Applying for support-guide

**Nordisk
Film & TV Fond**

Before you start an application

Read the Guidelines
Please read our **Guidelines** before starting your application.

Create an Account
In order to apply you must create an **Account.**

Account registrations will only be activated during the Fund's office hours. When your account has been activated, you'll receive an auto reply with login credentials. If you don't receive this auto reply, please check your spam-filter before contacting us for advice on what to do.

Note: It's not possible to log in before the account has been activated.

One company may have several accounts. Remember to register with the exact same VAT number in order to have access to all applications made by your company.

Download a Checklist
Download the correct checklist to see which information is needed for your application.

Prepare your attachments
We accept the following file-formats: **.doc, .docx, .xls, .xlsx, .txt, .pdf or .rtf**. Note: The title must not be too long, or contain signs like: ', ", &, #, ¨ etc. Replace space with _ within a title.

Name the files/attachments according to content.

Tip: If you have several documents to upload under the same category you can merge them into one file to save time.

Max size per file 20MB. When you have reached the limit per field the Upload-button will disappear.

All required documents must be uploaded digitally in the application. We'll not accept any documentation sent by e-mail or post (except DVDs or BDs). If possible, we urge you to deliver the director's last two films/series, visual material etc. digitally by entering a link, username and password in the application instead of sending us DVDs or BDs.

Recommended Browsers
We recommend the use of Safari or Firefox as your browser. In any case, please upgrade to the latest version of your browser before you start.
Google Chrome for Android has limited support for document upload.

Applying for support

Log in to start your application
Log-In to your account.

Uploading attachments
To upload a document, click on "Select", or in the "Upload:"-box, then choose the document you'd like to upload. Repeat to upload more than one file under each heading.

Note: There is limited support for document upload if you are using iPad or Google Chrome for Android.

Save your application
The application is automatically saved when you:

1) go to the next or previous Step,
or
2) choose a link in the main menu at the top of the page.

If you wish to leave the application and continue later; first save (see above), then log out. When you wish to continue your application; log in and click "Open" under: "Send new application or continue a saved application".

Open a saved application
To open/continue a saved application:
-log in and click "Open" under "Send new application or continue a saved application".

Important: Do not choose category before clicking "Open", then you'll delete the saved application and start a new one.

Submit your application
After clicking "Submit", you'll receive an auto reply confirming that your application is delivered. If you don't, please check you spam-filter for this e-mail before contacting us for advice on what to do.

Are you planning to submit more than one new application?
Note that you can only start and fill in one application at the time. You need to submit the first before you can start the next one.

Registration of your application by the Fund
When the Fund has reviewed and registered your application, you will receive an auto reply confirming this.

Note that it's not possible to update an application until it has been registered by the Fund.

Updating submitted application
When your application has been registered by the Fund it's possible to update it. To do so, log in and either;

1) click on the message from us on the Start-page and upload under the highlighted headings. Go to another Step or click a link in the main menu to save, then submit on the last Step of your application.
or
2) look up and select your project under "My projects" in the top menu. Then enter Step 3, 4 or 5 by clicking the tabs and upload the documents (see checklist for "what goes where"). Go to another Step or click a link in the main menu to save, then submit on the last Step of your application.

Note: You may upload new attachments and add names, but not delete anything. The text and date fields are not editable, so please e-mail us any changes.

Payment of instalments
When an instalment is ready to be invoiced, a message will automatically appear on the Start-page when you log in. In order for the Fund to make the payment you need to upload the documentation stated in your contract. To do so choose "Click to perform" on each message, then upload the required documentation.

Note: it is only possible to upload one document per message. If you have more than one document to upload under the same message, please merge them into one file.

Application process
See **Application Process** for further details about how your application is registered and evaluated before the final decisions are made regarding requests for support.

Do you need help with your application?
Only digital applications will be accepted. If you experience problems upgrade your browser, close and open it. Close all other web sites than the application page, and/or try from a different browser or computer/tablet.

Our auto replies sometimes end up in spam-filters. If you are missing information from us, please check yours before contacting us for advice on what to do.

If an attachment won't upload, make sure it is one of the following formats: .doc, .docx, .xls, .xlsx, .txt, .pdf or .rtf. The title must not be too long, or contain signs like: ', ", &, #, ¨ etc. Replace space with _ within a title.

To open a saved application click "Open" under "Send new application or continue a saved application". Important; Do not choose category before clicking "Open".

You can also see **FAQ** or contact us at +47 6400 6080 or: **info@nftvfond.com**

More info: https://www.nordiskfilmogtvfond.com/funding/applying-for-funding