Sound and Vision 4 – Round 58 TV Application Form *(Published October 2025)*

**Getting started:**

|  |
| --- |
| 1. **Before you begin**, read the latest *Guide for Applicants*. It explains Coimisiún na Meán’s (An Coimisiún) requirements for each section and outlines what’s mandatory for your project.
2. **Complete this Application Form** in the order shown in the Contents. When finished, save it as a single Word / PDF and upload it to your application record.
3. If you are using the **Excel Budget Template** please also upload it to your application record.
4. If you have confidential material, save it as a separate PDF appendix, clearly explain why it’s confidential, and upload it with your application. *(If you have a problem submitting the document, contact us at* *sv4@cnam.ie* *in advance of the Round closing.)*
5. **Submit your application** through [**www.cnamonline.ie**](http://www.cnamonline.ie). You must be registered on the site to apply. All applications must be submitted by **12 noon on Thursday, 27th November 2025**.

 If you need help email sv4@cnam.ie for assistance. |

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## What’s New in 2025

We would like to draw your attention to some of the changes made to this Form in 2025.

Please note that this is not an exhaustive list of amendments made, and applicants should continue to review the Guide in full.

* Section 1. L Sustainability, carbon calculator
* Section 1. N Education, Media Literacy, Adult Literacy
* Section 1. O Artificial Intelligence
* Section 1. P International Co-Production
* Section 2. Budget Template: Optional Excel
* Section 3. Budget Notes
* Section 3. Individuals in Multiple Roles
* Section 4. Detailed Budget
* Section 7. Documentation Index
* Section 9. Documentary, Education or Entertainment Formats: Indicative Running Orders
* Section 10. Drama Format: Scripts and Outlines
* Section 11. Animation Format: Artwork, Audiovisual Material, Scripts and Outlines

## 1. Programme Specification[[1]](#footnote-2)

|  |  |
| --- | --- |
| Contractor Name and Address:[[2]](#footnote-3) |  |
| Title of Programme: |  |
| Episodes & Duration: |  |
| Broadcaster: |  |
| Broadcaster Channel: |  |
| Format[[3]](#footnote-4): |  |
| Genre[[4]](#footnote-5): |  |
| Resubmission *(see question M below)* | (yes/no) |

|  |
| --- |
| **Overview of the proposed project***Do not include running orders or scripts here (include these in sections 9 and/or section 10 where relevant).*  |
| 1. **Synopsis:**

*Capture the substance of your project in one short paragraph below.*  |

*Type here*

|  |
| --- |
| 1. **Programme Content** (indicatively max 4,000 words):
* *Describe how your programme will fulfil the objectives of the Scheme.*
* *Describe the content of each programme including storyline, structure, relevant characters, contributors, etc.*
* *Describe the narrative approach or how the story or subject matter will unfold across the programme or series and why you have chosen this approach*
 |

*Type here*

|  |
| --- |
| 1. **Audio-visual Approach:** (indicatively max 1,000 words)

*Describe the audio-visual approach to the programme, for example the visual style, sound design, tone, or any other relevant considerations.* |

*Type here*

|  |
| --- |
| 1. **Key Contributors:**

*List the key contributors to the programmes. Include any information about them you think is relevant and indicate whether their involvement is confirmed or not.* *If confirmed, provide proof of confirmation in section 8 below.* |

*Type here*

|  |
| --- |
| 1. **Key Personnel:**

*Please list the key crew on this project, e.g. Producer, Director, Director of Photography, Cast, etc. Include the job title as set out in your budget and the person’s name. If the gender of the Producer, Director, Editor, Writer or Director of Photography is Female, please also state this.* *Include biographies in section 7 below.* ***Ensure the gender of key personnel matches the information you are inputting into the www.cnamonline.ie application record.*** |

