



PUGLIA REGION

DEPARTMENT OF CULTURAL AND TOURISM INDUSTRY - MANAGEMENT AND DEVELOPMENT OF CULTURAL ASSETS,

DEPARTMENT OF TOURISM, ECONOMY OF CULTURE AND TERRITORIAL ENHANCEMENT

ECONOMY OF CULTURE SECTION



PRIORITY AXIS III

COMPETITIVENESS FOR SMALL AND MEDIUM ENTERPRISES

ACTION 3.4

Support actions for cultural, touristic, creative and entertainment enterprises

PUBLIC NOTICE

APULIA
FILM FUND

2017

Article 1 - Reference Legislation and Definitions

(EC) Recommendation 2003/361/ by the Commission dated 6 May 2003 and subsequent modifications and integrations (definitions of micro, small, and medium-sized enterprises);

(EU) Regulation No. 994/98 of 7 May 1998 on the applications of articles 92 and 93 of the Treaty establishing the European Community to certain categories of horizontal State aid, modified by (EU) Regulation No. 733/2013 of 22 July 2013, in particular Article 1, paragraph 1, letters a) and b);

(EU) Commission Regulation No. 651/2014 of 17 June 2014, published in the Official Journal of the European Union, No. 57, on 26 June 2014, declaring certain categories of aid compatible with the internal market, in accordance with Articles 107 e 108 of the Treaty;

(EU) Regulation No. 1303/2013 of the Commission of the European Parliament and of the Council of 17 December 2013, laying down common provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development and the European Maritime Affairs and Fisheries Fund, as well as laying down general provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund and the European Maritime Affairs and Fisheries Fund, and repealing (EC) Council Regulation No. 1083/2006;

Communication of the European Commission published in the EU Official Journal C332/1 of 15 November 2013, "Commission Communication on State aid for cinematographic and other audiovisual works";

Communication of the European Commission published in the Official Journal of the European Union C209/1 of 23 July 2013, "Guidelines on national regional aid 2014-2020";

Law No. 220 of 14 November 2016 "Regulations for cinema and audiovisual industries" and subsequent modifications;

Law No. 234 of 24 December 2012 "General rules on Italy's participation in the formation and implementation of the legislation and of the policies of the European Union";

Legislative Decree No. 33 of 14 March 2013, No. 97 of 25 May 2016 "Reorganization of legislation regarding civil disclosure and publicity requirements, transparency and dissemination of information by public authorities";

Ministerial Decree MiBACT of 15 July 2015 concerning "Technical procedures for supporting production and distribution of films";

Regional Law No. 28 of 26 October 2006 concerning "Regulations for countering irregular work";

Regional Law No. 15 of 20 June 2008 and Regulation No. 20/2009 of the Puglia Region (Transparency in administrative action);

Regional Law No. 10 of 29 June 2004 concerning "Regulation of regional aid" and, particularly, Art. 1 which governs the procedure of adoption for implementing regulations of the Law;

Regulation of the Puglia Region No. 6 of 26 February 2015, for subsidies to be compatible with the internal market under the TFUE (Regional Regulation of Puglia for aid in exemption). Aid schemes for audiovisual works;

Resolution No. 1000 of the Regional Council of 7 July 2016 for the modification of the "Format of the contract of Guarantee for anticipation of benefits from the Puglia Region";

Resolution No. 582 of the Regional Council of 26 April 2016, "Operational Program FESR-FSE 2014-2020. Acknowledgment of the methodology and of the criteria for the selection of operations approved in the Monitoring Committee, in accordance with Art. 110 (2), letter A) Regulation EU no. 1303/2013."

The Puglia Regional Operational Program 2014-2020 provides, in Priority Axis III "Competitiveness of small and medium enterprises", Action 3.4 "Support actions for cultural, touristic, creative and entertainment enterprises".

In this context, the Puglia Region intends to support Italian, European and non-European film and television production companies, which produce audiovisual works in Puglia, in order to enhance Puglia's locations identified as both natural and cultural attractors. This should also guarantee and provide both direct and indirect impact as well as integration between enterprises within the related sectors.

This Notice uses the definitions from Article 2 and Annex I of (EU) Regulation No. 651/2014 "General Block Exemption regulations", the definitions of which are Article 2 from Law No. 220 14 November 2016 "Regulations for cinema and audiovisual industries" and also includes the following definitions:

1. "General Block Exemption Regulations": EU Regulation No. 651/2014 of the Commission of 17 June 2014;
2. "Anti-Money Laundering Regulations": Legislative Decree No. 231 of 21 November 2007;
3. "Anti-Mafia legislation": Legislative Decree No. 159 of 6 September 2011 and subsequent amendments;
4. "Production Cost":
 - a. in the case of projects pertaining to the categories FICTION, DOC and SHORT, the total amount of
 - the so called "Above the line" costs: Screenplay, Direction and Main actors;
 - the so called "Below the line" costs: Pre-organization and / or Pre-production, Production, Direction, Installation, Technical Staff, Workforce, Artistic staff, Costumes, Set Design, Theatres and Construction, Indoors, Engineering, Outdoors, Accessibility, Transportation, Film and processing, Publishing, Music, Insurance and warranties, Miscellaneous, Directly attributable expenditure, including report certification fees, Indirect costs, Financial obligations, Producer's fee and General expenditures.
In the case of a short TV/Web musical (video clip or music-video), the entry "Music" cannot be considered.
 - b. in the case of projects pertaining to the FORMAT category, the total amount of
 - the so called "Above the line" costs: Authors, Directors and Talent;
 - the so called "Below the line" costs: Production, Director, Technical Staff, Workforce, Artistic staff, Casting, Costumes, Set Design, Theatres and Construction, Indoors, Technical means, Outdoors, Accessibility, Transportation, Post Production, Music, Insurance and warranties, Miscellaneous, Directly attributable expenditure, including report certification fees, Indirect costs, Mark up.

In the case of a serial project pertaining to any category, intended are the overall costs of the episodes, with specification of the unit cost per episode as well as the expenditures to be incurred in Puglia.

5. "Production cost for the sample copy" or "Cost per sample copy": production cost, excluding general expenditures, financial charges and production payment ("producer's fee"); by extension, the definition shall apply for all types of audio-visual works, which are beneficiaries of this Public Notice.
6. "Film production company or independent audiovisual company"; or "Independent producer": the film or audiovisual production enterprise that meets the requirements of Article 2, paragraph 1, letter p) of Legislative Decree No. 177 of 31 July 2005, as amended, and relative implemented decrees.
7. "Difficult film": Article 1, Ministerial Decree of 15 July 2015. MiBACT.
8. "Format": a television program which has already been televised and whose basic framework has an economic value, namely a program that has already been implemented, at least in pilot form.
9. "Reality": a television program which is characterized by the permanence of all the contestants in a contained place and is filmed 24/7, as well as provides a mechanism of nominations and evictions, which lead to a final winner.
10. "Talent Show": a television program for artistic and/or professional training of a group of people who need to demonstrate their talent and their ability in order to engage themselves with other competitors and win a prize, usually related to their discipline.
11. "Factual entertainment": a television program focusing on stories which are treated in an apparently open and free fashion, almost a live recording, with no mechanisms and no superfluous turning points.
12. "Fictionality" or "Constructed Reality": a television program in confluence between reality and factual entertainment, which envisages the presence of explicitly adapted parts and actors.
13. "Action game": a television program which is characterized by the presence of many players who must face particular physical challenges, in order to win a prize or a final position.
14. "Adventure game"¹: a television program which is characterized by the presence of several players who must face great adventures in extreme places, in order to win a prize or a final position.

