



VALAIS FILM COMMISSION

Guidelines

24 June 2022

GENERAL INTRODUCTION.....	4
<i>LEGAL BASIS.....</i>	4
<i>STRUCTURE.....</i>	4
<i>DEFINITIONS.....</i>	5
Production companies.....	5
Service companies.....	5
Audiovisual productions.....	5
Feature film.....	5
Short film.....	5
Series.....	5
Animated film.....	5
Fictional film.....	5
Documentary.....	6
Reality TV.....	6
Swiss film.....	6
Residence and headquarters.....	6
<i>MISSION.....</i>	6
FACILITATION.....	6
<i>GENERAL SERVICES.....</i>	6
<i>SCOUTING.....</i>	7
Eligibility.....	7
Services.....	7
FUNDING.....	7
<i>REIMBURSEMENT OF ELIGIBLE EXPENSES AND SALARIES.....</i>	7
Eligible formats.....	7
General eligibility criteria.....	8
Automatic eligibility criteria.....	8
Application process.....	11
<i>AD HOC GRANTS.....</i>	13
Eligible formats.....	13
General eligibility criterias.....	14
Subsidiarity.....	14
Grant amounts.....	15
Application process.....	15
<i>JOINT PROVISIONS.....</i>	16
Monitoring.....	16
Project modifications.....	17
Budget.....	17
PROMOTION.....	17
<i>MAIN PROMOTIONAL TOOLS.....</i>	17
Website.....	17
Social media.....	17
Campaigns and targeted actions.....	17
<i>COLLABORATING WITH PRODUCTION COMPANIES.....</i>	18
During filming in Valais.....	18
After filming.....	18
General.....	19
<i>CREDITS.....</i>	19
<i>PAYMENTS.....</i>	19
DEVELOPMENT.....	19
<i>DUTY TO INFORM.....</i>	19
<i>TRAINING.....</i>	20
GENERAL PROVISIONS.....	20
<i>SUPERVISION.....</i>	20
<i>PERMITS AND AUTHORISATIONS.....</i>	20

<i>EMPLOYMENT</i>	20
<i>GREEN FILMING</i>	21
<i>COMPLIANCE AND LIABILITY</i>	21
<i>DOCUMENT RETENTION</i>	21
<i>MODIFICATIONS</i>	22
<i>COMMENCEMENT AND DURATION</i>	22

GENERAL INTRODUCTION

LEGAL BASIS

This document is based on:

- the Law on Cantonal Economic Policy dated 11 February 2000;
- the Law on Regional Policy dated 12 December 2008 and its ordinance dated 9 December 2009;
- the Law on Tourism dated 9 February 1996;
- the Law on the Promotion of Culture (LPrC) dated 15 November 1996 and the regulations regarding the same object dated 10 November 2010;
- the Cantonal regulations regarding the administrative and financial management of the Valais Film Commission and the facilitation, reimbursement of expenses and financial support for filming audiovisual productions in Valais (hereinafter referred to as the Cantonal regulations).

STRUCTURE

The Valais Film Commission (hereinafter referred to as the VFC) is a subsidiary of the Department for the Economy and Education and the Department of Health, Social Affairs and Culture.

The VFC is composed of a Commission and a Bureau.

The **Commission**, made up of seven members, represents the VFC's various interests, namely the film industry, culture, economy, tourism, and promoting the canton. It is responsible for all of VFC's strategic matters.

The **Bureau** is composed of at least the Film Commissioner and any additional team members. Its role is to apply the various strategies approved by the Commission, fulfil the VFC's service objectives and ensure the proper functioning of the structure's economic incentive scheme. The Bureau is integrated into the structure of the promotional company, Valais/Wallis Promotion.

Through its activities, the VFC has three main objectives:

- Generate direct and indirect economic benefits for the canton;
- Contribute to the promotion of Valais through the films it accompanies and/or supports;
- Participate in developing the industry and the canton's skills in the audiovisual sector.

DEFINITIONS

Production companies

The term “production companies” refers to structures officially registered in their respective countries whose organisation, operation, activity, finance and administration meet the usual professional standards of the audiovisual sector ([Art. 6 of the Ordinance on the Promotion of Cinema \(OECin\)](#)) ([Annexe 1 of the OECin, ch. 2.1.3.5 to 2.1.3.7](#)).