*Type here*

|  |
| --- |
| 1. **Access Services:** **(TV only)**

*In the box below, please set out what access services will be provided for the project. Please note that all television programmes must make provision for subtitles. Irish Sign Language (ISL) and Audio Description (AD) are strongly encouraged for all Television programmes.* ***For drama and children’s programmes, at least one of either Irish Sign Language (ISL) or Audio Description (AD) must be included.****Applicants must confirm what access services will be provided when submitting the application.****We expect full delivery of all access services committed to in the application.*** *Costs relating to all access services are deemed eligible costs and must be included in the application budget. Please refer to Section 3.1.6 of the Guide for Applicants for further information on these requirements.****For each access service included in the project, please confirm in the table below if a provision for same has been included in the project budget.*** |

|  |  |
| --- | --- |
| **Access Service**  | **Provision in budget?** |
| Subtitling: | Please state Yes or No  |
| *If no, set out how mandatory subtitling will be delivered?* | *Type here*  |
| Audio Description: | Please state Yes or No |
| Irish Sign Language: | Please state Yes or No |

|  |
| --- |
| 1. **Follow-On Programme or Series** (mandatory for all follow-on programmes)
* *Set out how the proposed project is ‘new;’ and*
* *Demonstrate that the original and/or subsequent programme or series is now substantially complete.*
* *If the previous programme has been broadcast, set out any information that demonstrates the success of the previous series. If audience share information is available, please also provide same.*
 |

*Type here*

|  |
| --- |
| 1. **Digital First:**

*If you propose to distribute any programming via online means further to the SV4 Digital First principle, please set out the rationale for such an approach and how it will enhance your project.* *Please also set out any additional accessibility initiatives for people who are hard of hearing or visually impaired [[5]](#footnote-6).* |

*Type here*

|  |
| --- |
| 1. **Ethos of community broadcasting**

**Mandatory for programmes broadcast on Community stations only.****Not applicable for all other applications.***Describe below how the programme:** *Will promote and preserve the ethos of community broadcasting.*
* *Is based on community access.*
* *Supports active community participation and/or develops skills for members of the community.*
* *Adds to the development of the broadcaster.*
 |

*Type here*

|  |
| --- |
| 1. **Irish Language**

*If relevant, please specify to what extent the application intends to use the Irish language. In this regard, it must be demonstrated that a minimum of 30% of the final broadcast will be in the Irish language to be considered bi-lingual.*  |

*Type here*

|  |
| --- |
| 1. **Talent and Skills Development**

*Please set out your approach, if relevant, to providing an opportunity for new talent or skills development, particularly people that reflect Ireland's cultural and ethnic diversity and is the level of support as set out sufficient and/or the extent to which the applicant will create opportunities for talent and/or skills development.* |

*Type here*

|  |
| --- |
| 1. **Sustainability (i)**

*Please set out your approach to environmentally sustainable programme making and any initiatives that help your productions lessen their impact on the environment.*  |

*Type here*

|  |
| --- |
| **Sustainability (ii) Carbon Calculator***Please complete the table below* |

|  |  |
| --- | --- |
| **Question** | **Answer** |
| **Are you aware of the albert Certification process?**  | Please state Yes or No |
| **Have you engaged with the albert Certification process on any productions before this?** | Please state Yes or No |
| *If yes, please state to what level from the options available? Footprint Calculation, and/or Carbon Action plan, and/or Certification*  | Insert “level” here |
| *Is engagement with the albert Certification process a requirement for funding with other funders?*  | Please state Yes or No |
| *If yes, to what level?* | Insert “level” here |
| **If funded, would you be engaging with the albert Certification Process?**  | Please state Yes or No |
| *If yes, to what level would you have capacity to complete minimum level or full certification?* | Please state answer here |

|  |
| --- |
| 1. **Resubmission**

*If this application is a resubmission, please set out how previous feedback has been addressed and/or any significant changes that have been made to the proposal. You may also list the sections in the form where changes have been made.* |