¹ The definitions relating to "reality", "talent show", "factual entertainment", "fictionality/constructed reality", "action game" and "adventure game" are taken and reworked from the book by Fiacco A. F., *Fare televisione - I format*, Bari, Laterza 2013.

Article 2 – Object, Purpose and Types of Eligible Projects

1. The Puglia Regional Operational Program 2014-2020 provides, in priority Axis III, "Competitiveness of small and medium enterprises," Action 3.4 "Support actions for cultural, touristic, creative and entertainment enterprises".
2. In this context, the Puglia Region intends to support Italian, European and non-European film and television production companies, which produce audiovisual works in Puglia, in order to enhance Puglia's locations identified as both natural and cultural attractors. This should also guarantee and provide both direct and indirect impact as well as integration between enterprises within the related sectors.
3. In particular, the actions are aimed at supporting investments in audiovisual productions, by way of non-repayable subsidies, granted through:
 - a. (EU) Commission Regulation No. 651/2014, of 17 June 2014 declaring certain categories of aid compatible with the common market, in accordance with Articles 107 and 108 of the Treaty (GU EU L 187/1 of 26.06.2014) "General Block Exemption Regulations" and in particular to Article 54 "Aid schemes in favour of audiovisual works", and
 - b. Puglia Region Regulation No. 6 of 26 February 2015, "for subsidies to be compatible with the internal market under the TFUE (Regional Regulation of Puglia for aid in exemption). Aid schemes for audiovisual works";
4. The types of projects eligible for aid under this present Notice are audiovisual works pertaining to the categories listed below, realized in Puglia, either wholly or partially. In particular:
 - a. FICTION category: feature film or animation film for mainly cinematographic exploitation purposes; TV fiction or animation film; TV/Web fiction or animation series;
 - b. DOC category: documentary film for mainly cinematographic exploitation purposes; TV documentary; a series of TV/Web documentaries;
 - c. SHORT category: short fiction or animation film; a TV/Web short music film (video clip or music-video);
 - d. FORMAT category: reality; talent show; factual entertainment; fictionality/constructed reality; action game; adventure game.
5. Such audiovisual works must fulfil, at the date of the application, the following requirements:
 - a. To have a minimum financial coverage, be detailed as follows:
 - 60% of the cost per sample copy, in the case of projects pertaining to the FICTION category;
 - 40% of the cost per sample copy, in the case of projects pertaining to the DOC category;
 - 20% of the cost per sample copy, in the case of projects pertaining to the SHORT category;
 - 60% of the cost per sample copy, in the case of projects pertaining to the FORMAT category.
 - b. In the case of projects pertaining to the FICTION category, be the recipient of a distribution agreement, a Deal Memo or a letter of commitment for the distribution, with a distributor, and/or a broadcaster, and/or a VOD or SVOD platform. Letters of Intent will not be considered eligible.

- c. In the case of projects pertaining to the FORMAT category, be the recipient of a contract with the broadcaster for TV broadcast. A Deal Memo, letters of commitment or letters of intent will not be considered eligible.
- 6. The eligible projects must actually begin after the submission of the subsidy application, except for the development phase. More specifically, the shooting phase, i.e. the beginning of filming must start after the submission of the subsidy application.
- 7. The applying company must respect the following minimum thresholds, related to the shooting phase in Puglia:
 - a. 6 working days in the case of projects pertaining to the FICTION category;
 - b. 6 working days in the case of projects pertaining to the DOC category;
 - c. 2 working days in the case of projects pertaining to the SHORT category.
 - d. 6 working days in the case of projects pertaining to the FORMAT category.
- 8. Excluded are: works of a pornographic nature, works which advocate crime or incite violence or racial hatred; TV commercials, spot advertising, teleshopping and promotional TV; information and news programmes; game shows, variety shows, quiz shows, talk shows; shows, also live, about events, including theatre, musical, artistic, cultural, sports and celebratory events.
- 9. The present Notice defines the characteristics of the subjects who may benefit from it, as well as the type and extent of the subsidy, the eligible expenditures, the assessment criteria and the procedures for access, grant and allocation of the subsidy.

Article 3 – Beneficiaries and Eligibility requirements

- 1. The beneficiaries of the subsidies provided for in this Notice are those enterprises carrying out investments in the production of audiovisual works, which at the date of the submission of the subsidy application, fulfil the following requirements:
 - a. To be registered in the Register of Companies, or an equivalent register in a Member State of the European Union or of a State with an equal entity;
 - b. To be independent producers;
 - c. To be the only producers or co-producers of the audiovisual work presented, or have a contract of executive production with the audiovisual production company of the audiovisual work;
 - d. To operate mainly in the field of "Motion picture, video and television program production activities" (ATECO code 2007 J 59.11, code NACE J 59.11 or equivalent outside Europe);
 - e. To not be a firm in difficulty according to the Community definition (Article 2 paragraph 1 point 18 of the General Block Exemption Regulation);
 - f. To not be subject to bankruptcy proceedings (i.e. failure, subsidiary, special administration or compulsory liquidation) or to liquidation, dissolution of the company, composition with creditors without business continuity or debt restructuring plan;
 - g. To operate in compliance with the provisions of national and territorial collective bargaining agreements and social security obligations, in accordance with Regional Law No. 28 of 26 October 2006;
 - h. To not be in conditions which do not allow the subsidy disbursement, pursuant to Anti-Mafia legislation;
 - i. To not be in a position of having received aid and subsequently not repay or deposit it into a blocked account, which the authorities are required to recover by the implementation of a recovery decision;
 - j. To not have been the recipients, in the 3 years preceding the date of notice of admission to the subsidies, of provisions, by which the total restitution of public subsidies had been arranged, with the exception of those deriving from renunciation by the company itself;
 - k. Not to have been beneficiaries of Film Fund contributions to production of the Apulia Film

Commission Foundation or the Puglia Region in favour of the same audiovisual work, for which the subsidy, as referred to in this Notice, is requested.

2. Subsidy beneficiaries from non-EU nations will be required to enter into a co-production agreement or an executive production contract with a company tax resident in the EU, before signing the agreement.
3. The requirements referred to in letters e), g), h) and i) of paragraph 1 of this Article shall be maintained for the entire duration of the project and until balance payment is made, under penalty of revocation.
4. Regular contributions will continue throughout the reporting period with the Puglia Region, namely from the date of submission of the application to the date of disbursement and balance payment. The Puglia Region will verify that the regularity of transactions occurs with the competent authorities.
5. The social security compliance, attested by the DURC form, will be verified by the Puglia Region at the moment of the disbursement of the subsidy, the signing of the agreement and each requested disbursement. This verification will determine proper monitoring by the competent authorities. Should non-compliance be detected in more than one case, the subsidy will be revoked.
6. Eligibility for subsidy exceeding 150,000.00 Euro will be subjected, pursuant to Legislative Decree No. 159/2011, to Anti-Mafia proper verifications.