Service companies

The term “service companies” refers to associations, limited liability companies or limited companies with headquarters in Switzerland that are registered on the Swiss commercial register and whose activities consist predominantly of providing a full executive production service on behalf of an executive production company.

The VFC only collaborates with service companies that it has officially approved.

Audiovisual productions

Within the meaning of this document, cinematic projects are considered audiovisual productions if they are produced by at least one recognised production company, if they are made to the usual professional standards of the audiovisual industry and if their national and/or international commercial release (cinema/TV/streaming platforms) is planned or is legitimately possible.

Feature film

A feature film has a running time of 60 minutes or more within the meaning of [Art. 3, letter d of the OECin](#).

Short film

A short film has a running time of less than 60 minutes within the meaning of [Art. 3, letter e of the OECin](#).

Series

A series, as defined by the VFC, is a collection of related films in sequential order that share the same fictional universe or are marketed as a series. The minimum running time of one episode is 20 minutes. The minimum number of episodes is three.

Animated film

Animated films use cinematic techniques to capture frame-by-frame shots to create the movements of animated objects and characters. Animation through illustrations, 3D creations and stop motion are the main (but not only) animation techniques.

Fictional film

A fictional film tells a story, describes an event or has a narrative which is fictional or fictionalised. It is based on a screenplay and requires technical resources and a team to produce it.

Documentary

The term “documentary” refers to content which uses documents or spontaneous events to describe a certain reality or edit it for convenience. A documentary differs from fictional content as it usually has an informative purpose and the subject is a reality, not a story that has been imagined or adapted. The VFC classifies docu-dramas as documentaries.

Reality TV

Reality TV is a genre of television programme that documents real, allegedly unscripted events and often features unknown protagonists rather than professional actors.

Swiss film

A film is considered to be Swiss within the meaning of this document if the majority of its funding is Swiss (at least 51%). Furthermore, the document [“Certificate of Origin for Swiss Films”](#) is applicable.

Residence and headquarters

The residence of any person is their place of residency where they have the intention of living.

Within the meaning of this document, the headquarters of any legal person is the seat of their main administration and activities.

MISSION

In order to achieve its objectives, the Valais Film Commission develops its activity in the following four main sectors:

- Facilitation
- Financial support
- Promotion
- Development

FACILITATION

GENERAL SERVICES

The Valais Film Commission, via its Bureau, acts as a facilitator:

- offering assistance to production companies or service companies interested in filming in Valais in the form of general information on filming conditions and locations, funding opportunities in Switzerland and Valais, and the availability of workers;
- responding directly to all specific requests related to the needs of an audiovisual production, namely enquiries concerning permits, authorisations, access and/or contact information;

- acting as an intermediary between a production company or service company active in Valais and the cultural and/or economic and/or tourism sectors likely to collaborate on an audiovisual production;
- providing support during filming in the event of urgent requests.

SCOUTING

The Bureau also offers a scouting service for production companies or service companies interested in one or several shooting locations in Valais.

Eligibility

- The Bureau's scouting service can be used by any production company or service company working on any kind of audiovisual production to be filmed in the canton.
- The request must be made directly by the interested production company or service company.
- Requests involve sharing a synopsis and a mood board illustrating the desired shooting locations with the Bureau in advance. In the absence of a mood board, the production company or service company should provide images or precise details related to the search, as well as known logistical, technical and artistic restrictions.

Services

Depending on the scale of the planned audiovisual production and the potential for the Canton of Valais, the Bureau is free to judge its level of involvement and support when scouting on behalf of the interested production company or service company.

The Bureau also proposes:

- Between one and three days of preliminary scouting;
- To accompany the reduced team during operational/technical assessments;
- Assistance in hosting and lodging the scouting team throughout their stay or part of it.

FUNDING

REIMBURSEMENT OF ELIGIBLE EXPENSES AND SALARIES

The funding scheme for the reimbursement of eligible expenses and salaries set up by the Valais Film Commission is an economic incentive for production companies filming all or part of their audiovisual production in Valais that meet the criteria detailed below.

Eligible formats

Only the following audiovisual productions will be considered for the reimbursement of eligible expenses and salaries:

- Feature-length fictional films;

- Feature-length animated films;
- Fictional and animated series.