*Type here*

|  |
| --- |
| **N**. **Education, Adult Literacy, Media Literacy*****Mandatory for Education Format, Adult Literacy Genre or Theme, or Media Literacy Genre or Theme projects only.******Not applicable for all other applications.*** *If this application relates to a project in the Education format, Adult Literacy Genre or Theme or Media Literacy genre or theme, please outline how it will address the requirements set out in section 3.1.4 of the Guide for Applicants, in particular the intended outcomes and the approach to development, delivery and evaluation of the proposed project. The approach to delivery must include the proposed personnel and demonstrate the requisite skills, experience and expertise to deliver the stated intended outcomes.* |

*Type here*

|  |
| --- |
| **O. AI Use in Funding Applications***To understand how emerging technologies are being used by content producers, we are asking applicants about the use of artificial intelligence (AI) tools in the development of their project ideas or in the preparation of their funding applications.**Please note that providing this information will not have any impact on how your application is assessed in this round.* |

**AI Use in Project Development**

|  |  |
| --- | --- |
| Did you use any artificial intelligence (AI) tools to assist in generating, developing, or refining your project idea? | Please state Yes or No |
| If yes, please specify the tools used and describe how they contributed to shaping your concept: | *Type here* |

**AI Use in Application Preparation**

|  |  |
| --- | --- |
| Did you use any artificial intelligence (AI) tools to assist in writing, editing, or formatting this funding application? | Please state Yes or No |
| If yes, please specify which tools were used and explain how they contributed to the development of your submission | *Type here* |

|  |
| --- |
| **P. International Co-Productions**If the project is an international co-production, briefly outline how the partnership is structured and explain the rationale behind this approach. *Formal co-production agreements are not required but can be helpful and can be included in Question 7 Letter(s) or Agreements of Commitment from other Funders.* |

*Type here*

## 2. Budget Template[[6]](#footnote-7) [[7]](#footnote-8)

This is mandatory. Applicants must use **only one** of:

1. The below template budget in this Word document.

or

1. An Excel version. This is available for download [[here](https://bai.service-now.com/funding?id=kb_article_view&sys_kb_id=f1e3d837c341125036465b42b401318c)]. If you are using the Excel template, you are permitted to upload this document as a separate attachment to your cnamonline application record.