Article 4 – Financial Allocation, Nature and Extent of the Subsidy

1. The overall funding provided for this Notice amounts to 5,000,000.00 Euro. The Puglia Region, on the basis of the results of the assessment and the availability of additional resources, reserves the right to increase the financial allocation of this Notice.
2. In the event that the financial allocation is not increased, no partial contributions will be awarded in case resources are depleted.
3. The subsidies covered by this Notice are grants disbursed in the form of a non-repayable subsidy, configurable as a percentage of the production expenditures incurred in the regional territory.
4. The amount to be granted for each recipient is determined as follows:
 - a. 50% of eligible expenditures in favour of professional workers registered with the Production Guide database of the Apulia Film Commission Foundation (available on the website pg.apuliafilmcommission.it) for every type of project;
 - b. 40% of eligible expenditures in favour of suppliers with tax residence in Puglia, in the case of projects pertaining to the DOC category;
 - c. 70% of eligible expenditures in favour of suppliers with tax residence in Puglia, in the case of projects pertaining to the SHORT category;
 - d. 25% of eligible expenditures in favour of suppliers with tax residence in Puglia, in the case of projects pertaining to the FORMAT category.
 - e. the amount to be granted will be equal to the sum of the contribution amounts calculated by expenditure brackets, as detailed here and in the table below:
 - For expenditures up to 300.000,00 Euro, the amount to be granted will be 20% of eligible expenditures in favour of suppliers with tax residence in Puglia.
 - for expenditures ranging from 300.000,01 Euro and 600.000,00 Euro, the amount to be granted will be equal to 60.000,00 Euro plus 25% of eligible expenditures in favour of suppliers with tax residence in Puglia, with regard to the portion exceeding 300.000,00 Euro;
 - For expenditures ranging from 600.000,01 Euro and 900.000,00 Euro, the amount to be granted will be equal to 135.000,00 Euro plus 30% of eligible expenditures in favour of suppliers with tax residence in Puglia, with regard to the portion exceeding 600.000,00 Euro.

- For expenditures over 900.000,00 Euro, the amount to be granted will be equal to 225.000,00 Euro plus 35% of eligible expenditures in favour of suppliers with tax residence in Puglia, with regard to the portion exceeding 900.000,00 Euro.

Expenditure incurred in the region in favour of suppliers with tax residence in Puglia	Percentage to apply	Amount of the contribution to the intermediate expenditure levels included in the brackets
Up to 300.000,00 Euro	20%	20% of expenditures incurred
From 300.000,01 Euro to 600.000,00 Euro	25%	60.000,00 Euro + 25% to the portion exceeding 300.000,00 Euro
From 600.000,01 Euro to 900.000,00 Euro	30%	135.000,00 Euro + 30% to the portion exceeding 600.000,00 Euro
Over 900.000,01	35%	225.000,00 Euro + 35% to the portion exceeding 900.000,00 Euro

By way of example, the following two cases:

EXAMPLE 1 - Cost of sample copy amounts to 2,000,000.00 Euro. If the expenditure in favour of professional workers is equal to 400,000.00 Euros and the expenditure in favour of suppliers with tax residence in Puglia is 500,000.00 Euro, the contribution to be granted will be determined as follows:

STAFF: 400.000,00 x 50% = 200.000,00 Euros
 SUPPLIERS: 300.000,00 x 20% = 60.000,00 Euros
 200.000,00 x 25% = 50.000,00 Euros
 Contribution to be granted =
 310.000,00 Euros

EXAMPLE 2 - Cost of sample copy amounts to 5,000,000.00 Euro. If the expenditure in favour of professional workers is equal to 250,000.00 Euros and the expenditure in favour of suppliers with tax residence in Puglia is 400,000.00 Euro, the contribution to be granted will be determined as follows:

STAFF: 250.000,00 x 50% = 125.000,00 Euros
 SUPPLIERS: 300.000,00 x 20% = 60.000,00 Euros
 100.000,00 x 25% = 25.000,00 Euros
 Euros
 Contribution to be granted =
 210.000,00 Euros

5. The aid intensity for each beneficiary cannot exceed the maximum amounts specified below:
 - a. 350,000.00 Euros in case of project pertaining to the FICTION category;
 - b. 60,000.00 Euros in case of project pertaining to the DOC category;
 - c. 25,000.00 Euros in case of project pertaining to the SHORT category;
 - d. 100,000.00 Euros in case of project pertaining to the FORMAT category.

Article 5 – Eligible Expenditures

1. Only the expenditures exclusively related to the cost per sample copy of the audiovisual work, for the phases of development, shooting, production and post-production incurred in Puglia, are considered eligible.
2. Only the expenditures exclusively incurred in the territory of Puglia in favour of regular professional workers who are registered with the Production Guide database of the Apulia Film Commission Foundation and by providers with tax residence in Puglia, are considered eligible.
3. Expenditures incurred in Puglia, mentioned in the preceding paragraph 2), only refer to those expenditures related to the gross payroll of the professional workers registered with the Production Guide database of the

Apulia Film Commission Foundation, and to supplier invoices with tax residence in Puglia.

4. Eligible expenditures must be related to the expenditure items listed in Annex 1 of this Notice.
5. Any eligible expenditure must be incurred from the day following the date of submission of the application.
6. Eligible expenditures related to the so-called "Above the line" costs are accountable according to the following maximum amounts:
 - a. 100,000.00 Euros in the case of a project pertaining to the FICTION category;
 - b. 40,000.00 Euros in the case of a project pertaining to the DOC category;
 - c. 10,000.00 Euros in the case of a project pertaining to the SHORT category;
 - d. 50,000.00 Euros in the case of a project pertaining to the FORMAT category.
7. In the case of specialized consulting services, these must be performed by subjects, both public and private, who are technically organized and possess a VAT registered number.
8. The VAT does not constitute eligible expenditure, except where it is genuinely and definitively borne by the individual recipient. The VAT which can be recovered in some way cannot be considered eligible, even if it is not actually recovered by the final beneficiary or individual recipient. When the final beneficiary or individual recipient is subject to a flat-rate scheme, under Chapter XIV of the Sixth Directive on VAT, the VAT paid is considered recoverable for the purposes mentioned above.
9. The expenditures for the purchase of goods or services from suppliers/companies are not eligible if:
 - a. The suppliers/companies have among their partners, owners or administrators:
 - the administrator, owner or a partner of the beneficiary;
 - a spouse, relative or kindred within the third degree (in a straight or collateral line) of the owner/legal representative of the company of the beneficiary;
 - b. The suppliers/companies find themselves, with regard to the beneficiary, under the conditions of Civil Code Art. 2359, i.e. they are both participants, for at least 25%, of the shareholdings of the same entity or have the majority of the administrative body composed by the same members.
 - c. The suppliers/companies are connected to the beneficiary, as defined in Annex I of the General Block Exemption Regulations.
10. The following expenditures are not eligible in any case:
 - a. notary fees and tax expenses;
 - b. expenditures related to the purchase of stockpiles and reserves;
 - c. expenditures related to the purchase of used machinery and equipment;
 - d. purchases settled in cash;
 - e. expenditures incurred by current bank accounts not listed in Annex 5;
 - f. expenditures related to VAT, except in cases where VAT expenses are not recoverable under the national legislation; expenditures related to goods and services not directly functional to the project for which support is requested;
 - g. expenditures related to goods and services not directly operational to the project for which the subsidy is requested;
 - h. expenditures of occasional professional services;
 - i. expenditures for workers employed under national collective bargaining agreement (CCNL) different from those used for the cinema-audiovisual industry;
 - j. expenditures on daily allowances;
 - k. expenditures incurred by way of contributions paid in kind;
 - l. expenditures incurred in behalf of companies affiliated with the beneficiary company, as defined in Annex I of the "General Block Exemption Regulations";
 - m. expenditures incurred before the submission of the subsidy application;

