

# **INTERNATIONAL SAMI FILM INSTITUTE AS**

Guidelines for the International Sami Film Institute, with general and special terms and conditions for grants



## **GUIDELINES FOR THE INTERNATIONAL SAMI FILM INSTITUTE AS (ISFI)**

### **GENERAL TERMS AND CONDITIONS FOR GRANTS**

#### **1. INFORMATION ABOUT THE ISFI**

##### **1.1 Objectives**

The objectives of the International Sami Film Institute AS (ISFI) are to maintain and develop sami film production. The ISFI will accomplish this partly by awarding grants for the development and production of short film and documentary film projects, as well as other formats that are considered to be particularly important for the development of sami film.

Grants will be awarded with the aim of raising awareness about sami films and improving the specialist sami film-making skills of the local people and film workers. With this regard, there will be a special focus on improving skills in the area of live images and raising awareness about sami film as an artistic expression.

The ISFI also aims to promote indigenous films and help indigenous film-makers from all over the world to work together. The objective of promoting sami film must therefore be primarily interpreted from a cultural context, rather than from the context of the sami people's state of affiliation. The sami language is the most important criterion used by the ISFI to determine what constitutes sami film. The aim is to ensure that sami audiences are provided with a good selection of films in their own language, based on their own culture.

Initiatives aimed at children and young people must be a prioritised and integrated part of the work of developing sami film.

##### **1.2 Status and activities**

The ISFI is a limited liability company. Shares are owned by Kautokieno municipality and the Sami Parliament in Norway. The company's business premises are in Guovdageaidnu/Kautokeino municipality.

The ISFI is a national and international film institute. It is the board of the company that ensures that the company's objectives are achieved in accordance with its stated financial operating limits.

The board has five members. The Sami Parliament, Guovdageaidnu municipality, the Sami Film Association and Sami Film Festivals manage the election of one board member each, while the government, through the Sami parliament, manages the chairman of the board.

## **1.3 Definitions**

1.3.1 Long films are understood to be films with a running time of a minimum of 72 minutes, intended for normal cinema premières and screenings.

1.3.2 Short films are understood to be films with a running time of less than 72 minutes, intended for screenings in cinemas, on television and/or through other media.

1.3.3 Television documentaries are understood to be films with a running time of less than 72 minutes, produced primarily for screening on television. Television dramas are understood to be productions of films or episodes intended to be seen on television, either as independent episodes put together in a series, or as a chain of events divided into episodes.

## **2. SUBSIDY TYPES AND SUBSIDY CRITERIA**

### **2.1 Grants for cultural film initiatives, project development and production**

The objective of the ISFI is to support sami projects and practitioners in the following way:

- Grants for the development of short films and documentary films
- Grants for manuscript development for all genres
- Grants for Sami film production companies
- Grants for the production of short films and documentary films
- Grants for the development/distribution of films in new media
- Grants for the documentation of traditional Sami skills
- Grants for internships on Nordic/indigenous film productions
- Grants for film initiatives that improve skills
- Grants for film initiatives for children/young people
- ISFI co-productions
- Development and production grants to feature films and TV series

### **2.2 Manuscript subsidies**

2.2.1 The ISFI can provide subsidies for manuscript preparation, including manuscript writing and dramaturgical assistance. The objective of manuscript subsidies is to ensure manuscripts of the highest possible quality, and to form the basis of the ISFI's position regarding any later applications for subsidies for the development or production of a film project, and/or investment in this.

2.2 Manuscript subsidies can be granted to an individual author or instructor writing a manuscript, or to a producer or team of such people. If the recipient of the subsidy is a producer, the author's contract must be submitted to the ISFI upon request. The recipient of the subsidy must provide documentation showing how the funds are used.

2.3 If a party is applying for a subsidy for the preparation of a copyright work, the applicant must, before the subsidy is approved, adequately document that the project does not infringe the rights of another party.

2.4 Applications for manuscript subsidies must be made in writing. Applicants must use the ISFI's digital application form

2.5 Manuscript subsidies are normally paid in two instalments: half upon the applicant's written acceptance of the subsidy approval document, and half when the results of the subsidised project have been approved by the ISFI.

2.6 The manuscript subsidy approval document does not guarantee that approval will be granted to any subsequent development subsidy and/or investment in the production, but applicants may apply for subsidies/investment for the same project at a later date.

2.7 If the ISFI subsidises the project at a later date, the manuscript subsidy allocated will be regarded as part of the total subsidy, and is not required to be reimbursed.

2.8 The ISFI's approval is valid for six months from the date the approval is delivered. The approval will then lapse without further notice.

2.9 A prerequisite for a manuscript subsidy is that the production must take place in the region and in accordance with the statutes of the ISFI.

### **3. PREREQUISITES AND APPLICATION ASSESSMENT**

#### **3.1 General requirements regarding who may apply**

In order to be entitled to receive a grant from the ISFI, the applicant and their project must meet the general requirements for grants and also the special terms and conditions applying to the specific project; see separate enclosure. The ISFI makes an overall assessment of the project on the basis of the project's artistic impression and the obligations in accordance with these guidelines.

A prerequisite for a grant is that the project must promote the Sami language and culture. In addition to this, projects seeking grants must meet the following requirements:

- The project must be designed exclusively in Sami.

- Important key functions in the project must be of Sami origin; at least two of the key functions of producer, director or screenwriter must be Sami speakers.
- The theme of the project must be of a Sami nature.
- Projects whose target group are children or young people will be particularly prioritised.
- The film must be made with Sami dialogue.