|  |  |
| --- | --- |
| Production Stage | Number of Weeks |
| Pre-Production  |  |
| Production |  |
| Post- Production |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Eligible Budget |  |  |  |
| # | Production | Page/Ref | Total | Guidance Note |
| 1 | Scripts/Storyboards |  |  | May include writer fees, script team, storyboard artists, rights |
| 2 | Development |  |  | Incurred development costs related to the programme(s) may be included |
| 3 | Executive Producer |  |  |   |
| 4 | Producer |  |  | This is the cost of all producers involved (if more than one). |
| 5 | Director |  |  |   |
| 6 | Artists/Contributors |  |  | May include Cast, Voice Over Talent, Presenter, Interviewees, Contributors, Extras, Doubles, Stand-ins, Stunts, Chaperones/Tutors, Consultants, Choreographers. |
| 7 | Assistant Directors/Continuity |  |  | May include Assistant Directors, Location/Production Runner, Continuity/Script Supervisor. |
| 8 | Production Staff Salaries |  |  | May include Line Producer, Production Manager, Location Manager, Production Co-ordinators, Production Assistant, Casting Director, Production Accountant & Secretary. |
| 9 | Camera |  |  | May include Director of Photography, Camera Operator, Camera Assistant, Key Grips, Focus Puller, Cameras, Equipment & Consumables. |
| 10 | Sound |  |  | May include Sound Records, Technicians, Assistants, Boom Operators, Equipment, Stores & Consumables. |
| 11 | Lighting & Electrical |  |  | May include Lighting Gaffer, Best Boy, Electricians, Dailies, Lighting & Electrical Equipment, Consumables. |
| 12 | Art Department |  |  | May include Designer, Art Director, Assistants, Rigger, Prop Buyer, Prop Master, Dresser, Dailies, Carpenter, Painter, Construction Manager, Sets, Props, Special Effects, Consumables, Animals, Construction. |
| 13 | Wardrobe, Hair & Make-up |  |  | May include Designer, Artist, Supervisor, Assistants, Dailies, Costumes, Make-up, Wigs, and sundries. |
| 14 | Animation |  |  | May include Animatics, Animators, Layout & Background, Compositing. |
| 15 | Locations/Production Facilities |  |  | May include Studio, Outside Broadcast, Location Fees, Permits, Restoration, Security, Catering, Facilities for Rehearsal, Fittings, Shooting, etc. |
| 16 | Travel/ Transport/ Accommodation/Living |  |  | May include Vehicle Hire, Drivers, Flights, Taxis, Parking, Freight, Accommodation, Per Diems, Hospitality. |
| 17 | Other *(Please specify what this will* *cover here)* |  |  |  |
|  | **Total Production** |  |  | Add amount in “Total” column. |
| # | Post-Production | Page/ Ref | Total |  |
| 18 | Film/Tape Stock/Drives |  |  |  |
| 19 | Offline Editing |  |  |  |
| 20 | Online Editing |  |  |  |
| 21 | Sound post-production |  |  |  |
| 22 | Archive |  |  |  |
| 23 | Graphics/Rostrum |  |  |  |
| 24 | Music/Music Composition |  |  | May include cost for original music and costs associated with music composition.  |
| 25 | Subtitles (mandatory) |  |  | Must include provision for Subtitles. |
| 26 | Irish Sign Language |  |  | May include cost for provision of Irish Sign Language (ISL). The Broadcaster must commit to broadcast ISL. An Coimisiún strongly encourages the provision of Irish Sign Language (ISL)and Audio Description (AD) on all funded TV content. At least one of these services is mandatory for allDrama and children’s TV programming. |
| 27 | Audio Description |  |  | May include cost for provision of Audio Description (AD). The Broadcaster must commit to broadcast AD.An Coimisiún strongly encourages the provision of Irish Sign Language (ISL)and Audio Description (AD) on all funded TV content. At least one of these services is mandatory for allDrama and children’s TV programming. |
| 28 | Finance & Accounts *(related to production only)* |  |  |   |
| 29 | Legal *(related to production only)* |  |  |   |
| 30 | Publicity |  |  |  |
| 31 | Archive Copies (AS-11) |  |  | Must include provision for the generation of an AS-11. See section 4.2 of the current Sound & Vision 4 Guide for Applicants for more information. |
| 32 | Digital First Principle (if applicable)  |  |  | May include costs for provision of Digital First related content. See section 4.13 of the current Sound & Vision 4 Guide for Applicants for more information **(may not exceed 2.5% of Eligible Production Budget)** |
| 33 |  Other (Please specify what this will cover here*)* |  |  |  |
|  | **Total post-production** |  |  | Add amount in “Total” column. |
| 34 | Insurance (mandatory) |  |  |  |
|  | **Sub-Total Eligible Budget** |  |  | Add amount in “Total” column. |
| 35 | Overheads | % |  | Maximum of 5% of the Eligible Budget |
| 36 | Production Fee | % |  | Maximum of 10% of the Eligible Budget |
| 37 | Contingency | % |  | Rationale for inclusion must be provided in Budget Notes. Maximum of 10% of the Eligible Budget |
|  | **Total Eligible Budget** |  |  | Add amount in “Total” column. |
|  | **Ineligible Budget** |  |  |  |
| # | Category Description | Page/Ref | Total |  |
| 38 | Other |  |  | Please provide detail in budget notes |
|   | **Total Ineligible Costs** |  |  | Add amount in “Total” column. |
|  | **Total Budget** |  |  | **€[insert]** |

## 3 Budget Notes

Budget notes should be provided to assist the understanding of line items included in the budget and are encouraged for all projects. See section 4.3 of the Guide for Applicants for further information.

