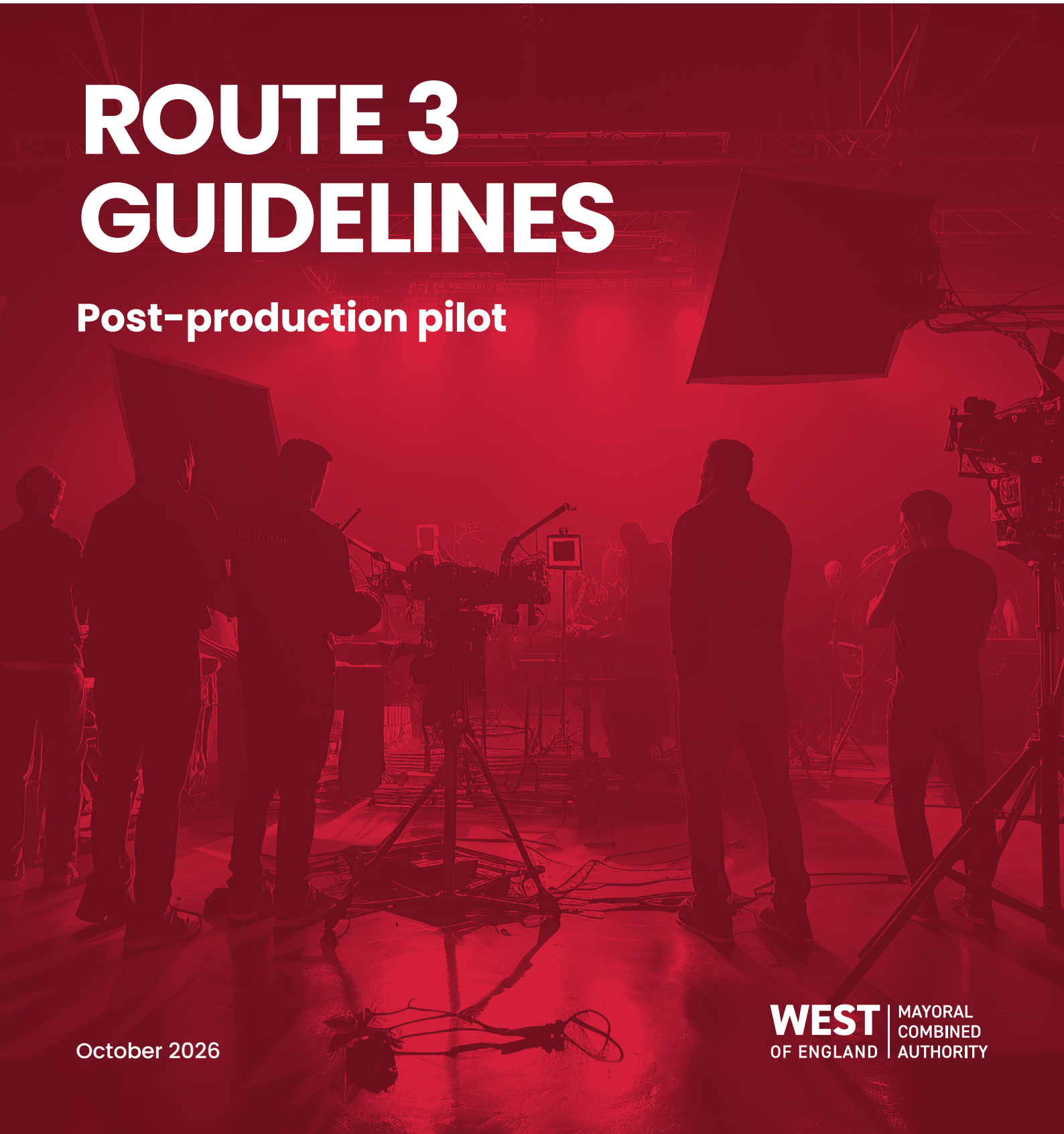
GREEN LIGHT WEST

West of England Production Fund

ROUTE 3 GUIDELINES

Post-production pilot



October 2026

WEST OF ENGLAND | MAYORAL COMBINED AUTHORITY

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What is Greenlight West – West of England Production Fund?

The West of England is one of the UK's leading centres for film, television and animation. Home to internationally recognised production companies, talented freelancers and crew, studios and specialist facilities, the region also has a well-established post-production sector spanning picture, sound, animation, VFX and finishing services.