- n. expenditures related to services performed by the owner, the partners, the administrator and by those who hold corporate positions in the applicant company;
 - o. expenditures related to services and supplies of goods and services from third parties, financing the audiovisual work or, in general, from third parties who are in situations of joint interest with the beneficiary of the subsidy;
 - p. expenditures related to activities in sectors excluded from the application of the “Block General Exemption Regulations”;
 - q. interest payable, production payment (producer's fee) and general overhead costs;
 - r. expenditures related to road tolls or purchase of travel tickets;
 - s. expenditures below 100, 00 Euro (excluding VAT).
11. The limit in letter s) of the preceding paragraph shall be waived for expenditures related to payroll whose gross is less than 100.00 Euro, as a minimum wage in relation to the national collective bargaining agreement (CCNL).
 12. In the case of contracts submitted under Art. 7 paragraph 3 letter g) of this Notice, eligible expenditures incurred by the audiovisual co-producers or by the executive production are subject to compliance with the traceability requirements of Art. 13, paragraph 2, letter f) of this Notice.
 13. The amount of the contribution approved during subsidy granting, is determined by reference to the relevant eligible expenditures; any increase in the expenditure will not result in any case to an increase in the amount of the subsidy.
 14. The amount of the subsidy granted is recalculated at the time of the balance payment, on the basis of the eligible expenditures actually incurred, reported and recognized.

Article 6 – Cumulation of Aid

1. The subsidy may be cumulated with any other State Aid, also as “de minimis” aid, granted to the beneficiary for the same eligible expenditures, provided that the total amount of aid does not exceed 50% of the expenditure or the largest amount of aid that can be provided, in certain cases, by the General Block Exemption Regulations or by specific aids notified for such cumulated aid as well as by other EU programs, centrally managed by the institutions, agencies, joint companies or other EU bodies which are neither directly nor indirectly controlled by the Member States.
2. This maximum aid intensity provided by the General Block Exemption Regulations requires that the cumulation of aid does not exceed the following percentages:
 - a. 60% of eligible expenditures for cross-border productions funded by more than one Member State and where more producers are involved from more than one Member State;
 - b. 100% of eligible expenditures for difficult films and co-productions involving countries on the list of the Development Assistance Committee (DAC) of the OECD.
3. The tax credit granted to every associate producer, with respect to eligible expenditure directly incurred, pursuant to and accordance with the Ministerial Decrees governing the matter, may be cumulated up to the maximum provided for different types of film production and audiovisual works described, according to the restrictions referred to in paragraphs 1 and 2.

Article 7 – Application Procedure

1. The application form must be submitted, under penalty of exclusion, solely on line to the following CEM address: **apuliafilmfund@pec.rupar.puglia.it**.
2. The email subject must be: “Avviso Pubblico Apulia Film Fund 2017 - Domanda di agevolazione” (*Public Notice Apulia Film Fund 2017 – Subsidy Application Form*).
3. The application form must be attached with:

- a. application form (Annex 2);
- b. financial plan (Annex 3) with an indication of the required funding (indicate “R”) or obtained (indicate “O”);
- c. documentation providing the minimum financial coverage, in accordance with Art. 2 paragraph 4 letter a) of this Notice. The minimum financial coverage, detailed in the financial plan referred to in letter b), must be proven by pertinent contracts (e.g. with co-producers, third party financiers, broadcasters, distributors, etc.); more specifically:
 - if the financial plan indicates a direct corporate financial contribution of the applicant company, and/or a financial contribution from co-producers or groups of producers within the specified minimum financial coverage, a bank certificate must be attached at the date of the application, thus proving effective availability of the indicated amount, prepared according to the form in Annex 4;
 - if the financial plan indicates a financial contribution by Tax credit within the specified minimum financial coverage, the communication presented to MiBACT – General Director for Cinema, with complete protocol or proof of computerized submission with digital signature evidenced by the positive outcome of signature verification must be attached;
- d. substitute statement of certification in order to verify social security compliance as well as the traceability of financial flows (Annex 5); the current bank account indicated must be assigned to the company and designated to the project, even in a non-exclusive form. The same account must be used for payments of all expenditures related to the subsidized project, and will be the prime recipient of subsidy;
- e. substitute statement of certification relating to the fulfilment of the requirements as per Art. 3, paragraph 1 of the Notice (Annex 6);
- f. contract and/or other agreement as per Art. 2, paragraph 5, letters b) and c) of this Notice;
- g. any co-production or executive production agreement;
- h. company profile of the applicant and all those involved in the production (including any associated and executive productions or co-productions);
- i. estimation of the production costs, listing all the so-called “above the line” and “below the line” costs, clearly highlighting all the expenditures to be incurred in Puglia. In the case of a serial project, in any pertaining category, the total cost refers to the overall total cost of the episodes, along with specification of the unit cost per episode and the expenditures to be incurred in Puglia;
- j. substitute statement of certification on cumulation of aid (Annex 7);
- k. substitute statement of certification of a revenue stamp of €16.00 (Annex 10);
- l. updated company certificate of the applicant and any co-producers;
- m. a photocopy of the identity document of the legal representative of the company;
- n. according to the categories of eligible projects,
 - i. in the case of the projects pertaining to the categories FICTION and SHORT: subject, synopsis, screenplay, director’s notes or mood boards; in the case of music video: synopsis, data processing, director’s notes or mood boards, link to music track, information on the artist, the record company and release plan of the music video; in the case of animated short subjects, screenplay, storyboard and study of characters and locations;
 - ii. in the case of projects pertaining to the DOC category: synopsis, data processing, research dossier (photographic and documentary material) and any link to a teaser;
 - iii. in the case the projects pertaining to the FORMAT category: paper format (maximum 20 pages), link to the format or the pilot of the format, viewing figures if available.
- o. production notes;
- p. filmography of the producer, screenwriters or authors, director, cinematographer, set designer, costume designer, editor, music composer (in one file);
- q. full cast and crew list, highlighting in both those to be selected professional workers registered with the Production Guide of the Apulia Film Commission Foundation, except for walk-ons, special appearances

and trainees.

4. All documents and attachments composing the subsidy application relating to Annexes 2, 3, 5, 6, 7 and 10, must be digitally signed by the legal representative.
5. The application must be drawn up in the format and in the manner set forth in this Notice, with the appropriate forms attached.
6. The inadmissibility of the subsidy application will be determined by failure to present Annexes 2, 3 as well as in the case of the project pertaining to:
 - a. the categories FICTION and SHORT: screenplay; in the case of video clip: processing; in the case of animated short film: screenplay;
 - b. the DOC category: processing;
 - c. the FORMAT category: paper format;
7. Subsidy applications are subject to a stamp duty tax of 16.00 Euro. The tax payment is self-certified through the presentation of Annex 10.
8. The subsidy applications will be registered and subjected to a direct assessment as to ascertain their eligibility, by means of verification for completeness and mere conformity of the documentation.
9. Additional subsidy applications cannot be registered within the same evaluation period, unless the applicants explicitly state they are cancelling and replacing the previous submission with a successive application related to the same project. In this case, the first application transmitted will not be taken into consideration.
10. It is possible to submit additional subsidy applications, relating to different projects in different periods. The subsidy application assessed by the Technical Assessment Commission cannot be presented in subsequent periods.
11. If the applicant presents additional subsidy applications relating to different projects, yet within the same period, the Sole Procedure Manager will request the applicant to choose which subsidy application must be considered for the preliminary assessment of eligibility; applications not taken into account will be declared non-eligible for assessment. This will not affect the applicant to present the non-admissible project for an assessment in a subsequent period.
12. By submitting the application, applicants recognize and fully accept the procedures, directions and requirements set forth in this Notice.
13. The applicant undertakes, under penalty of revocation, to promptly notify the Puglia Region of all updates regarding the declarations made, pursuant to Presidential Decree No. 445, 28/12/2000, if events have occurred between the date of submission of the application and the date of publication of the lists, referred to in Article 11, paragraph 5 of this Notice, which have made the aforementioned statements outdated.