General eligibility criteria

- Nationality criteria

Only a Swiss production company or service company can apply to the VFC.

Foreign production companies with no co-production deals must submit their application through a Swiss service company. The Swiss service company is the sole contact and responsible party in the eyes of the VFC.

In case of a co-production with Switzerland, the Swiss partner (coproducer) is the sole contact and responsible party in the eyes of the VFC.

- Financial criteria

A production company or service company can only apply for the reimbursement of eligible expenses once 70% of the audiovisual production's global funding has been secured.

This percentage is calculated on the basis of the film's global budget, the financing plan and the relevant supporting documents.

People working on a film may participate in financing the project. Such contributions may occur, for example, when a participant provides liquid assets or agrees to defer a portion of their salary.

These resources must be declared in the finance plan as employee participation. Under current practice, the VFC accepts fee and salary deferrals of up to **50%** of the actual salary. Any acceptance of a deferral must, however, be subject to the signing of a participation contract determining the terms of payment.

In addition, to compensate for insufficient third-party funding or as an alternative to unconfirmed funding sources, a production company may include provisions regarding its fees in the finance plan. However, these provisions must not jeopardise the project, its professional execution or the very existence of the production company. For this reason, under current practice, these provisions must not, in principle, exceed **20%** of all funding.

In any event, proof justifying third-party participation and the production company's provisions (contract or letter of provisional waiver) must be included in a production company's application.

- Minimum shooting time and expenses

Only production companies or service companies that can guarantee a minimum of **CHF 100,000** (one hundred thousand Swiss francs) of eligible expenses and salaries in Valais are entitled to a reimbursement.

In principle, only production companies or service companies that can guarantee a minimum of **five days** of filming in Valais are entitled to a reimbursement.

Automatic eligibility criteria

All eligible audiovisual productions, in terms of their format and the general eligibility criteria, are entitled to the reimbursement of eligible expenses and salaries.

The baseline reimbursement of expenses for any eligible audiovisual production is **15%**.

If the film is not of Swiss nationality, a further **10%** is granted. The same applies if the film's action is situated in Valais and if the images and/or narration clearly identify the region.

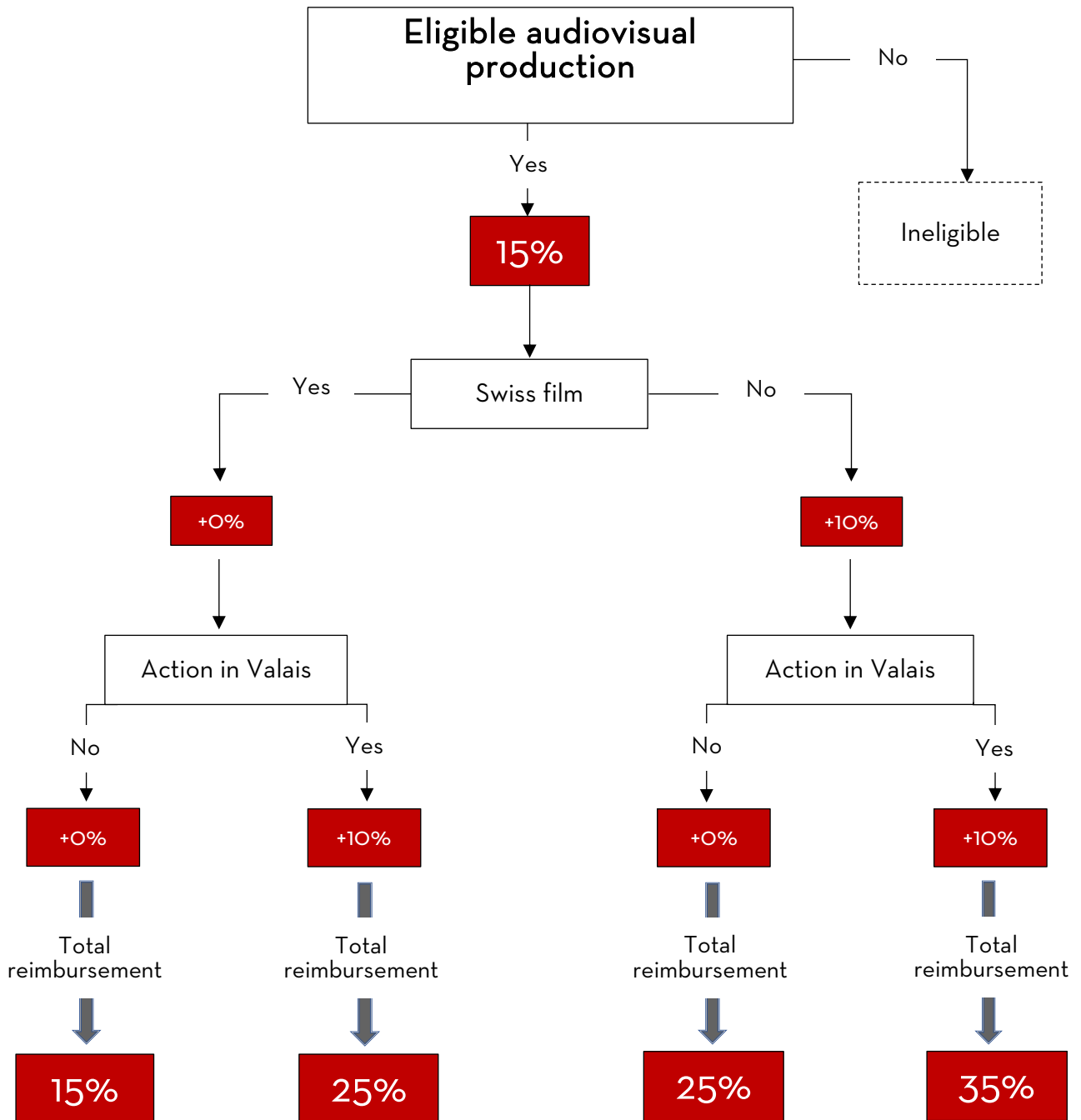
Depending on these criteria, an audiovisual production can benefit from a reimbursement of **15% to 35%** of the eligible expenses incurred.