The Greenlight West Production Fund builds on these strengths to create more work and opportunity for people and businesses across Bath & North East Somerset, Bristol, North Somerset and South Gloucestershire.



Route 3 is a pilot offering production companies grants of £50,000 to £200,000 towards eligible post-production work delivered by established West of England post-production companies. The grant is up to 20% of approved eligible regional post-production costs. The applicant production company may be based inside or outside the region, and filming may take place anywhere.

Route 3 is designed to increase the volume and value of post-production work delivered in the region and strengthen collaboration between production companies and regional post-production businesses.

Applicants must show that the grant enables additional regional work, investment or benefits that would not otherwise happen at the same scale. This is a fundamental requirement of funding. Applicants should explain what would happen without the grant and how support will increase regional work, paid employment, specialist skills or progression opportunities. Funding is not intended simply to reimburse activity that would happen on the same terms without support.

Route 3 is a pilot and is subject to review, change or closure. Future rounds and funding are not guaranteed. We will publish updated guidance and material changes on the Greenlight West webpage, explaining when they take effect and which applications are affected.

This guidance explains eligibility, the application process and the evidence needed for the Route 3 pilot. Read the pilot and guidance changes section before preparing your application.

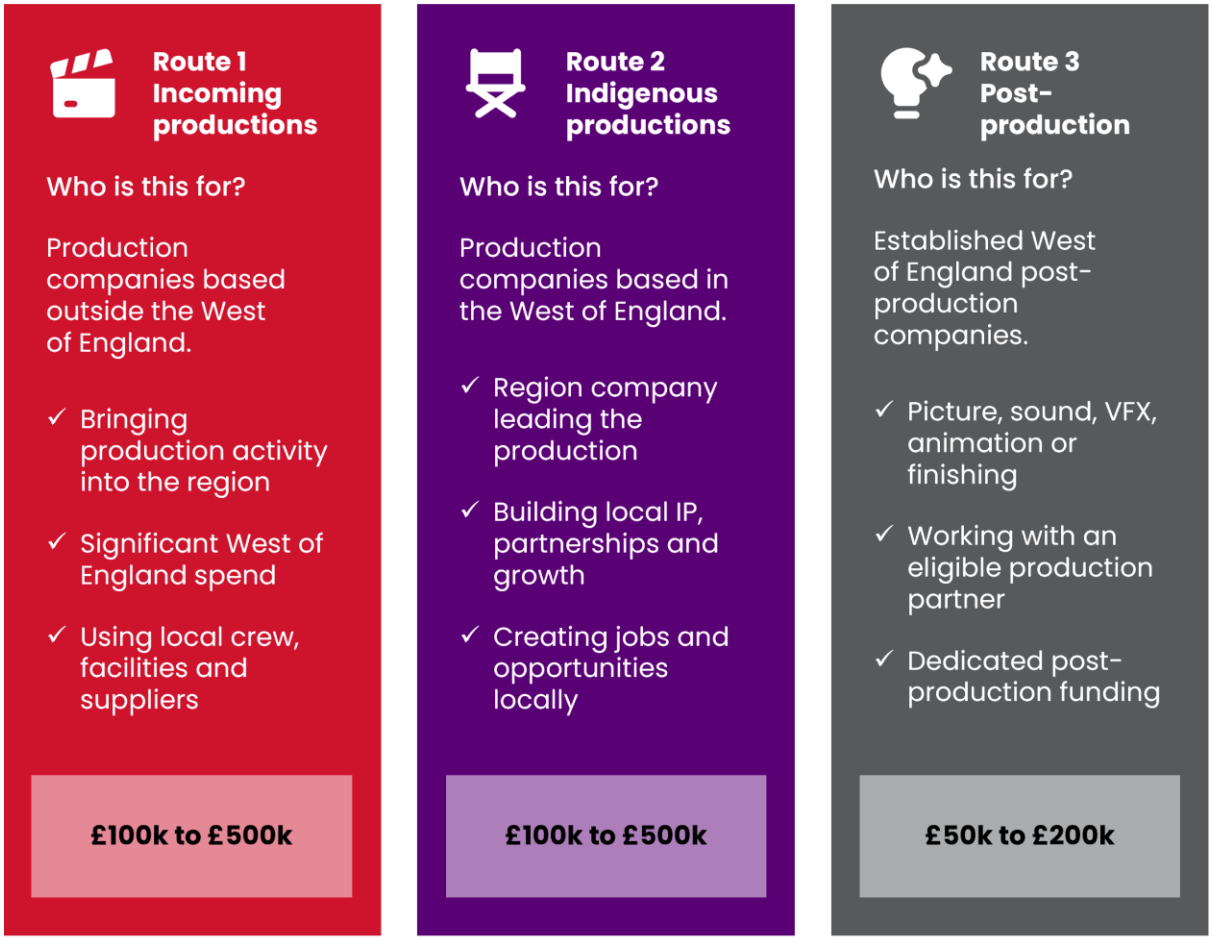
Which route to use

Route 3 supports a defined post-production package commissioned by a production company from one or more established West of England post-production companies. The applicant production company may be based anywhere, and the production may be filmed anywhere. Regionally based production companies can apply on the same basis.

As with Routes 1 and 2, the production company will normally be the lead applicant and grant recipient. It signs the Grant Funding Agreement and is responsible for the application, supplier arrangements, delivery, claims, reporting and audit evidence. Post-production companies contribute to delivery and evidence. They may only be the lead applicant under the international project exception below, where West of England Mayoral Combined Authority has agreed this in writing.

Routes 1 and 2 support wider production activity and can include post-production as part of a supported production. Route 3 is the dedicated route where the funding request relates specifically to post-production activity. A production may only receive Greenlight West Production Fund support through one route. Where the production has received or applied for Routes 1 or 2 funding, its post-production costs must be considered within that application and cannot also be funded through Route 3. See the guidance for those routes.

Which route is right for you?



Important: Projects funded through route 1 or 2 cannot subsequently apply to route 3. Only one funding route can be used per production.

What can I apply for?

Route 3 supports a defined post-production package for screen productions with a credible route to release, broadcast or distribution. Eligible formats may include:

- Feature films and high-end television drama
- Children's television and animation
- Factual, documentary and natural history