Article 8 – Selection procedure and Assessment of the applications

1. The selection of applications is carried out through an assessment procedure performed on site by an appropriate Technical Assessment Commission, appointed by the Director of the Economy of Culture who acts as president, and is made up of an employee of the Economy of Culture and three experts of the relevant sector to ensure independence, high-profile and high technical and/or scientific skills, assisted by an employee of the department as a recording secretary.
2. Experts are selected on a proposal from the Apulia Film Commission Foundation, which communicates a shortlist of names, divided into three technical areas of expertise (production, funding and story editing); experts shall be appointed by the Director of the Economy of Culture.
3. In order to carry out the selection and evaluation procedures referred to in this Notice and for the management of the subsequent activities, the Economy of Culture avails itself of the technical and specialist support of the Apulia Film Commission Foundation on the basis of a specific Agreement.

4. The Sole Procedure Manager shall complete the preliminary inquiry in order to verify the formal eligibility of the applications received.
5. If during such preliminary inquiry, any clarification or additions may prove necessary, the Sole Procedure Manager can submit a formal request to the subject candidate, who is required to provide them with the above mentioned information, within a maximum period of 10 days from receipt of the request. After this deadline, the application is declared non eligible for assessment. In order to meet the deadlines set out in this paragraph, the date of dispatch by CEM shall prevail.
6. For applications deemed ineligible, the Sole Procedure Manager will communicate to applicants the reasons for exclusion, in accordance with procedures set out in Art. 10 bis of Law 241/90.
7. The results of the eligibility assessment are approved by the Director of the Economy of Culture, by means of publication of the list of applications considered eligible and non-eligible for assessment, indicating the reasons for their ineligibility on the website www.regione.puglia.it, in the respective section.
8. Applications considered formally eligible are brought to the attention of the Technical Assessment Commission who assesses their eligibility with regard to meeting the requirements specified in Art. 2, paragraphs 5, 6, 7 and 8 and according to the criteria established by Art. 9, below. In the case the Commission finds failure to meet the above requirements or to achieve the thresholds set out in Art. 9, the application will be considered non-fundable.
9. The assessment activities referred to in the previous paragraph is carried out by the Commission every two months.
10. If during such assessment activities, any clarification or additions may prove necessary, the Commission, through the Sole Procedure Manager, can submit a formal request to the subject candidate, who is required to provide them with the above mentioned information, within a maximum period of 10 days from receipt of the request. After this deadline, the application is declared non fundable. In order to meet the deadlines set out in this paragraph, the date of dispatch by CEM shall prevail.
11. The results of the Technical Assessment Commission's appraisal will be established by a special publication in the Official Bulletin of the Puglia Region and on the website www.regione.puglia.it, in the respective section. Within and no later than 20 days from the publication, the interested companies may submit comments and reasonable objections properly documented to the Sole Procedure Manager, by way of CEM to apuliafilmfund@pec.rupar.puglia.it.
12. Based on the comments/objections referred to in the preceding paragraph and the results of the verifications conducted in accordance with Art. 3 paragraphs 4 and 5, the Director of the Economy of Culture, with determination published in the Official Bulletin of the Puglia Region and on the website www.regione.puglia.it, in the respective section, shall approve the results of the assessment, by means of publication of lists of applications eligible for assessment, with details of fundable as well as non-fundable applications with an indication of the reasons for ineligibility.
13. The eligible applications, however non-fundable for lack of resources, may become eligible as a result of possible replacement of names on the lists, or due to the increase of the financial allocation of this Notice, also pursuant to the provisions of Art. 4, paragraph 1.
14. In the case of financed applications, the Puglia Region will send the beneficiary companies, by way of CEM, a letter of invitation to sign the attached Agreement, within 30 days from the publication of the decision to grant the subsidy. In order to meet the deadlines set out in this paragraph, the date of dispatch by CEM shall prevail.
15. If the recipient does not sign the Agreement, according to the method indicated in the letter sent by the Puglia Region, within 15 days following receipt of the relevant communications and attaching all documents required, this will be regarded as renouncing; the Puglia Region, following the disqualification of the beneficiary company from the subsidy, will consider all the commitments and relations already made automatically terminated. In order to meet the deadlines referred to in this paragraph, the date of dispatch by CEM shall prevail.

Article 9 – Assessment Criteria

1. The technical and economic assessment of applications is carried out by the Technical Assessment Commission every two months:
 - a. in accordance with the (EU) Regulation No. 1303/2013:
 - it verifies the existence of administrative, financial and operational capacity to carry out the project to be subsidized;
 - it ensures the coherence between the project to be subsidized and the purpose of this Notice, by applying the proper assessment criteria;
 - b. in accordance with the (EU) Regulation No. 651/2014, it ensures the cultural quality of the project to be subsidized.
2. For the purposes of the assessment referred to in the preceding paragraph, the criteria explained in the grids below shall apply. Applications obtaining a minimum overall score of 60 points as well as the minimum score, where indicated, i.e., in the column “Min. Points” relating to the criterion A, shall be considered fundable.
3. The Commission may attribute intermediate scores on each sub-criterion from 0 to the maximum score reported in the column labelled “Max. Points”
4. For the purpose of the assessment of projects pertaining to the FICTION category, the assessment criteria explained in the following grid shall apply:

	Max Points	Min Points	Max Points
Criterion A) Quality and originality of the project	45	27	
1. Originality of the film project			15
2. Quality of the screenplay writing, character development, tone and rhythm			25
3. Coherence between the audiovisual project and the chosen media (cinema, TV, web)			5
Criterion B) Economic impacts and stability of the project	45		
1. Ratio of eligible expenditures incurred in the region and cost of the project “per sample copy”			8
2. Ratio of shooting days in Puglia and total shooting days			8
3. Ratio of professional workers registered with the Production Guide, and total employees (excluding walk-ons, special appearances and trainees)			8
4. Expenditures incurred in the region in absolute terms: <ol style="list-style-type: none"> a. higher than 1,000,000.01 Euros: 10 points b. between 750.00,01 Euros and 1,000,000.00 Euros: 8 points c. between 500.00,01 Euros and 750,000.00 Euros: 6 points d. between 250,000.01 Euros and 500,000.00 Euros: 4 points e. between 50,000.01 Euros and 250,000.00 Euros: 2 points f. lower than 50,000.00 Euros: 0 points 			10
5. Coherence among the technical and artistic components of the audiovisual project, the cost estimation and the financial plan			11
Criterion C) Setting and promotion of the territory	10		
1. Ratio of pages of the screenplay openly set in Puglia and total pages			5
2. Promotion and / or authenticity of Puglia’s heritage, within the narration, from the artistic, cultural, historical, environmental, scenic, gastronomic and artisan point of view.			5

5. For the purposes of the evaluation of projects pertaining to the DOC category, the assessment criteria explained in the following grid shall apply:

	Max Points	Min Points	Max Points
Criterion A) Quality and originality of the project	55	33	
1. Originality of the film project			20
2. Quality of writing, narrative development, tone and rhythm			20
3. Quality of the research dossier and possible teaser			10
4. Coherence between the film project and the chosen media (film, TV, web)			5
Criterion B) Economic impacts and stability of the project	40		
1. Ratio of eligible expenditures incurred in the region and cost of the project "per sample copy"			10
2. Ratio of shooting days in Puglia and total shooting days			10
3. Ratio of professional workers registered with the Production Guide, and total employees (excluding walk-ons, special appearances and trainees)			10
4. Coherence among the technical / artistic components of the film project, the cost estimation and the financing plan			10
Criterion C) Setting and promotion of the territory	5		
1. Promotion of Puglia's heritage, within the narration, from the artistic, cultural, historical, environmental, landscape, culinary and artisan point of view			5

6. For the purposes of the evaluation of projects pertaining to the SHORT category, specifically short fictions or animation shorts, the assessment criteria in the following grid shall apply:

	Max Points	Min Points	Max Points
Criterion A) Quality and originality of the project	50	30	
1. Originality of the film project			25
2. Quality of writing, narrative development, tone and rhythm			25
Criterion B) Economic impacts and stability of the project	40		
1. Ratio of eligible expenditures incurred in the region and cost of the project "per sample copy"			10
2. Ratio of shooting days in Puglia and total shooting days			10
3. Ratio of professional workers registered with the Production Guide, and total employees (excluding walk-ons, special appearances and trainees)			10
4. Coherence among the technical / artistic components of the film project, the estimate and the financing plan			10
Criterion C) Setting and promotion of the territory	10		
1. Ratio of pages of the screenplay openly set in Puglia and total pages			5
2. Promotion of Puglia's heritage, within the narration, from the artistic, cultural, historical, environmental, landscape, culinary and artisan point of view			5

7. For the purposes of the evaluation of projects pertaining to the SHORT category, specifically TV/Web musical shorts (video clips or music videos), the assessment criteria in the following grid shall apply:

8.

	Max Points	Min Points	Max Points
Criterion A) Quality and originality of the project	40	24	
1. Originality of the film project			20
2. Quality of writing			20
Criterion B) Economic impacts and stability of the project	40		
1. Ratio of eligible expenditures incurred in the region and cost of the project as “per sample copy”			10
2. Ratio of shooting days in Puglia and total shooting days			10
3. Ratio of professional workers registered with the Production Guide, and total employees (excluding walk-ons, special appearances and trainees)			10
4. Coherence among the technical / artistic components of the film project, the estimate and the financing plan			10
Criterion C) Setting and promotion of the territory	20		
1. Promotion of Puglia’s heritage, within the narration, from the artistic, cultural, historical, environmental, landscape, culinary and artisan point of view			20

9. For the purposes of the assessment of projects pertaining to the FORMAT category, the assessment criteria explained in the following grid shall apply:

	Max Points	Min Points	Max Points
Criterion A) Quality of the project	25	15	
1. Quality of the concept			10
2. Quality of the structure			10
3. Level of integration among media (cross-media) within the project			5
Criterion B) Economic impacts and stability of the project	35		
1. Shooting days in Puglia:			10
a. higher than 18: 10 points			
b. between 15 and 17: 8 points			
c. between 13 and 15: 6 points			
d. between 10 and 12: 4 points			
e. between 7 and 9: 2 points			
f. lower than 7: 0 points			
2. Professional registered with the Production Guide (excluding walk-ons, special appearances and trainees)			10
a. higher than 20: 10 points			
b. between 16 and 19: 8 points			
c. between 12 and 15: 6 points			
d. between 8 and 11: 4 points			
e. between 4 and 7: 2 points			
f. lower than 3: 0 points			
3. Expenditure incurred in the region in absolute terms:			10
a. higher than 220,000.01 Euros: 10 points			
b. between 170.00,01 Euros and 220,000.00 Euros: 8 points			
c. between 120.00,01 Euros and 170,000.00 Euros: 6 points			
d. between 70,000.01 Euros and 120,000.00 Euros: 4 points			
e. between 20,000.01 Euros and 70,000.00 Euros: 2 points			
f. lower than 20,000.00 Euros: 0 points			

4. Coherence among the technical and artistic components of the audiovisual project, the estimate and the financing plan			5
Criterion C) Setting and promotion of the territory	40		
1. Promotion and / or authenticity of Puglia's heritage, within the narration, from the artistic, cultural, historical, environmental, scenic, gastronomic and artisan point of view.			20
2. Ratings of previous editions			20

Article 10 – Agreement

1. The Puglia Region, following the publication of the Determination of Art. 8 paragraph 12 of this Notice, subscribes to an agreement (Annex 9) containing:
 - a. the reference to the Municipal Resolution about the allocation of the subsidy, with the details of publication in the Official Bulletin of the Puglia Region;
 - b. the amount of granted subsidy;
 - c. the Unique Code of Project (CUP);
 - d. the obligations of the recipient company, as defined in the following Art. 15;
 - e. the recipient company's statement to assume any and all civil and criminal liability, towards anyone, arising from the investments subject of the subsidy; as well as to take on any responsibility with regard to the request and the granting of all permits and certifications pursuant to the current safety regulations;
 - f. procedures of subsidy disbursement;
 - g. procedures of expenditure reporting;
 - h. cases of revocation of the contribution.

Article 11 – Subsidy Disbursement

1. The subsidy granted will be paid to the beneficiaries by the Puglia Region:
 - a. in one instalment (lump sum) at the end of post-production phase, following the submission of a specific final report, under Art. 13 of this Notice, according to Annex 11.
 - b. in two instalments including:
 - i. advance payment equal to 35% of the granted subsidy according to Annex 11, along with the presentation to the Puglia Region, pursuant to the payment scheme approved with Decree of Regional Council No. 1000 of 07/07/2016, of a bank guarantee, insurance policy or policy granted by an intermediary financial resource on behalf of the Puglia Region - Economy of Culture, in an amount equal to the total amount of the advance payment required (Annex 13);
 - ii. payment of the remaining subsidy, as a balance of the same subsidy according to Annex 11, at the end of post-production and following the submission of a specific final report, according to Art. 13 of this Notice.

Article 12 – Modifications and Variations

1. The projects eligible for the subsidy can be changed in progress, according to the methods and limits outlined below.
2. When balance payment is requested, variations concerning the production aspects of the project will be regulated as follows:

- a. For projects pertaining to the categories FICTION, DOC and SHORT: downward deviations of no more than 30% are allowed, with respect to what is stated in the Application Form, in reference to:
 - Ratio of eligible expenditures incurred in the region and cost of the project as “per sample copy”
 - Ratio of shooting days in Puglia and total shooting days
 - Ratio of professional workers registered with the Production Guide, and total employees (excluding walk-ons, special appearances and trainees)
 - Expenditures in the region in absolute terms.
 - b. For projects pertaining to the FORMAT category, downward deviations of no more than 30% are allowed, with respect to what stated in the Application form, in reference to:
 - Shooting days in Puglia;
 - Professional workers registered with the Production Guide (excluding walk-ons, special appearances and trainees);
 - Expenditures in the region in absolute terms.
3. If, following the verification, any of the variables referred to in the above paragraph 2:
- a. has been decreased within the 30% threshold, the subsidy will be reassessed according to Art. 4 paragraph 4 of this Notice;
 - b. has been decreased by more than the 30% threshold, the subsidy will be revoked.
 - c. In the case of exceptional and unforeseeable events, the Puglia Region has the option to proceed with the acceptance of any changes, which exceeds the limits regulated in the preceding paragraphs.

