data contained therein in accordance with regulatory enactments.
22. The Film Centre ensures compliance with the requirements of all regulatory enactments when working with personal data, including, but not limited to, proper storage, appropriate security measures to prevent unauthorized access to data. Processors of personal data process personal data within the framework of their official duties only for the performance of direct duties, observing the basic principles of personal data processing and confidentiality requirements specified in the internal documents of the Film Centre.
23. Subjects of personal data have the right to request access to personal data and their correction or deletion, restriction of processing, right to object to processing, right to data portability, as well as the right to apply to the supervisory authority - the Data State Inspectorate of Latvia (www.dvi.gov.lv).

V. Project Evaluation

24. **Projects shall be evaluated by the Film Centre and the Co-production Film Experts Commission established by the Film Center** (hereinafter - the Commission) that operates in accordance with the regulations approved by the Film Center.

25. The Film Centre evaluates the project and the project applicant in accordance with the administrative conformity assessment criteria specified in Annex 3 to these Regulations:
 - 25.1. if the project applicant or project in the cases specified in Annex 3, Sections 1.1. - 1.6. and 2.1. - 2.5. has received at least one evaluation "No" in the eligibility criteria, the Film Centre makes a decision regarding the non-compliance of the project with the administrative compliance evaluation criteria and refusal to grant funding;
 - 25.2. if the project in the cases specified in Annex 3, Section 2.6. – 2.11. has received evaluation "No" in the eligibility criteria, the Film Centre sends one written request to the project applicant (by post or to the e-mail address provided by the project applicant) within 7 (seven) working days from the request to specify the project or submit additional information to the Film Centre. After receiving the requested information, the Film Centre re-evaluates the compliance of the project with Annex 3, Section 2.6. - 2.11. eligibility criteria. If after the re-evaluation the project in Annex 3, Section 2.6. - 2.11. has received at least one evaluation "No" in the eligibility criteria or the project applicant does not submit the requested additional information within the specified time, the Film Centre makes a decision regarding the non-compliance of the project with the administrative compliance evaluation criteria and refusal to grant funding.
26. If a project complies with all the criteria for the assessment of administrative compliance, the Commission continues to assess it by initially assessing the compliance of the project with the criteria specified in Annex 4 to these Regulations (i.e. cultural criteria). If the project does not meet the criteria specified in Annex 4 to these Regulations, the Commission informs the head of the Film Centre, who takes a decision to refuse funding and notifies the project applicant thereof.
27. Projects that meet the conditions of Annex 4 to these Regulations **participate in the project presentation (meeting with the Commission)**, the applicants are notified on the venue, time and procedure of the presentation in writing (by e-mail to the address provided by the applicant) no later than 5 (five) calendar days before the presentation date. The applicant undertakes to ensure the participation of the Latvian producer of the film in the project presentation.
28. The Film Centre organizes project presentations in person or remotely, using available online platforms.
29. After the presentations of all projects, the Commission evaluates the quality of the project in accordance with the project quality evaluation criteria specified in Annex 5 to these Regulations following the specified instructions.
30. The final evaluation of the project is the total average score of all members of the Commission, according to which, in comparison with other projects submitted to the Call, the Commission provides the head of the Film Centre with a written recommendation on granting or refusing funding. The Commission recommends to award the funding to projects with the highest score in accordance with the project quality evaluation criteria. If several projects with the same number of points have received the highest score, but the funding is not sufficient to support all the projects, the Commission takes a decision by simple majority. **If the project has received less than 70% of the maximum score in the evaluation of the quality criteria, the Commission has the right to recommend the refusal of funding for the project.**
31. When evaluating all projects and providing a recommendation to the head of the Film Centre, the Commission takes into account the conditions referred to in Clause 19 of the Cabinet Regulations regarding the permissible intensity of public funding of the project.
32. Pursuant to the recommendation provided by the Commission, the head of the Film Centre makes a decision regarding the allocation of funding for the project or refusal to grant funding and notifies the applicant **within one month after the project submission deadline**. The

head of the Film Centre may, for objective reasons, extend the term for making a decision in accordance with Article 64 (2) of the Administrative Procedure Law.

33. The results of the Call will be published on the website of the Film Centre **www.nkc.gov.lv**.
34. Applicants of projects not supported in the Call will be offered an opportunity to meet with the Commission not later than within one month after the announcement of the results.

VI. Conclusion of a Financing Agreement

35. Within one month after the adoption of the decision regarding the allocation of funding for the support of the project, the Film Centre signs a financing agreement with the project applicants on the implementation of the project. The Film Centre will ask the applicant to provide documents necessary for the preparation and monitoring of the financing agreement (for example, an estimate of the use of the allocated funding, work schedules, financing plan, documents confirming the co-production and financing).
36. In order to receive the allocated funding and perform the relevant project implementation expenses, the applicant must open a current account with the Treasury of the Republic of Latvia.
37. If the financing agreement on the implementation of the project is not signed within the specified time, the Film Centre revokes the decision regarding the allocation of funding to the project.
38. The implementation of the project and the supervision of the implementation of the project by the Film Centre will be performed in accordance with the procedures specified in Section VII of these Regulations and the concluded financing agreement.