- Unscripted and entertainment programmes
- Other eligible screen content with a strong case for support

Eligible post-production activity may include:

- Picture editing, including offline and online editing, assembly, conforming and finishing
- Colour correction, grading, image matching and final picture finishing
- Visual effects, including compositing, clean-up, rotoscoping, tracking, digital effects and CGI delivered as part of the agreed post-production package
- Post-production animation, motion graphics, title sequences, captions and end credits
- Sound, including dialogue editing, sound design, effects editing, Foley, ADR and dubbing, sound mixing and final mastering
- Music recording, editing and mixing specifically for the supported post-production package, subject to agreed permissions and cost eligibility
- Accessibility and language versions, including subtitles, closed captions, audio description and agreed dubbing or localisation of the finished work
- Technical delivery, including quality control, encoding, mastering and creation of agreed broadcast, platform or cinema delivery materials
- Direct delivery support, including post-production supervision, coordination, technical staff, edit suites, sound facilities and approved project-specific software or render services

Each budget item must be necessary, directly attributable to the agreed post-production package and accepted as an eligible cost. Inclusion of an activity in the list above does not mean that all associated expenditure will automatically be eligible.

What you cannot apply for includes, but is not limited to:

- The wider production budget, including development, scriptwriting, acquisition of underlying rights, pre-production or principal photography
- Other primary production activity outside the defined post-production package
- Marketing, publicity, sales or distribution campaigns
- Video games
- General business expansion or capital purchases
- Finance charges, dividends, recoverable VAT, unsupported expenditure or costs already reimbursed through another grant

Who can apply and eligibility

The lead applicant and grant recipient will normally be the production company responsible for the screen production and based in the UK. It must have the legal authority, financial standing and operational capacity to enter into the Grant Funding Agreement, commission the post-production package and meet the grant conditions. A special purpose vehicle may apply where it holds the necessary rights and responsibilities and can satisfy due diligence. A regional post-production company may apply only where West of England Mayoral Combined Authority has approved the project exception described below.

West of England Mayoral Combined Authority may consider an alternative lead applicant or application arrangement on a case-by-case basis where a project demonstrates significant additional regional work, investment, international partnerships or benefits. Applicants must discuss proposals with the Screen team before applying. Any exception is discretionary, subject to agreed conditions and does not guarantee funding.

The three-year regional requirement

Each post-production company delivering work for which Route 3 support is sought must have had a substantive, continuously operating base in the West of England for at least three years before the EOI is submitted. A registered office or correspondence address alone is not sufficient. This requirement applies to the post-production providers, not to the applicant production company.