Eligible expenses within the meaning of this document correspond to those described in the document entitled "[Eligible expenses - Cash rebate](#)".

Independent of eligible expenses, a reimbursement of **40%** may be claimed for the salaries of professional workers residing in Valais. All the occupations eligible for this reimbursement are listed in the document "[Eligible Salaries - Cash rebate](#)."

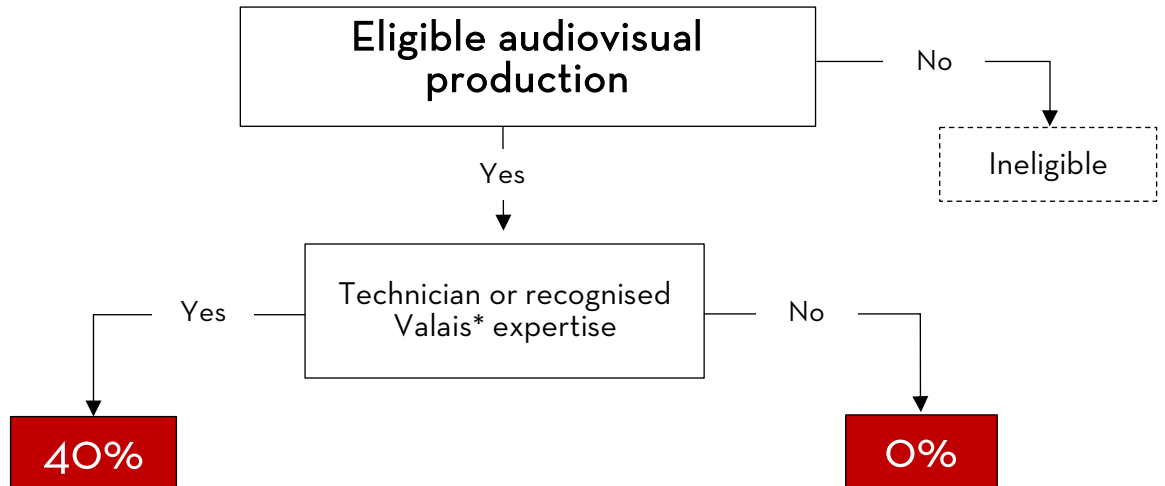
In any event, the maximum reimbursement of eligible expenses and salaries accrued by an individual audiovisual production may not exceed **CHF 100,000** (one hundred thousand Swiss francs).