***Fill in where the line items require notes***

Budget Notes can be inserted below in this form or in the Excel template.

**Individuals in Multiple Roles**

If a single individual is undertaking multiple roles in the production, the budget should list all of their input on one budget line. The individual should be paid at one flat rate for the entirety of their work on the project. The line description can be amended to reflect the roles to be undertaken. A budget note should be added to set out any relevant information to support same.

See section 4.2 of the Guide for Applicants for further information

***Insert your budget notes here, do not embed or link documentation externally to the form.***

 **Line Item 1: Scripts/Storyboards:** May include writer fees, script team, storyboard artists, rights.

*Type here*

**Line item 2: Development:** Incurred development costs related to the programme(s) may be included.

*Type here*

**Line Item 3: Executive Producer**

*Type here*

**Line Item 4: Producer:** This is the cost of all producers involved (if more than one).

*Type here*

**Line Item 5: Director**

*Type here*

**Line Item 6: Artists/Contributors:** May include Cast, Voice Over Talent, Presenter, Interviewees, Contributors, Extras, Doubles, Stand-ins, Stunts, Chaperones/Tutors, Consultants, Choreographers.

*Type here*

**Line Item 7: Assistant Directors/Continuity.** May include Assistant Directors, Location/Production Runner, Continuity/Script Supervisor.

*Type here*

**Line Item 8: Production Staff Salaries:** May include Line Producer, Production Manager, Location Manager, Production Co-ordinators, Production Assistant, Casting Director, Production Accountant & Secretary.

 *Type here*

**Line Item 9: Camera:** May include Director of Photography, Camera Operator, Camera Assistant, Key Grips, Focus Puller, Cameras, Equipment & Consumables.

*Type here*

**Line Item 10: Sound:** May include Sound Records, Technicians, Assistants, Boom Operators, Equipment, Stores & Consumables.

*Type here*

**Line Item 11: Lighting & Electrical:** May include Lighting Gaffer, Best Boy, Electricians, Dailies, Lighting & Electrical Equipment, Consumables**.**

*Type here*

**Line Item 12: Art Department:** May include Designer, Art Director, Assistants, Rigger, Prop Buyer, Prop Master, Dresser, Dailies, Carpenter, Painter, Construction Manager, Sets, Props, Special Effects, Consumables, Animals, Construction**.**

*Type here*

**Line Item 13: Wardrobe, Hair & Make-up:** May include Designer, Artist, Supervisor, Assistants, Dailies, Costumes, Make-up, Wigs, and sundries.

*Type here*

**Line Item 14: Animation** May include Animatics, Animators, Layout & Background, Compositing.

*Type here*

**Line Item 15: Locations/Production Facilities** May include Studio, Outside Broadcast, Location Fees, Permits, Restoration, Security, Catering, Facilities for Rehearsal, Fittings, Shooting, etc.

*Type here*

**Line Item 16: Travel/Transport/Accommodation/Living:** May include Vehicle Hire, Drivers, Flights, Taxis, Parking, Freight, Accommodation, Per Diems, Hospitality.

*Type here*

**Line Item 17: Other**

*Type here*

**Line Item 18: Film/Tape Stock / Drives**

*Type here*

**Line Item 19: Offline Editing**

*Type here*

**Line Item 20: Online Editing**

*Type here*

**Line Item 21: Sound post-production**

 *Type here*

**Line Item 22: Archive**

*Type here*

**Line Item 23: Graphics/Rostrum**

*Type here*

**Line Item 24: Music/Music Composition** May include cost for original music and costs associated with music composition.

*Type here*

**Line Item 25: Subtitles (mandatory):** Must include provision for subtitles.

*Type here*

**Line Item 26: Irish Sign Language:** May include cost for provision of Irish Sign Language (ISL). The Broadcaster must commit to broadcast ISL. An Coimisiún strongly encourages the provision of Irish Sign Language (ISL) and Audio Description (AD) on all funded TV content. At least one of these services is mandatory for all Drama and children’s TV programming.