Your application must identify the proposed post-production providers and include their company numbers, trading and operational addresses, the dates regional operations began and proportionate evidence covering the three-year period. Evidence may include accounts, leases or occupancy records, business rates records, payroll and dated contracts demonstrating regional trading. Explain any changes of name, ownership, legal entity or premises.

Working with regional post-production companies

You must have a genuine, documented working relationship with the regional post-production company or companies delivering the supported package. Identify each provider, its services, delivery locations and financial responsibilities. A supplier contract is sufficient; a legal co-production arrangement or transfer of production rights is not required. Suppliers are selected by the production company, subject to eligibility, value for money and conflict-of-interest checks.

At EOI stage, provide a signed letter of intent, contract or heads of terms between your production company and each proposed provider, confirming the package and both parties' commitment. Before an award is confirmed, executed contracts will be required. These must cover scope, price, payment and delivery dates, permissions, changes to the package, regional delivery and access to records needed for claims and audit. A speculative supplier quote alone is not sufficient.

As applicant, you must hold or control the rights and permissions needed for the production and supported post-production work. Your supplier agreements must enable you to obtain the financial and location evidence required to meet the grant conditions. We may request proportionate evidence of rights before contracting.

Project eligibility

To be eligible, your proposal must:

- Relate to an eligible screen production with a credible commercial release, broadcast or distribution route.
- Have a deliverable post-production schedule and finance plan covering the supported work and completion of the production.
- Show that the grant enables additional regional work, investment or benefits that would not otherwise happen at the same scale.
- Make proportionate and measurable commitments to regional expenditure, employment and skills, inclusion and sustainability.
- Meet the fund's legal, financial assurance, monitoring and reporting requirements and pass satisfactory due diligence.

Finance and route to audience

For television projects, your EOI should demonstrate substantive broadcaster, commissioner or platform commitment. Provide a letter of intent, term sheet or equivalent written evidence setting out the commitment and any conditions. A submitted pitch or general expression of interest is not sufficient.

For features and other eligible formats, provide appropriate finance and market evidence, such as a distributor, sales agent or credible release arrangement. Your finance plan should show the total production budget, total post-production budget, the supported post-production package, finance already secured, finance still to be secured and how any remaining gap will be closed.

Eligibility checks and due diligence

Eligibility is checked at both EOI and full application stages. We may request clarification or further information, but applications must be complete and eligible before progressing to assessment.

Full due diligence is not required at EOI stage. Applicants progressing to full application must provide satisfactory legal, financial and organisational evidence before an award can be confirmed.

How much can I apply for?

You can apply for a grant equal to up to 20% of the approved eligible post-production costs. The minimum award is £50,000 and the maximum award is £200,000 per project. The 20% rate is a maximum and is not an automatic entitlement.

The 20% ceiling is calculated on approved, evidenced eligible expenditure incurred and paid by the approved lead applicant for the defined post-production package actually delivered in the West of England. Work delivered elsewhere, including through another office of a regional provider or a subcontractor, is excluded if outside of the West of England. The wider production budget and suppliers' turnover are not the cost base. See Appendix 1 for the detailed rules.

Show the total production budget, total post-production budget, scope and price of the supported package, eligible regional expenditure and excluded costs separately. Reconcile these figures to the post-production supplier contracts. The remaining costs must be covered by a credible finance plan.

For example, a £400,000 post-production contract might include £300,000 of approved eligible work delivered in the West of England and £100,000 of work elsewhere or other excluded costs. The maximum grant is 20% of £300,000, or £60,000, subject to assessment and the Grant Funding Agreement. A £1 million eligible regional package remains subject to the £200,000 award cap.

At the maximum 20% rate, a £50,000 grant requires at least £250,000 of approved eligible regional post-production expenditure. Contract value alone does not establish eligibility, and this threshold does not replace the three-year provider requirement or due diligence. No award is guaranteed.

When can I apply?

You must apply before the post-production activity for which support is sought begins. The supported post-production package must not start before the date the full application is made. Submitting an EOI, being invited to full application or receiving any other expression of interest from us is not permission to start funded activity and does not reserve funding.

All funded activity and eligible expenditure must fall within the dates agreed in your Grant Funding Agreement and must be completed no later than 31 March 2029.

How do I apply?