- Reimbursement of eligible expenses flow chart



- Reimbursement of eligible salaries flow chart

All eligible audiovisual productions, in terms of their format and the general eligibility criteria, are entitled to the reimbursement of eligible salaries based on the following automatic flow chart.



*according to the residency/headquarters criteria

Application process

Any production company or service company whose audiovisual production is eligible for the reimbursement of eligible expenses and salaries must complete the following application process:

- Initial contact

Only the production company or service company responsible for the film shoot planned in Valais is permitted to apply for reimbursement.

In the event of a co-production, the co-production companies should agree amongst themselves and designate one company as the VFC's point of contact.

The application must be made via the Bureau's [online form](#) and submitted at least **one month** before filming in Valais begins.

An application received less than one month before filming will only be considered in exceptional circumstances and at the sole discretion of the VFC.

No application will be considered if filming in Valais has already begun.

All applications must be accompanied by a production document as a single PDF including the below information in the following order:

- Synopsis;
- Latest version of the script;
- Overall vision and available visual material (mood board, storyboard);
- Detailed budget for the film;
- Detailed budget for the film shoot in Valais;

- Finance plan for the film with indications of previously secured funding (letters of intent or payments);
- List of itemised expenses and estimated total expenditure in Valais ([Eligible Expenses - Cash rebate](#));
- Complete technical and artistic specifications;
- Detailed list of employed personnel residing in Valais, including apprentices and the projected salaries for these positions ([Eligible Salaries - Cash rebate](#));
- List of shooting locations in Valais;
- Shooting schedule in Valais;
- Indications of the production's planned distribution or release strategy.

Where applicable:

- A copy of the contract between the production company and the Swiss service company;
- A copy of the co-production contract(s).

No application will be processed until all the necessary documents have been submitted to the Bureau.

The Bureau reserves the right to request any additional information it may deem relevant when assessing an application.

- FIF (Film Incentive Fund) provisional decision

Based on the application submitted by the production company or service company, the Bureau assesses the application's eligibility.

If all eligibility criteria are fulfilled and within the limits of the annual budget, the Commission approves the submitted request and issues a FIF provisional decision in favour of the production company or service company with a view to subsequently reimburse the actual eligible expenses and salaries incurred while filming the audiovisual production in Valais.

The decision will be announced at least **three days** before filming begins in Valais.

In any event, filming must begin within **90 days** of the provisional decision.

No advance reimbursement is possible.

- Final decision

To benefit from the reimbursement of eligible expenses and salaries, the production company or service company must submit the following documents:

- Within **three months** of completing filming in Valais:
 - Final list of expenses incurred in Valais with all relevant supporting documents (invoices, contracts, bills, receipts, etc.) ([Eligible Expenses - Cash rebate](#));
 - List of all eligible salaries paid to Valais personnel hired for the duration of the shoot in Valais, as well as contracts and documents justifying employment and payment of salaries ([Eligible Salaries - Cash rebate](#));
 - All call sheets and the final shooting schedule for operations in Valais;
 - Final list of shooting locations in Valais.

After receiving these documents, the Bureau proceeds to review the eligible expenses and salaries incurred by the production company or service company.

If necessary, the Bureau may request additional information or supporting documents. Any expenses or salaries deemed ineligible or insufficiently justified will be removed from the list and will not be reimbursed.

It is possible that no reimbursement is granted if the final total of eligible expenses and salaries does not reach the minimum threshold of CHF 100,000 (one hundred thousand Swiss francs).

The lists revised by the Bureau are confirmed and validated by the Commission. The Commission then issues its final decision within **three months** of receiving the full and complete application from the production company or service company.

- Within **three months** of completing the editing:
 - A copy of the final film (answer print)
- Payments

VFC payments for the reimbursement of eligible expenses and salaries are processed as follows:

- **90%** once the Commission approves the eligible expenses and salaries
 - **10%** once the film has been viewed and, if applicable, the film's "action in Valais" has been validated and the promotional material specified in this document has been received
- Payment method

The VFC pays the amount due within **30 days** of the validation of each payment stage.

Payments are made by bank transfer to the production company or service company responsible.