*Type here*

**Line Item 27: Audio Description:** May include cost for provision of Audio Description (AD). The Broadcaster must commit to broadcast AD. An Coimisiún strongly encourages the provision of Irish Sign Language (ISL) and Audio Description (AD) on all funded TV content. At least one of these services is mandatory for all Drama and children’s TV programming.

*Type here*

**Line Item 28: Finance & Accounts** (related to production only)

*Type here*

**Line Item 29: Legal (related to production only)**

*Type here*

**Line Item 30: Publicity**

*Type here*

**Line Item 31: Archive Copies (AS-11):** May include costs for provision of Digital First related content. See section 4.13 of the current Sound & Vision 4 Guide for Applicants for moreinformation.

*Type here*

**Line Item 32: Digital First Principle (if applicable):** May not exceed 2.5% of Eligible Production Budget

*Type here*

**Line Item 33: Other**

*Type here*

**Line Item 34: Insurance**

*Type here*

**Line item 35: Overheads. Maximum of 5% of the Eligible Budget**

*Type here*

**Line item 36: Production Fee. Maximum of 10% of the Eligible Budget**

 *Type here*

**Line item 37: Contingency:** if included, you must set out a clear rationale for its inclusion. Maximum of 10% of the Eligible Budget

*Type here*

**Line item 38: Ineligible Budget/Other**

 *Type here*

## 4. Detailed Budget

All Television applications **must** also include a separate detailed budget in addition to the Budget Template above.

**Please insert your detailed budget below. This cannot be a separate upload.**

*INSERT DETAILED BUDGET HERE*

## 5. Finance Plan and Territorial Spend [[8]](#footnote-9)

**Finance Plan**

|  |  |
| --- | --- |
| **Eligible Costs** |  |
| Funder | Amount  | % of Eligible Budget | Status of Funding |
| Sound & Vision 4 | [do not add decimals] |  |  |
| Broadcaster  |  |  |  |
| Other Funder (if applicable) |  |  |  |
| Other Funder (if applicable) |  |  |  |
|  |  |  |  |
| Total Eligible Costs |  | 100% |  |
| **Ineligible Costs** |  |
| Funder | Amount | % of Ineligible Budget | Status of Funding |
| Other Funder/ Applicant |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total Ineligible Costs |  | 100% |  |
| **Total Budget** |  |  |

**Territorial Spend**

If the grant you have requested from An Coimisiún **is less than 50% of the total budget**, complete line 1 below. If the grant you have requested from An Coimisiún **is 50% or more of the total budget**, complete line 2 below.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Grant as % of Total Budget** | **S&V allocation** | **Confirm ability to comply with relevant spending criteria** **Y/N** |
| 1 | Less than 50% of the total budget | 160% of the grant aid awarded to be spent within the territory of the Republic of Ireland |  |
| 2 | 50% or more of the total budget | 80% of the overall production budget to be spent within the Island of Ireland |  |
| If you selected ‘No’ in either instance, provide a rationale below as to why you cannot meet these spending requirements[[9]](#footnote-10): |
| *Type here* |

##

## Letter of Commitment from an Eligible Broadcaster [[10]](#footnote-11)

Insert (ie.paste) a PDF/ TIFF/ JPEG /image of your recently dated broadcaster confirmation letter here.

**Do not embed or link documentation externally to the form.**

## 7. Letter(s) or Agreements of Commitment from other Funders [[11]](#footnote-12)

Applicants must provide adequate evidence of funding commitments from other funders, broadcasters and applicants to demonstrate that at least 85% of the finance plan is confirmed. Coimisiún na Meán reserves the right to consider funding as unconfirmed in the absence of such evidence. Sound & Vision funding can be considered as confirmed for the purpose of application.