We operate a two-stage application process:

Stage 1: Expression of Interest

The production company, or a regional post-production company approved under the international project exception, submits the online EOI and PDF pitch deck of no more than eight pages and under 10MB. Identify the applicant arrangements and any written agreement from West of England Mayoral Combined Authority to use the exception.

The pitch deck gives you the opportunity to present the production and post-production proposition visually, as well as outlining the key information we need to assess your proposal. Please use the following prescribed page titles.

Page 1 – Eligibility

- Identify the applicant and the production company responsible for the production and rights. If the project is an agreed exception, provide the written agreement supplied by the screen team at West of England Mayoral Combined Authority
- Identify each proposed regional post-production provider, explain how they meet the three-year regional requirement and state where the supported work will be delivered
- Confirm the current stage of the production and the post-production package, and whether the production has applied to another Greenlight West Production Fund route (applicants are only permitted to apply via one route per production)
- Provide the proposed post-production timetable and confirm that the supported package has not started
- Explain how the production meets the fund's commercial distribution and route-to-market requirements

Page 2 – The production

- Tell us about the production, including title, format, genre, runtime, whether a returning series, intended audience and key creative team
- Explain the creative and commercial proposition and the route to release, broadcast or distribution
- Set out the post-production scope, each party's role and how the lead applicant will oversee the funded package

Page 3 – The numbers

- Total production budget
- Total post-production budget
- Scope and price of each post-production supplier contract; estimated eligible regional expenditure and excluded costs, reconciled to the supported package
- Amount requested from Route 3 and the request as a percentage of eligible post-production costs
- Finance already secured, finance still to be secured and current finance gap
- Forecast eligible West of England delivery costs and headline delivery dates

Page 4 – Regionality

- Where the post-production work will take place
- West of England staff, freelancers, facilities and suppliers you expect to use
- Show what would happen without the grant and the additional regional work, investment or benefits it will enable. Explain the change in scale, quality or opportunities and provide supporting evidence
- Forecast eligible regional expenditure by provider, activity and location, with a brief explanation of rates and allocation methods. Identify work planned elsewhere

Page 5 – Talent

- Paid employment opportunities for regional staff, freelancers and specialist talent
- Paid placements, traineeships, mentoring, shadowing or progression opportunities
- Opportunities for people currently underrepresented within the screen sector
- Specialist skills development and knowledge transfer associated with the supported package

Page 6 – Short-term outcomes: 0–3 years

- Additional post-production expenditure attracted to or retained in the region
- Employment and paid work supported
- Work generated for regional freelancers, facilities and suppliers.
- Skills and progression opportunities
- New or strengthened production partnerships and potential follow-on commissions

Page 7 – Impact

- Equality, Diversity and Inclusion – including recruitment and access to opportunity
- Environmental Sustainability – including energy use, rendering, data storage, travel, equipment and waste
- Fair Work and Real Living Wage – including appropriate employment practices and working conditions
- Accessibility – including accessible workplaces and delivery formats where relevant
- Responsible Procurement – including regional and responsible suppliers where appropriate

Supporting documents: attach proportionate evidence of each regional post-production provider's three-year establishment, signed supplier letters of intent, contracts or heads of terms, itemised quotes and relevant finance or market evidence. These sit outside the eight-page deck. The lead applicant does not need to submit the full due diligence pack at EOI stage.

Stage 2: Full application

If invited, you will receive the full application form and further information on the submission process. At full application stage we will ask you to provide information proportionate to the project, including:

- The completed form, detailed post-production schedule and finance plan, supported by evidence of commitments and outstanding conditions
- An itemised post-production budget and agreed supplier quotes showing activity, provider, delivery location, rate, quantity, eligible regional expenditure, excluded costs and grant request, reconciled to the total post-production budget and supplier contracts
- A cash-flow forecast demonstrating how the supported work will be financed between grant payments

- Your West of England Impact Statement, covering Regional Spend and Economic Impact; Skills and Workforce Development; Inclusion and Diverse Representation; and Sustainability and Place Impact
- Executed post-production supplier contracts and appropriate rights and permissions evidence, including contractual access to supplier and subcontractor records needed for verification
- Company and financial information requested for due diligence, including details of other public support and relevant tax reliefs or credits
- Allocation methods and evidence for any in-house or connected-party costs; subcontractor details and work locations; discounts, credits and rebates; and the basis for supplier prices

An invitation to full application is an invitation to develop the case; it is not a funding commitment and does not reserve funding.