AD HOC GRANTS

Eligible formats

Only the following audiovisual productions are entitled to an ad hoc grant:

- Feature-length documentaries
- Short films (documentaries, fiction or animation)
- Reality TV

General eligibility criterias

- Nationality criteria

Only a Swiss production company or service company can apply to the VFC.

Foreign production companies with no co-production deals must submit their application through a Swiss service company. The Swiss service company is the sole contact and responsible party in the eyes of the VFC.

In case of a co-production with Switzerland, the Swiss partner (coproducer) is the sole contact and responsible party in the eyes of the VFC.

- Financial criteria

A production company or service company can only apply for the reimbursement of eligible expenses once 70% of the audiovisual production's global funding has been secured.

This percentage is calculated on the basis of the film's global budget, the financing plan and the relevant supporting documents.

People working on a film may participate in financing the project. Such contributions may occur, for example, when a participant provides liquid assets or agrees to defer a portion of their salary.

These resources must be declared in the finance plan as employee participation. Under current practice, the VFC accepts fee and salary deferrals of up to **50%** of the actual salary. Any acceptance of a deferral must, however, be subject to the signing of a participation contract determining the terms of payment.

In addition, to compensate for insufficient third-party funding or as an alternative to unconfirmed funding sources, a production company may include provisions regarding its fees in the finance plan. However, these provisions must not jeopardise the project, its professional execution or the very existence of the production company. For this reason, under current practice, these provisions must not exceed, in principle, **20%** of all funding.

In any event, proof justifying third-party participation and the production company's provisions (contract or letter of provisional waiver) must be included in a production company's application.

- Expenses criteria

The total amount of ad hoc grants requested by the production company and granted by the VFC must not exceed the actual total of eligible expenses and salaries incurred in Valais for the realisation of the audiovisual production.

- Minimum shooting time

In principle, only production companies or service companies that can guarantee a minimum of **five days** of filming in Valais are entitled to a reimbursement.

Subsidiarity

Ad hoc grants are subsidiary to applications for the reimbursement of eligible expenses and salaries.

However, state funding for the realisation of an audiovisual production, independent of the VFC, does not exclude an ad hoc grant, provided the claim is not identical.

Grant amounts

Based on the review of the above-mentioned criteria, the maximum amounts of ad hoc grants are as follows:

- Feature-length documentaries: **CHF 30,000** (thirty thousand Swiss francs)
- Short films (documentaries, fiction or animation): **CHF 10,000** (ten thousand Swiss francs)
- Reality TV: **CHF 20,000** (twenty thousand Swiss francs)

Application process

Any production company whose audiovisual production is eligible for an ad hoc grant must complete the following application process:

- Initial contact

Only the production company or service company responsible for the film shoot planned in Valais may apply for an ad hoc grant.

The application must be made via the Bureau's [online form](#) and submitted at least **one month** before filming in Valais begins.

All applications must be accompanied by a production document as a single PDF including the below information in the following order:

- Synopsis;
- Latest version of the script or shooting document;
- Overall vision and available visual material (mood board, storyboard);
- Detailed budget for the film;
- Detailed budget for the film shoot in Valais;
- Finance plan for the film with indications of previously secured funding (letters of intent or payments);
- Complete technical and artistic specifications with indications of employed personnel residing in Valais;
- List of shooting locations in Valais;
- Shooting schedule in Valais;
- Indications of the production's planned distribution or release strategy;
- A note from the production company outlining the benefits of the audiovisual production for Valais.

Where applicable:

- A copy of the contract between the production company and the Swiss service company;
- A copy of the co-production contract(s).

The Bureau reserves the right to request any additional information it may deem relevant when assessing an application.

- Decision to award an ad hoc grant

Based on the application submitted by the production company or service company, the Bureau assesses the application's eligibility.

If all eligibility criteria are met and within the limits of the annual budget, the Commission approves the submitted request and issues a decision to award an ad hoc grant to the production company or service company in question.

The VFC will announce its decision at least **three days** before filming begins in Valais.

In any event, filming must begin within **90 days** of the VFC's decision to award an ad hoc grant.

- Payment

An approved ad hoc grant is paid as follows:

- 40% at the start of filming;
- 20% at the end of filming (according to the final shooting schedule and notice of the end of filming) after submitting the final list of expenses and salaries incurred in Valais accompanied by all relevant supporting documents (invoices, contracts, bills, receipts, etc.). ([Eligible expenses and salaries - ad hoc grants](#))

All the material must reach the office within **3 months** after the end of the shooting in Valais;

- 40% after viewing and validating the copy of the final film (answer print) and after receiving the indicated promotional material.