**If at least 85% of the funding is not adequately demonstrated as secured at the time of application submission, An Coimisiún reserves the right to discount the project from the application process.**

**For a list of elements to include, please reference section 4.6 of the most recent Guide for Applicants.**

Where more than two letters or agreements are submitted, please provide a list/index of the documents in the order in which they appear in this form.

*Insert (i.e paste) information here, and ensure commitments are complete and fully legible.*

**Do not embed or link documentation externally to the form**.

## 8. Biographies of Key Personnel[[12]](#footnote-13)

*Insert (ie paste) relevant information here*

**Do not embed or link documentation externally to the form.**

*Please do not include personal information such as email addresses, phone numbers, PPSN etc.*

## 9. Confirmation(s) of Commitment from Key Contributors[[13]](#footnote-14)

*Insert (ie paste) a PDF/ TIFF/ JPEG / other format of your confirmation of commitment here*

**Do not embed or link documentation externally to the form.**

Please do not include personal information such as email addresses, phone numbers, PPSN etc. Please ensure commitments are complete and fully legible.

Where more than two letters or agreements are submitted, please provide a list/index of the documents in the order in which they appear in this form.

##

## 10. Documentary, Education or Entertainment Formats: Indicative Running Orders[[14]](#footnote-15)

For Documentary, Education or Entertainment formatted programmes, you should include an indicative running order. This can greatly assist the assessment of your application. For a series with multiple episodes, you should include at least one indicative running order and outlines of all other programmes.

Scripts are also advisable for other formats e.g., documentaries, where there is a significant drama element. Shooting scripts may also be included.

*Insert information here, do not embed or link documentation externally to the form.*

## 11. Drama Format: Scripts and Outlines[[15]](#footnote-16)

For feature drama projects a script must be provided. For a drama series, applications must include at least one script, and detailed episode outlines of all programmes in the series. Series Bibles may also be provided.

Scripts must be provided for all Drama programmes and must be in the language in which the programme will be broadcast.

*Insert (ie paste) information here, do not embed or link documentation externally to the form.*

##

## 12. Animation Format: Artwork, Audiovisual Material, Scripts and Outlines [[16]](#footnote-17)

Applicants must provide detailed episode outlines. Scripts are encouraged.

Applications for animation programmes must include animation artwork. If it is not possible to include this with the application given the size limitation on the application file, applicants can provide a link to key artwork that can be accessed via the internet. This is at the applicants’ own risk. If there is any difficulty accessing the material, An Coimisiún is not obliged to revert to the applicant. An Coimisiún also reserves the right not to view or consider material that has not been submitted via the Online Form or the Application Form document. In this instance, external links to access material are permitted.[[17]](#footnote-18)

Please ensure you include the password to access this material if required.
**We cannot accept links that require an email to access.**

*Insert documentation/links here.*

## 13. Supporting Audiovisual Material[[18]](#footnote-19)

Applications may include a link to supporting audiovisual material if the Applicant believes it will aid the understanding of the proposal. In this instance, external links to access material are permitted.[[19]](#footnote-20) These are considered to be supplemental to the application and An Coimisiún may not use this material when assessing the application. Please ensure you include the password to access this material if required.

