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Manual for the Swedish Film Institute's application service

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System requirements

To get the best use of the application service, we recommend you to use a computer/laptop with the browsers Google Chrome, Mozilla Firefox or Microsoft Edge. A specially adapted version for smaller screens (for example smart phones or reading tablets) is planned.

If you have problems with opening pdf-files, you can download a free pdf-reader here: <https://get.adobe.com/se/reader/>

Language

The overall content in the application service is available in both Swedish and English. You can change language in the upper right corner. Please note that not all application forms are available in English.

[Contact us](#) if you need any help.



The screenshot shows the top navigation bar of the application service. On the left, it says "Filminstitutets ansökningstjänst:". On the right, it shows "Logged in: jellsted" and a language selector with "Sv" (Swedish) selected. Below the navigation bar, there is a sidebar menu with options: "Overview Support >", "International distribution support", "My Profile >", "Ongoing Applications >", "Closed Cases >", and "Personal Information >". The main content area has a heading "Welcome to the Swedish Film Institute's application service!" followed by a paragraph: "The Swedish Film Institute is tasked with stimulating Swedish film life in a broad sense. This is done, among other things, by allocating financial support." Below this, there is a section titled "International distribution support" with a sub-heading "Select the category below. Within each category you can then choose which support you want to apply for, read more about the terms and access the application form."

Accessibility

The application service has been developed based on the demands on accessibility in accordance with European standard (EN 301 549 V2.1.2 / WCAG 2.1).

[Here you can read the application service's accessibility report in full. \(link will open in a new window\).](#) The full accessibility report is in Swedish, please [contact us](#) for an English version.

We always aim to improve the accessibility of the application service. If you discover any problems that are not described in the accessibility report, or if you feel that we do not follow the demands of the law, please contact us at ansokansupport@filminstitutet.se.

Create user account

To be able to submit applications via the application service you need to have a user account.

Go to the application service's start page and click on Create Account.

Username: Enter a username for your user account. You can use the user account to log in into the application service (in addition to your email address).

Email address: Mind entering an email address you have access to.

Password: The password must consist of a minimum of 6 characters and contain at least one capital letter and one small letter and a number.

Accept the terms and conditions and allow the Swedish Film Institute to use your personal information.

When you have filled in all correct information and clicked on Create account, a confirmation email will be sent to the given email address. Check your spam inbox if you have not received the email to your regular inbox. Click on the link in the email to activate your account.

When you have created the user account you can either use your email address or your username, together with your password, to log in into the application service.

Forgotten password

If you have a user account but have forgotten your password, you can order a new one. Click on Forgotten password on the start page and fill in your email address. You will then receive an email from us with a new password. Check your spam inbox if you have not received the email to your regular inbox. After you have logged in we recommend you to change the password under the tab Personal information.

After login

Overview support

Here is information and links to all application forms within the application service. The application forms are sorted into underlying categories.

Filminstitutets ansökningstjänst:

Overview Support >

International distribution support

My Drafts >

Ongoing Applications >

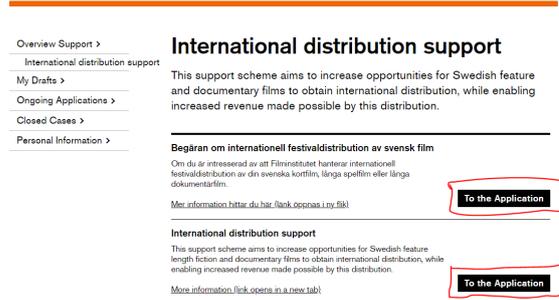
Closed Cases >

Personal Information >

Start new application

Choose the support you want to apply for via the button To application.

Filminstitutets ansökningstjänst:



Overview Support >
International distribution support
My Drafts >
Ongoing Applications >
Closed Cases >
Personal Information >

International distribution support

This support scheme aims to increase opportunities for Swedish feature and documentary films to obtain international distribution, while enabling increased revenue made possible by this distribution.

Begäran om internationell festivaldistribution av svensk film

Om du är intresserad av att Filminstitutet hanterar internationell festivaldistribution av din svenska kortfilm, långa spelfilm eller långa dokumentärfilm.

[Mer information hittar du här /link öppnas i ny flik](#) **To the Application**

International distribution support

This support scheme aims to increase opportunities for Swedish feature length fiction and documentary films to obtain international distribution, while enabling increased revenue made possible by this distribution.