Article 13 – Reporting Procedure and Expenditure Recognition

1. For the recognition of expenditures, the following documentation must be attached:
 - a. Certificate issued by the legal representative of the beneficiary, in accordance with Annex 12, in which it is reported, inter alia, that:
 - all regional and national legal requirements, in particular with reference to tax matters, have been duly fulfilled;
 - all provisions and European regulations have been respected, including, i.e. obligations related to information and publicity, contracts of employment and workplace safety, environmental impact, equal opportunities and inclusion of disabled people in society;
 - the expenditures incurred are eligible, relevant and adequate, and have been carried out within the terms of eligibility laid down by the Agreement or the Notice;
 - reductions and/or VAT deductions on the expenditures incurred have not been obtained (or if they have been obtained, on which expenditures and to what extent);
 - additional reimbursements, contributions and additions from other entities, public or private, national, regional, provincial and/or EU based have not been obtained or requested (or if requested or obtained, which ones and to what extent);
 - b. Substitute statement of certification on the cumulation of aid according to Annex 7.
 - c. Final shooting plan, clearly highlighting the shooting days in Puglia.
 - d. Final cast and crew credit list, clearly highlighting the professional workers registered with the Production Guide (excluding walk-ons, special appearances and trainees);
 - e. List of suppliers with tax residence in Puglia;
 - f. Complete list of locations, clearly highlighting the locations in Puglia;
 - g. Final screenplay, clearly highlighting the scenes set in Puglia, only for projects pertaining to the categories SHORT and FICTION (except for musical shorts);
 - h. Detailed expenditure report prepared according to Annex 8, dispatched by CEM in excel file format;
 - i. Affidavit of an accountant or statutory auditor / auditing firm, enrolled in the Register, pursuant to

Legislative Decree No. 39/2010 and subsequent amendments, certifying that the detailed report has been prepared according to Annex 8 of the Notice.

- j. Original copies of:
 - invoices of suppliers with tax residence in Puglia, along with the related declaration of payment (copy of the bank transfer, debit featured in the bank account, etc.);
 - payrolls of professional workers registered with the Production Guide and regularly under contract, along with the related declaration of payment (copy of the bank transfer, debit featured in the bank account, etc.);
 - any other supporting documentation of expenditure, along with the related declaration of payment copy of the bank transfer, debit featured in the bank account, etc.);
 - where applicable, legally binding acts (contracts, agreements, letters of appointment, etc.) clearly highlighting the subject of the service or supply, its amount, the terms of delivery as well as the method of payment.
2. For the purposes of expenditure recognition, the expenditures must:
 - a. be effectively incurred and paid by the first day following the date of submission of the subsidy application;
 - b. be clearly and closely related to the eligible project, in accordance with the Notice;
 - c. have actually been incurred and justified by invoices or accounting documents of equivalent probative value;
 - d. be in good standing from the perspective of civil and tax legislation;
 - e. be recorded and clearly identified with a separate accounting system or adequate accounting codification (containing the date of the transaction, receipts details, method of payment) which allows to distinguish them from other accounting operations, pursuant to the national accounting regulations;
 - f. to be paid in accordance with the regulations establishing the traceability of financial flows (Art. 3 of L. No. 136/2010, as amended by L. No. 217/2010); with payment instruments that will report the Unique Code of Project (CUP) provided by the Region;
The reported expenditures incurred by any other form of payment other than those specified will be considered ineligible.
3. All expenditure titles must contain the following wording: "Expenditure incurred thanks to the contribution of POR Puglia ERDF - ESF 2014-2020. Project submitted in accordance with the Public Notice Apulia Film Fund Action 3.4 ", as well as the CUP that will be provided by the Puglia Region.
4. The documents relating to the project must be available for the duration of the project itself as well as for the next 3 years following the procedural closure of the POR Puglia ERDF – ESF 2014-2020, and will be audited, on the occasion of a technical and administrative verification of the supported project, carried out by representatives of the Puglia Region, the Apulia Film Commission Foundation or EU institutions; these documents shall be made available in original copy when requested by the above mentioned bodies.
5. In the case of incomplete documentation, should the Puglia Region request the necessary additions, these are to be provided by the beneficiary within 30 days following the request, under penalty of revocation of the subsidy.
6. The Puglia Region, following verification of required documents, referred to in paragraph 5, may revoke subsidy if one or more of the cases referred to in Art. 16 paragraph 1 were to occur.

Article 14 – Duration

1. The beneficiary companies are obliged to hand over the report package no later than:
 - a. 18 months from the date of publication, in the Official Bulletin of the Puglia Region (BURP), of the decision to grant the subsidy according to Art. 8 paragraph 12, under penalty of revocation of the subsidy, in the case of projects pertaining to the FICTION category;

- b. 12 months from the date of publication, in the Official Bulletin of the Puglia Region (BURP), of the decision to grant the subsidy according to Art. 8 paragraph 12, in the case of projects pertaining to the categories DOC, SHORT and FORMAT;
2. The beneficiary companies or the producers as well as the holders of the exploitation rights of the audiovisual work are required to complete and deliver the audiovisual work in Blue-ray Disc to the Puglia Region and the Apulia Film Commission Foundation, no later than:
 - a. 18 months from the date of publication, in the Official Bulletin of the Puglia Region (BURP), of the decision to grant the subsidy according to Art. 8 paragraph 12, in the case of projects pertaining to the FICTION category;
 - b. 12 months from the date of publication, in the Official Bulletin of the Puglia Region (BURP), of the decision to grant the subsidy according to Art. 8 paragraph 12, in the case of projects pertaining to the categories DOC, SHORT and FORMAT;
3. The Puglia Region reserves the right to withhold the payment of the subsidy balance until the work is delivered according to the provisions set out in paragraph 2.

Article 15 – Obligations of the Beneficiaries

In consideration of the subsidy disbursement, the beneficiary companies are obliged:

1. To apply or enforce against employees or, in the case of cooperatives, worker members, whatever the legal classification of the employment relationship, national and regional collective industry agreements, entered into with the nationally most representative trade union representatives as well as employers' organizations;
2. To implement current regulations relating to social security, assistance and insurance throughout the reporting period with the Puglia Region, namely from the date of submission of the application to the date of disbursement and financial payment;
3. To comply with Law No. 136 of 13 August 2010, "Extraordinary plan against Mafia, and anti-mafia legislation Proxy to the Government" (Official Journal No. 196 of 23 August 2010);
4. To send the agreement duly signed and countersigned by the legal representative of the beneficiary company, within 15 days of receipt;
5. To give written notice to the Sole Procedure Manager, within 10 days after the occurrence of any one of the following situations:
 - a. liquidation or sale of the company;
 - b. declaration of bankruptcy, compulsory liquidation, arrangements with creditors, or proceedings initiated for the declaration of any of the above stated situations;
 - c. delivery of a judgment having the force of res judicata; issue of a criminal prosecution decree having becoming irrevocable or delivery of a judgment applying a penalty according to Art. 444 of the Criminal Procedure Code, for serious offenses against the State or the EU affecting the professional conduct and, in particular, pursuant to Art. 45 of the EC Directive no. 18/2004, for: participation in a criminal organization, corruption or financial fraud against the EU;
6. To communicate by e-mail to: ufficioproduzioni@apuliafilmcommission.it, during the shooting, any updates regarding:
 - a. the complete shooting plan, clearly highlighting the shooting days in Puglia;
 - b. the complete cast and crew credit list, clearly highlighting those registered with the Production Guide (excluding walk-ons, special appearances and trainees);
 - c. the complete list of suppliers, clearly highlighting those with tax residence in Puglia;
 - d. the complete list of locations, clearly highlighting the locations in Puglia;