*Insert documentation/links here.*

## 14. Summary checklist for all applicants

|  |  |  |
| --- | --- | --- |
| 1 | I have registered with [www.cnamonline.ie](http://www.baionline.ie/). | Y/N |
| 2 | I have checked the Contractor for my programme is also registered with [www.cnamonline.ie](http://www.baionline.ie/) and that entity is entered in the “Contractor” field on my application. | Y/N |
| 3 | I have read the Round 58 Guide for TV Applicants and confirm my proposal aligns with the Round's objectives.  | Y/N |
| 4 | I will complete this Form and will save it as **one PDF document** before uploading to www.cnamonline.ieI have included all required third-party confirmation letters and agreements are included within this application document, and all information is legible. **No documentation has been included as embedded/external links in this application document.** Except for animation and ancillary audiovisual material allowable under section 4.11 of the Guide for Applicants, If using the Excel Budget Template,you have uploaded it to your application record. Any confidential material will be saved in a separate attachment and uploaded to my application record as **one PDF document.** | Y/N |
| 5 | I will check this document for computer viruses before uploading it to www.cnamonline.ie | Y/N |
| 6 | My application has been submitted per [Section 4.2](#_4.2_Budgets) & 4.3 of the Guide for Applicants and contains both* a completed An Coimisiún Budget Template (either in the Application Form or Excel upload) and
* a full detailed project budget
 | Y/N |
| 7 | I have completed all mandatory fields on the online part of the application form on www.cnamonline.ie. | Y/N |
| 8 | My proposed project is ready to go into production, and I have all necessary rights to produce the project. | Y/N |
| 9 | My proposed project has not commenced production. | Y/N |
| 10 | My proposed project is new. | Y/N |
| 11 | My proposed project is not news or current affairs. | Y/N |
| 12 | My request for funding from An Coimisiún does not exceed **€500k.** | Y/N |
| 13 | My application demonstrates that the majority of the other finance required to produce this project is secured (refer to section 4.6 of the Guide for Applicants for information). | Y/N |
| 14 | An eligible broadcaster has provided a recently dated letter of commitment with this proposal. If no, my project is an animation or TV Drama project requesting less than 50% of funding from An Coimisiún. | Y/N |
| 15 | If my project includes children or vulnerable adults, I have declared this on my cnamonline online application and provided information on safeguarding procedures and protocols that will be in place.  | Y/N |
| 16 | Any personal information included with the application is necessary. | Y/N |
| *When you can mark 1-16 as “Y”, you are ready to submit your application via* [*www.cnamonline.ie*](http://www.cnamonline.ie) |

1. See section 4.1 of the Guide for Applicants [↑](#footnote-ref-2)
2. Please ensure the contractor is registered on [www.cnamonline.ie](http://www.cnamonline.ie) as a contractor, the contactor is the entity that will contract with An Coimisiún if the project is awarded funding. [↑](#footnote-ref-3)
3. Accepted Formats: Documentary; Education; Animation; Drama; and, Entertainment [↑](#footnote-ref-4)
4. Accepted Genres: Children’s; Arts/Culture; Contemporary Society; History/Heritage; Science/Nature/Environment; Adult Literacy; and, Media Literacy [↑](#footnote-ref-5)
5. See sections 3.1.7 and 4.13 of the Guide for Applicants [↑](#footnote-ref-6)
6. See section 4.2 of the Guide for Applicants [↑](#footnote-ref-7)
7. If you are registered for VAT please submit this exclusive of VAT cost. If you are NOT registered for VAT you may include the VAT cost in relevant line items. Please make it clear in the unit description that VAT is included and identify the rate being applied. [↑](#footnote-ref-8)
8. See section 4.4 of the Guide for Applicants [↑](#footnote-ref-9)
9. See section 3.1.8 of the Guide for Applicants [↑](#footnote-ref-10)
10. See section 4.5 of the Guide for Applicants [↑](#footnote-ref-11)
11. See section 4.6 of the Guide for Applicants [↑](#footnote-ref-12)
12. See section 4.7 of the Guide for Applicants [↑](#footnote-ref-13)
13. See section 4.8 of the Guide for Applicants [↑](#footnote-ref-14)
14. See section 4.9 of the Guide for Applicants [↑](#footnote-ref-15)
15. See section 4.10 of the Guide for Applicants [↑](#footnote-ref-16)
16. See section 4.11 of the Guide for Applicants [↑](#footnote-ref-17)
17. Links to material must be maintained until the application process is completed. [↑](#footnote-ref-18)
18. See section 4.11 of the Guide for Applicants [↑](#footnote-ref-19)
19. Links to material must be maintained until the application process is completed. [↑](#footnote-ref-20)