PROJECT APPLICATION FORM
FOR THE 2022 CALL FOR APPLICATIONS
FOR INTERNATIONAL CO-PRODUCTION SUPPORT
OF THE NATIONAL FILM CENTRE OF LATVIA

PROJECT TITLE

IN LATVIAN

IN ENGLISH

PROJECT TYPE and TECHNICAL CHARACTERISTICS

FEATURE FILM

ANIMATION FILM

DOCUMENTARY
FILM

Format		Runtime	
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PROJECT APPLICANT – LATVIAN CO-PRODUCER (legal entity)

COMPANY NAME			
Taxpayer Registration No.			
Film Producer's Certificate No.			
CEO (name, surname, title)			
LEGAL ADDRESS		LV-	
BONA FIDE ADDRESS if different from the legal address		LV-	
Phone No.		E-mail	

FOREIGN PRODUCER (legal entity)

COMPANY NAME			
CEO (name, surname, title)			
Legal address			
Phone No.		E-mail	www

TOTAL BUDGET OF THE FILM, EUR	
THE LATVIAN CONTRIBUTION, EUR	
FUNDING REQUESTED IN THIS CALL, EUR	
PLANNED COMPLETION DATE (YEAR AND MONTH)	

LATVIAN PRODUCER (name, surname)		Please indicate the country the authors represent!		
Director		Screenwriter		DOP
Art Director		Composer		Other
Editor		Sound Director		

I agree with all the requirements specified in the Regulations of the Call and certify with my signature that:
 1) the requirements of the regulatory enactments of the Republic of Latvia (incl. the Copyright Law) have been complied with;

- 2) the information specified in this form and the submitted project is true;
- 3) the project applicant has no debts for taxes and mandatory state social insurance contributions on the day of submission of the project;
- 4) in accordance with Clause 19 of the Cabinet Regulations, not less than 80% of the total funding allocated to the project by the Film Centre will be used in Latvia.

Name and surname of the applicant's CEO

**Project Content for the PRODUCTION of a co-production film
(the documents must be submitted in the specified order)**

Content	Notes
1. Project content index	
2. The co-production agreement or deal-memo confirming the intention of the parties to make a co-production film with the participation of a Latvian producer	certified copy
3. Explanation provided by the Latvian producer about the topicality and significance of the co-production film in the context of the local film industry, including a detailed description of the creative and technical contribution of the Latvian party to the project	
4. Logline (1 sentence) synopsis (up to 150 words); treatment (up to 3 pages), screenplay (for documentaries: a detailed treatment or screenplay, author's note); description of the main characters	
5. Detailed Director's (and other authors') Notes on the creative and visual treatment of the film. If visual materials of the film's concept are available in streaming mode, please, provide the electronic address	
6. List of the main creative team with an indication of the country they each represent, as well as filmography of the producer, co-producer, director and main creative team (a full CV is not necessary)	
7. Electronic address where the director's completed films are available – not more than 2 films with streaming functionality	
8. Detailed production plan of the film project	
9. Detailed budget of the film in euros with separate columns indicating the total expenses of the Latvian side and the funding requested in the Call <u>(the application estimate must also include the costs of a sworn auditor if the amount exceeds EUR 35,000)</u>	no more than 7% of the total estimated costs of the application may be reserved for unforeseen expenses and no more than 7% for indirect costs (administrative expenses). The production (studio) fee of the project is not financed from the Call funds
10. Financing plan of the film in euro certified by the foreign (main) producer (indicating the status of financing - approved, planned, etc), as well as copies of documents confirming the financing already received	certified copies
11. Copies of documents confirming the distribution of the film (from broadcasters or distributors) (if any)	certified copies
12. Agreement with the author of the screenplay and/or original work on the rights to make a film (unless the author is the applicant)	certified copy
13. Information on the previous experience of the Latvian producer (individual) in making similar films	the form in Annex 6 must be used
14. Detailed distribution results of one film completed and most successfully distributed by the Latvian production company (applicant) since 2015:	(!) to be submitted only if there are relevant films , accompanied by a note certifying the results of the distribution of the film on TV,

(1) number of admissions in cinemas in Latvia - year, place, date, number of tickets, (2) participation of the film in film festivals in Latvia and abroad - year, place, programme (3) distribution of the film in video format/on the Internet in Latvia and abroad - number of sold and/or rented video media, downloads, streaming, website (*social media not included*) and (4) distribution of the film on Latvian television channels - channel, date, average number of viewers