7. To communicate on a daily basis during the shooting, the production agenda, by e-mail to ufficioproduzioni@apuliafilmcommission.it;
8. To submit on a weekly basis during the shooting, photographs of the set, by e-mail to ufficioproduzioni@apuliafilmcommission.it;
9. To organize, before or during the shooting, a special press conference in Puglia, with the participation of national and international newspapers with the director and / or main actors as well as representatives of the Puglia Region and the Apulia Film Commission Foundation;
10. To allow, any time during the shooting the presence of a delegate of the Apulia Film Commission Foundation;
11. To allow, during the shooting, video footage or photographs, exclusively for documentation purposes, to be taken by a delegate of the Apulia Film Commission Foundation;
12. To communicate by e-mail to: ufficioproduzioni@apuliafilmcommission.it, before the end of the shooting:
 - a. the post-production plan;
 - b. the complete list of the post-production crew, clearly highlighting those registered with the Production Guide (excluding walk-ons, special appearances and trainees);
 - c. the full cast credit list (i.e. dubbers), clearly highlighting the cast registered with the Production Guide;
13. To apply the requested logos in the opening credits, or alternatively, on the first page of the closing credits and in any informational, advertising and promotional documents about the work, in accordance with Annex XII of the EU Reg. No. 1303/2013 and Art. 4 EU Reg. No. 821/2014, with the heading "**With the contribution of [LOGO Puglia] [LOGO European Union - POR Puglia ERDF - ESF 2014-2020] [LOGO Fondazione Apulia Film Commission Foundation]**", also sending the Puglia Region and the Apulia Film Commission the preview of the film titles in .jpeg format, before finalizing or duplicating the ultimate work, under penalty of non-disbursement of the subsidy;
14. To grant the Puglia Region and the Apulia Film Commission the right of royalty –free use of the film work (or its extracts, whether or not edited with other extracts of other filmic works) on any channel, as well as the photographs of the set and the backstage, solely for institutional purposes and institutional promotion of the Apulia Film Commission Foundation and its members;
15. To allow publication of the material referred to above, pursuant to Art. 70 of Law No. 633 of 22 April 1941 on the website: pugliadigitalibrary.it under CC BY-SA licence;
16. To deliver to the Puglia Region, the Mediateca Regionale Pugliese and the Apulia Film Commission Foundation, 3 copies on Blue-ray Disc of the film work and backstage shots (and/or special promotions), without any additional costs;
17. To plan at least one public screening of the film work in the town of Puglia, where most of the shooting will have taken place, with the presence of the Mayor and a representative from the Puglia Region and the Apulia Film Commission Foundation;
18. To provide for the presence of a representative from the Puglia Region and the Apulia Film Commission Foundation at the national or international premiere;
19. In case of participation in national or international festivals, to provide the presence of a representative from the Puglia Region and the Apulia Film Commission Foundation during the press conference for the film presentation at the festival in which the project is registered;
20. For projects pertaining to the FORMAT category, to provide for a superimposed indication of the location chosen for filming or to communicate it, by means of a verbal intervention by the host during the TV program.

Article 16 – Revocations, Reductions and Renunciations

1. The granted subsidy is subject to complete revocation, with reimbursement of an amount equal to the sum of the subsidy which may have already been disbursed, increased with simple interest calculated at the legal rate for the period between the date of disbursement and the date of revocation, in one or more of the cases listed below:
 - a. in case of granted and / or disbursed subsidy, on the basis of either false or reticent data and information, as well as of misrepresentations;
 - b. in case of negative outcome resulting from the verifications carried out under Anti-Mafia regulations;
 - c. in case of negative outcome resulting from verifications to ensure social security compliance, carried out from the submission date of the application to the final date of grant of subsidy;
 - d. if, at the time of signing of the agreement, the requirements are no longer fulfilled or in case of failure to sign the agreement;
 - e. if the requirements of Art. 3 of this Notice are no longer fulfilled;
 - f. where one of the conditions referred to in Art. 12 of this Notice becomes effective;
 - g. if the terms of Art. 14 paragraph 1 of this Notice are not respected, except in cases of expressed concession for an extension in the case of exceptional and unpredictable events;
 - h. in case of a serious breach;
 - i. in case of initiation of bankruptcy proceedings, dissolution of the company, liquidation, controlled or extraordinary administration, compulsory administrative liquidation, composition with creditors without business continuity or debt restructuring plan;
 - j. in case of serious breaches of obligations under Art. 15 of this Notice, in the agreement and in all documentation produced as an annex to the subsidy application.
 - k. in case of serious irregularities resulting from verifications and checks carried out or in the case of being prevented from the carrying out control and monitoring activities as provided by Art. 17 of this Notice.
2. Any delay in the repayment of the amount due will result in the application of interests on arrears, in accordance with the legal interest plus 100 basis points.
3. Upon the occurrence of one or more causes for revocation, Puglia Region, having fulfilled the procedures laid down in Articles 7 and 8 of Law 241/90 will forward the final decision of the declaration of revocation and ensure the recovery of the amounts already disbursed.
4. The amount of the subsidy is reduced at the time of the balance payment, on the basis of the eligible expenditures actually incurred, reported and recognized
5. In case of breach of the aid intensity limits in accordance with Art. 6 of this Notice, the subsidy granted is reduced until it reaches the maximum allowable limit.
6. Should liability for damage or criminal responsibility arise from the detection of the aforementioned irregularities, the Puglia Region will fulfil every action in the appropriate offices.
7. In order to renounce subsidy, the recipient must send notice of withdrawal by CEM, digitally signed on company letterhead.

Article 17 – Monitoring and Supervision Procedures

1. The Puglia Region performs periodic monitoring on the implementation of projects, through proper verifications carried out by the Apulia Film Commission Foundation.
2. The Puglia Region has the right to view, at any time and even after the end of the project, the original documentation of the expenditures incurred for the project, which must be obligatorily preserved by the Beneficiary for 5 years after completion of the subsidized project.

3. Further control activities may be carried out by the Puglia Region or Control Bodies operating at regional, national and EU levels.
4. Within 24 months from the closing date of the project, the Puglia Region can prepare an impact assessment on the use of contributions disbursed.

**Article 18 - Data processing, right of access,
Information on the authorization procedure**

1. The right of access under Article 22 and the following articles of Law 241/90 and subsequent amendments shall be exercised in accordance with the conditions and limits of the abovementioned Law.
2. Mr. Emanuele Abbattista is responsible for the procedure, in accordance with Law 241/90.
3. The duration of the procedure shall not exceed the time limits provided for by Art. 5, paragraph 5 of Legislative Decree No. 123/98.
4. In accordance with Decree No. 196/2003 and subsequent amendments, personal data collected are processed via information tools and used in the procedure, complying with confidentiality obligations. The owner and manager of data processing are responsible for the procedures.
5. The applicant companies, when submitting the application, accept the publication, electronically or otherwise, of its identification data as well as the amount of subsidy granted under Articles 26 and 27 of Legislative Decree No. 33/2013 on transparency.
6. The applicant companies, when submitting their application, also accept the publication, electronically or otherwise, of the form, the data and information required by Art. 115 (1) and (2) of (EU) Regulation No. 1303/13 about the information obligations and transparency of the beneficiaries.
7. For further information on this Notice as well as the progress of the procedure, interested parties may contact exclusively by CEM the following references:

Sole Procedure Manager, Emanuele Abbattista to: apuliafilmfund@pec.rupar.puglia.it

Technical Assistance: Apulia Film Commission Foundation

Tel. +39 080 975 29 00 and/or by CEM to: funding@pec.apuliafilmcommission.it.