All material must reach the office within **3 months** of the completion of the audiovisual production.

In any event, the total amount granted cannot exceed the final total of eligible expenses and salaries submitted by the applying production company and validated by the VFC (Expenses criteria).

- Payment method

The VFC pays the amount due within **30 days** of the validation of each payment stage.

Payments are made by bank transfer to the production company or service company in question.

JOINT PROVISIONS

Monitoring

Throughout the filming of the audiovisual production in Valais, the VFC may at any time request details or further information regarding the filming process in Valais.

Project modifications

Decisions made by the VFC are based on the information provided during the application process.

Any material or content changes to the information provided to the Bureau regarding:

- significant modifications to the project;
- significant modifications to the schedule;
- significant modifications to the budget;

which formed the basis of the original decision, must be submitted to and approved by the Commission. Such changes may arise as the project progresses. Failure to obtain this approval will be considered a major breach of the decision's terms and conditions.

Budget

Funding is granted within the limits of the budget available.

PROMOTION

MAIN PROMOTIONAL TOOLS

The VFC is dedicated to actively promoting its services and the objectives of its various activities.

To achieve this, it mainly relies on the following tools:

Website

The website www.valaisfilmcommission.ch hosts the VFC's various resources. It aims to:

- present a selection of shooting locations and services available in Valais;
- describe the different economic incentives available to interested production companies;
- centralise all useful information, documents and forms for funding applications to the Film Incentive Fund (FIF) and for ad hoc grants;
- promote the VFC's other activities and provide important updates.

Social media

The VFC is active on mainstream social networks.

Campaigns and targeted actions

Depending on its activities and operational strategies, the VFC ensures visibility on the film industry's key markets and the promotion of its services at major events in the audiovisual sector.

This activity is based on networking and the VFC's traditional and digital promotional materials.

COLLABORATING WITH PRODUCTION COMPANIES

In order to ensure the optimal promotion of its services, the VFC favours close collaboration with the production companies or service companies that decide to film in Valais.

The VFC is fully aware of the importance of embargoes concerning information provided by production companies or service companies and the confidential nature of certain film shoots.

Therefore, the VFC commits to not publishing or releasing material related to an audiovisual production before filming begins without consent from the production companies or service companies responsible.

That being said, any production company or service company awarded funding by the VFC is expected to contribute to the promotion of the VFC during and after filming as follows:

During filming in Valais

Production companies or service companies awarded funding by the VFC should collaborate with the VFC by:

- authorising the presence of a photographer contracted by the VFC on location in Valais;
- facilitating on-set access for visits by the press, authorities or other partners involved in promoting the VFC;
- supporting joint promotional events between the production and local stakeholders.

After filming

Production companies or service companies awarded funding by the VFC should collaborate with the VFC by:

- supporting joint promotional events between the production and local stakeholders;
- communicating the film's production and editing progress, as well as planned release dates;
- supporting collaboration during the previews, premieres and release of the film;
- providing an iconic accessory or costume from the film;
- providing a digital copy of the film's storyboard (if available);
- providing digital copies of five official photos from the film;
- providing digital copies of five official photos from the film shoot;
- providing a digital copy of the official film poster;
- providing a digital copy of the film's press kit;

- providing the film's official trailer in HD.

All material provided by the production company will be archived by the VFC and may be used, if necessary, to promote its services (such as an exhibition or otherwise).

General

Any production company or service company supported by the VFC will provide access to its shooting locations in order for the VFC to maintain a record of the audiovisual production filmed in Valais and prepare its own promotional material.

CREDITS

Any audiovisual production supported by the VFC must include the statement “*With the support of the Valais Film Commission*” in the credits in the film's original and translated language.

This acknowledgement must appear prominently in the closing credits, immediately after the cast and crew credits.

The Valais Film Commission logo must also feature in accordance with the VFC's branding guidelines.

PAYMENTS

The VFC reserves the right to withhold payment of the final instalment if the production company or service company does not comply with or fulfil any of the conditions described above.