in video format and on the Internet

Criteria for Assessing Administrative Compliance

1. Eligibility criteria for the project applicant

No.	Criteria	Yes	No
1.1.	The project applicant complies with the conditions referred to in Paragraph 4 of the Regulations, the Latvian film production project applicant complies with the conditions referred to in Section 8 (3) of the Film Law		
1.2.	On the day of submission of the project, in accordance with the information available in the database of tax (fee) debtors administered by the State Revenue Service the project applicant has tax or fee debts exceeding EUR 150, except for tax payments for which an extension of payment has been granted or an agreement on the voluntary payment of taxes has been reached		
1.3.	The project applicant does not meet the criteria of an undertaking in difficulty specified in Article 2 (18) of the Regulation		
1.4.	The applicant has fulfilled the obligations arising from the financing agreements previously signed with the Film Centre on the implementation of projects, including within one year after the completion of the publicly funded film, has transferred the original or a copy of the film to the National Archives of Latvia in a format that allows obtaining the quality of the original film in accordance with Section 4 (1) of the Film Law		
1.5.	The applicant is not a broadcaster		
1.6.	More than 25% of the share capital or voting rights of the applicant do not belong to the state or local government, broadcaster or state or local government capital companies		

2. Project eligibility criteria

No.	Criteria	Yes	No
2.1.	The project has been submitted by the deadline		
2.2.	The project relates to the purpose of the Call in accordance with the Regulations		
2.3.	The project is a Latvian film in accordance with Section 3 (1) of the Film Law		
2.4.	The production project of the Latvian feature film or animated film meets the conditions referred to in Paragraph 16 of the Cabinet Regulations (a project may be applicable for the financing for the development of a full-length feature film or full-length animated film, if the director of the relevant project is the film director of any completed film, distributed to the public in the relevant film genre)		
2.5.	The project meets the conditions referred to in Paragraph 17 of the Cabinet Regulations (a project which has not received support in the project tender may be re-submitted to the project tender not more than twice)		
2.6.	The project application form is fully completed and signed by an official or authorized person of the project applicant		
2.7.	The specified requirements regarding the form of the project and way of its submission have been met		
2.8.	All the required documents have been submitted		

2.9.	The amount of funding requested in the project corresponds to the amount of funding specified in the Regulations (if applicable)		
2.10.	The Latvian film production project complies with the conditions referred to in Paragraph 6 of the Cabinet Regulations		
2.11.	The amount of co-financing indicated in the project is not less than the amount of co-financing specified in the Regulations (if applicable)		

Evaluation Conditions for the Production Project of a Latvian Film

Public funding for the production of a Latvian film may be granted if, in accordance with Section 8 (1) of the Film Law, it meets at least three of the following conditions:

No.	Criteria	Yes	No
1.	The action of the film mainly takes place in Latvia or another European Union Member State, or in a Member State of the European Economic Area, or in Switzerland		
2.	At least one of the main characters is connected to the culture of Latvia or a territory where Latvian is spoken		
3.	The film director or the screenwriter is a citizen of Latvia or a non-citizen of Latvia, or a person who has received a permanent residence permit in Latvia, or if the screenwriter is a person who speaks Latvian		
4.	The main theme of the film is issues of culture, society, politics or history, relating to the Latvian community and is important thereto		
5.	At least one of the original final versions of the film is in Latvian (<i>In the context of the Call, this means not only a dubbed but also a subtitled version</i>)		
6.	The screenplay is based on an original literary work of Latvia		

**EVALUATION INSTRUCTIONS OF THE FILM PROJECT
OF THE NATIONAL FILM CENTRE OF LATVIA
MINORITY CO-PRODUCTION**

An expert commission for each type of films formed by the Film Centre evaluates the project in accordance with the quality evaluation criteria specified in Annex 3 to the Regulations, following the project evaluation methodology specified in this Annex.

Criteria, score		Categories, score
CREATIVE CRITERIA 27 points	significance and topicality of the project: 12 points	topicality, significance and/or originality of the film's theme and idea in the context of Latvia and Europe and other submitted film projects: 6 points
		the importance of film as a co-production in the context of the local film industry and other submitted film projects: 6 points
	artistic quality of the project: 9 points	quality of the screenplay/plot: clarity of the story, dramatic structure, main characters and dialogues (if any), for documentaries - author's message: 6 points
		creative and visual solution of the film offered by the authors and its validity in the reflection of the theme and content of the film: 3 points
	previous experience of the authors: 6 points	previous experience of the director and compliance with the specifics of the project: 3 points
		previous experience of the film's creative team and compliance with the specifics of the project: 3 points
PRODUCTION CRITERIA 16 points	professional quality of the project: 6 points	the strategy for attracting the necessary financial resources for the project (incl. documents confirming the co-financing), as well as the strategy of the planned activities and its justification: 3 points
		documents confirming the distribution of the project: 3 points
	proportionality of the project's financial, time and work plan: 3 points	compliance of the project budget, calendar schedule, runtime and format of the film with the specifics of the project: 3 points
	previous experience of the applicant: 7 points	previous experience of the Latvian producer (individual) in the production of films: 4 points
success of the most-distributed film of the applicant (studio): 3 points		
Maximum score for the project: 43 points		

Previous Experience of the Producer (individual) in the Production of Films

Name and surname of the producer	
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Title of the Film	Year	Runtime	Type of the Film	Total Budget (euro)