[More information /link opens in a new tab](#) **To the Application**

Before you go to the actual application form you need to name the draft of your application. The name of the draft is only for your own sake if you need to cancel and continue at another time. Your started applications, which have not yet been submitted, you will find under the tab **My drafts**.

Upload supplements to application

We only accept files by the type PDF. Documents of other file types you need to convert to PDF before uploading them. Most of the word-and image processing programs have support for converting to PDF, and there are a number of different apps and programs to download for free, which can be used to for example convert an image file to PDF.

The size of each file must not exceed 15 MB.

Applicant

The Swedish Institute only disburse support to registered companies. At the step Applicant you enter your company's organisation registration number and click on Search.



Sökande

Ange organisationsnummer i format XXXXXX-XXXX och klicka

När du anger ditt organisationsnummer skickas detta vidare till

Organisationsnummer (XXXXXX-XXXX)

Sök **Rensa**

Your organisation registration number will be sent to Marketing Information in Sweden AB for verification and retrieval of the company's address details. The address details are retrieved automatically and placed in the underlying field. The address details are the

details the company has registered at the state agencies and cannot be changed in the application service. The Film Institute is not responsible for eventual incorrect details. If your company have several subsidiaries a new window will be opened, and you will then be able to choose which subsidiary that will stand as the applicant.

If you at the date of the application is missing a registered company, or by other reason cannot automatically look up your organisation registration number, you can enter your social security – or organisation registration number manually further down the page, followed by zip code and city.

Saknar du registrerat organisationsnummer? Ange ditt person- eller organisationsnummer manuellt här

Person- eller organisationsnummer
111111-1111

Namn
1111

Please observe that the Film Institute will only disburse granted funding to registered companies.

Contact person

Pre-filled information will be retrieved from the user account logged in. Change the information if you want someone else to be your contact person in the application.

Accept guidelines and conditions

Read the conditions and the guidelines for the support you want to apply for thoroughly before accepting them.

Summary

Verify that the filled-in information and the uploaded supplements to the application are correct. If you need to go back and change something you navigate by using the steps within the menu.

International distribution support

Page 1 Page 2 Page 3 Page 4 Page 5

You can also use the buttons Back and Save and next.

Back Save Save and Next

Send in application

After clicking Send you will see a confirmation page with a summary of your submitted information. We recommend you to download the summary to your own computer/laptop. It can take up to 30 min before the application is thoroughly registered in our system. You will then receive a confirmation email from us, and your submitted application will be visible under the tab Pending cases.

We deal with applications during weekdays and will return to you if the application needs to be supplemented. Your case will then be opened up for supplement in the application service under the tab Pending cases. The turnaround time can vary depending on which support you have applied for. More information about turnaround times can be found on respectively support page at filminstitutet.se.

Submit supplementary information and documents in a current case

All supplementary information, accounts and requisitions are submitted in each case respectively under the tab [Ongoing Applications](#). When you have submitted information in a current case you will see a confirmation page where your registration number will be visible. We recommend you to download the summary of your submitted information. Please note that we do *not* send out a confirmation email regarding supplementary information in a current case.

My drafts

Here will all of your started cases that has not yet been submitted be saved. A draft is automatically deleted 30 days after it has been created. You can also choose to delete a draft yourself.

Ongoing Applications

Here you can see all of your applications that are handled by us at the moment. If the button Supplementary information is visible you can send in additional documents to the case, for example updated information, accounts and requisitions.

You can only see those applications you have submitted yourself via the application service. If you have earlier applications that has been submitted to us in another way, they are *not* visible here. Please email supplementary information regarding earlier applications to utlandsstod@filminstitutet.se.

Closed cases

Here you can see information about all your closed cases that has been submitted to the Film Institute via the application service.

Personal information

Here you can change the personal information for your user account. If you want to change email address, please contact ansokansupport@filminstitutet.se. If another person is taking over your cases, you both need to email your permissions.

Change password

Here you can change your current password. The password must consist of a minimum of 6 characters and contain at least one capital letter and one small letter and a number.

Contact us

If you are having any technical issues, questions or other viewpoints concerning the application service, please email ansokansupport@filminstitutet.se.

You can also contact us at 08-665 12 48. Telephone hours 09.00-16.00, weekdays.