DEVELOPMENT

The VFC is also committed to developing the audiovisual industry in Valais. The VFC therefore collaborates with various bodies to evaluate the direct and indirect benefits as a result of film shoots in the canton.

In this role, the VFC is committed to keeping statistical records of all audiovisual productions filmed in Valais.

DUTY TO INFORM

As part of its development mission, the VFC may at any time request information deemed to be useful from production companies or service companies that benefit from its support, financial or otherwise.

In particular, documents may be requested in order to:

- follow, monitor and evaluate operations, activities and questions related to the audiovisual industry or services;
- carry out studies, research and surveys on any issue concerning the audiovisual industry;

- provide information to the public and relevant stakeholders regarding cinema, the audiovisual industry, the film services industry and audiovisual policies.

TRAINING

To foster the development of new skills and training programmes, the VFC strongly encourages production companies or service companies to recruit team members and apprentices from Valais.

GENERAL PROVISIONS

SUPERVISION

The Bureau reserves the right to send employees or representatives to perform ad hoc on-site checks without prior notification during filming or when work connected to the supported audiovisual production is carried out in order to verify that it complies with the schedules and information provided.

PERMITS AND AUTHORISATIONS

Production companies or service companies supported by the VFC must ensure that all necessary permits and/or authorisations have been obtained before filming begins.

In particular, every member of the cast and crew must hold the relevant work permits required by Swiss law in order to work in the canton.

Production companies or service companies must have obtained shooting authorisation for each location appearing in their audiovisual production.

These obligations are the sole responsibility of the production companies or service companies in question and the VFC is in no way liable.

EMPLOYMENT

Production companies or service companies must ensure that the employment of Valais-based professionals, including the employment of additional performers, apprentices, and the use of cantonal services, is carried out fairly and without discrimination.

The VFC ensures that supported production companies or service companies implement their own policies and good practices so that no individual is subject to discrimination on the basis of their gender, disability, sexual orientation, social class and/or ethnicity.

The VFC pays close attention to ensuring that production companies or service companies have established policies and good practices in terms of awareness and prevention with regard to intimidation, harassment, violence, and mental health as a consequence of work on and off set.

Any serious breach of these measures may result in the VFC reducing the funding granted to a production company or services company, or even withdrawing it altogether.

GREEN FILMING

Protecting the environment and reducing carbon emissions are key environmental priorities for everyone, including the film industry.

The VFC encourages supported production companies or service companies to develop alternative solutions by implementing their own policies in order to contribute to:

- protecting the environment;
- reducing their carbon footprint;
- reducing waste;
- introducing recycling measures and procedures.

The VFC reserves the right to request at any time the necessary information demonstrating the measures put in place by productions to reduce emissions and the impact on the environment.

Any serious breach of these measures may result in the VFC reducing the funding granted to a production company or services company, or even withdrawing it altogether.

COMPLIANCE AND LIABILITY

Any production company or service company supported by the VFC, financially or otherwise, must comply with the conditions and requirements specified in the cantonal regulations, the official decision (FIF or ad hoc) and these Guidelines.

If the production company or service company does not comply with any of the specified conditions and requirements, the VFC may refuse to provide any support, financial or otherwise.

If the production company or service company has already received funding and the VFC concludes that the conditions and requirements have not been followed, the amount received must be reimbursed.

The VFC has the right to audit and investigate any funding recipient within five years of the official decision. If investigations demonstrate that the funding granted was in excess of the amount it should have been, the applicant must reimburse the surplus.

In the extreme circumstances that the recipient is found to have intentionally violated the principles of this scheme for fraudulent purposes, all funding granted must be reimbursed in full.

In the case of a co-production, each co-producer is jointly liable for their obligations according to the law, the decision and these Guidelines.

DOCUMENT RETENTION

The production companies or service companies that receive funding from the VFC must retain all funding-related documents for at least five years after the final payment is processed by the VFC.

MODIFICATIONS

The VFC reserves the right to amend or supplement these Guidelines at any time.

COMMENCEMENT AND DURATION

These Guidelines enter into force on the 6 of August 2022

From this date onwards, any funding request can be legitimately submitted.

This document is valid until 31 December 2024.

In the event of a contradiction between the translated versions of this document, the French version shall prevail.

For the Valais Film Commission

Vincent Reynard
President