The ISFI does not aim to award grants to projects with a Sami content if these do not have a sufficient Sami language content and connections.

A specific, discretionary assessment by the ISFI will determine whether a project has met the requirement for Sami connections.

### **3.2 Applications**

No application fee is required for any applications for grants from the ISFI. Applications should be submitted electronically or by post.

Electronic applications should be sent to: [www.isfi.no](http://www.isfi.no)

Posted applications should be sent to: International Sami Film Institute AS  
PO Box 203  
NO-9521 Kautokeino

Applications and attachments must be submitted in Sami. In special circumstances, ISFI AS may approve applications in other languages.

Applications are normally processed in the order in which they are received. Processing time is normally from [4 to 8 weeks].

If a grant is awarded, the party concerned will receive a letter of approval and a grant contract, which the party must sign.

After the contract is signed, no significant changes may be made to the prerequisites for the grant, unless the ISFI is informed of this in writing and grants its approval.

Applications should normally be sent before the start of a project.

## **4. THE ISFI'S ENTITLEMENTS**

The ISFI is entitled to mention the projects for which it has awarded grants in any material printed by the ISFI and on the ISFI's website. The projects may be mentioned by the ISFI and in the company's marketing material. Visual material associated with the project may be used in events initiated by the ISFI or events in which it is participating.

## **5. NO REPAYMENT**

Grants awarded by the ISFI in accordance with these guidelines are to be regarded as subsidies which the receiving party does not have to pay back, unless there has been a breach of the grant contract signed by the ISFI and the receiving party, or of the guidelines.

## **6. BREACH**

If the circumstances that formed the basis of the grant allocation or the grant contract change significantly, or if the receiving party significantly breaches its obligations according to these guidelines or the grant contract, the ISFI is entitled to cancel the contract with immediate effect. The ISFI is then entitled to claim a repayment of the grant amount paid.

In the event of such a breach, the board of the ISFI may also elect to impose the following sanctions:

- Stop payment of grants to the receiving party's other projects

- Impose a quarantine period of up to three years on the receiving party, during which time that party may not be awarded any grants

If a repayment is being claimed, interest may be claimed in accordance with the Overdue Payments Act.

## **SPECIAL TERMS AND CONDITIONS FOR GRANTS**

### **1. GRANTS FOR MANUSCRIPT DEVELOPMENT**

#### **1.1 Prerequisites for grants**

The objective of the grant scheme for manuscript development is for the ISFI to give inexperienced and experienced practitioners with Sami affiliation the opportunity to create a manuscript that will be a strong factor in the competition for funding of the production.

The manuscript must be developed in line with the ISFI's objectives that are stated in the general section of these guidelines.

#### **1.2 Requirements for applications for manuscript development grants**

The following information must be provided in applications for manuscript development grants:

- Name
- Address
- Email address
- Telephone number
- Personal ID number of the person developing the manuscript
- Account number

The following must also be attached:

- Synopsis
- Progress schedule
- Applicants CV

Documentation on options to the original literary work must be submitted to the ISFI, unless the ISFI itself has the option to this.

#### **1.3 Sami association**

It is a prerequisite of a grant that the manuscript developer must be a Sami speaker.

The manuscript developer must have Sami affiliation in either Norway, Sweden, Finland or Russia. Other indigenous projects that are of particular interest may be included under the ISFI's guidelines for grants.

#### **1.4 Letter of allocation**

If the grant is awarded, the manuscript developer will receive a letter of allocation stating that the grant will be paid in accordance with the terms and conditions stated in the attached contract for the development of manuscripts, options and film rights.

#### **1.5 Contract**

The receiving party must sign the contract that has been prepared by the ISFI, in order to receive the grant from the ISFI. The grant contract regulates aspects including the following:

- Regulation of the project's development
- Fee for manuscript development
- Illness
- Options
- Film rights

## **1.6 Grant payment**

The grant is paid in accordance with the development stages indicated in the contract for the development of manuscripts, options and film rights.



## **2. GRANTS FOR THE PRODUCTION OF SHORT FILMS AND DOCUMENTARY FILMS**

### **2.1 Prerequisites for grants**

Through its grant scheme for the development and production of short films and documentary films, the ISFI aims to provide funding for professional film makers for the production of film projects in the fields of fiction, documentary and animation in Sami, in the company's geographic area.

The ISFI can co-produce with independent production companies and with national/international film companies to improve and assure the quality of Sami film productions and to increase film production in Sápmi.

### **2.2 Requirements for applications for production grants**

The following information must be provided in applications for production grants:

- Documentation showing the applicant's organisation type.
- The production enterprise's CV, including the name and CV of the responsible producer, screenwriter and director
- Manuscript
- Director's notes
- List of staff and actors
- Calculations prepared and entered on an approved calculation form
- Progress schedule, shooting schedule and estimated completion date or première date
- Marketing strategy
- Funding plan

### **2.3 Letter of allocation**

If the grant is awarded, the producer will receive a letter of allocation stating that the grant will be paid in accordance with the terms and conditions stated in the attached grant contract.

### **2.4 Contract**

The receiving party must sign the contract that has been prepared by the ISFI, in order to receive the grant from the ISFI. The grant contract regulates aspects including the following:

- Validity of the grant
- Sami language association and participation
- Grant payment
- Requirements of the producer
- Use of the project
- Display and delivery of material

- Crediting
- Audited final accounts
- Breach of contract

## **2.5 Grant payment**

The grant is paid in accordance with rates stated in the grant contract.