What is the assessment process?

Applications will be reviewed through a combination of eligibility checks, assessment, moderation and the West of England Mayoral Combined Authority's approved governance arrangements.

We will test the reasonableness of the post-production budget and rates against the agreed scope, quotes or comparable market prices, and assess the regional economic benefit relative to the grant; additionality and the need for public support; the strength of the finance plan and route to audience; deliverability of the post-production schedule; regional staff, facilities and supplier capacity; skills and paid progression; inclusion and accessibility; environmental sustainability; and credible longer-term business and sector benefit.

We may request clarification, reduce the proposed award, attach conditions or decline an application. Available funding, competing applications and portfolio balance will be taken into account. Meeting the eligibility criteria does not guarantee funding.

Alongside the assessment criteria, West of England Mayoral Combined Authority may consider the overall balance of projects supported, including the geographic spread of regional activity, genres and types of post-production work, to maximise regional benefits and deliver the fund's objectives.

Decisions and grant agreement

We will notify applicants of the outcome of assessment by email in line with the timescales published for the relevant Route 3 application round. Unsuccessful full applications will receive a brief explanation.

If your application is successful, we will agree the delivery arrangements, payment schedule, evidence requirements and conditions. Funding is not confirmed until due diligence and any required conditions are satisfied and the Grant Funding Agreement is signed by both parties.

The agreement will set out the award, approved eligible regional costs and work locations, outputs, payment and reporting arrangements, audit access, subsidy conditions, publicity requirements and provisions for variation, withholding or recovery of funding.

Data protection and retention

Personal information will be processed in accordance with UK data protection legislation and the West of England Mayoral Combined Authority's Privacy Notice. Application information will be used to administer, assess, monitor and evaluate the fund and retained in line with the West of England Mayoral Combined Authority's records retention requirements.

Payments and reporting

The Grant Funding Agreement will set out claim dates, evidence requirements and conditions for interim and final payments. Claims will be paid in arrears against verified eligible West of England costs actually incurred and paid, at up to the agreed grant rate and within the contracted award. A final balance may be retained until completion and verification. No advance payment or unverified quote will establish an entitlement to funding.

Claims must reconcile to the approved budget and post-production supplier contracts. Retain invoices, credit notes, evidence of payment and records demonstrating the work and delivery locations. For direct in-house costs, retain payroll, timesheets and approved allocation methods. Disclose rebates, discounts, barter, credits and changes in rates, and claim the final net eligible cost. An authorised finance officer or agreed equivalent must certify claims. You must secure access to relevant supplier records; we may sample records, obtain independent assurance or withhold costs that cannot be verified.

Outputs and evaluation

Successful applicants will agree realistic targets and proportionate evidence for the outputs relevant to the supported package. These may include:

- Verified eligible regional post-production expenditure, supplier numbers and the value of regional contracts
- Post-production days and use of regional suites, facilities and specialist services
- Regional employees and freelancers engaged, with paid workdays and roles supported
- Paid placements, traineeships, step-up roles and other progression opportunities
- Delivery of inclusion, accessibility, workforce and sustainability commitments.

You will need to report against the commitments in your approved application and support proportionate monitoring and evaluation, including baseline and follow-up information, case studies and, where requested, interviews or other follow-up. A final project report will be required after completion.

Changes and under-delivery

Tell us promptly if there is a material change to the production, post-production scope, delivery timetable, finance plan, partnership, eligible costs or regional spend forecast. Significant changes will require written approval and may require a formal variation to the Grant Funding Agreement.

The grant payable cannot exceed the lower of the contracted award and the agreed grant rate applied to verified eligible West of England costs. If the eligible regional cost base falls below £250,000, we may withhold the unpaid balance or recover payments in accordance with the Grant Funding Agreement because the project no longer meets the £50,000 minimum threshold. Higher spending does not automatically increase the grant. Changes of supplier or delivery location require advance written approval where they affect eligibility or contracted commitments.

Subsidy control

The West of England Combined Authority West of England Mayoral Combined Authority intends to award Greenlight West Production Fund grants under the Arts and Culture Streamlined Route, using its Screen category (Category 2) and eligible project costs, where all applicable conditions are met. West of England Mayoral Combined Authority will confirm the lawful subsidy basis for each award before entering into grant agreements.

West of England Mayoral Combined Authority may use Minimal Financial Assistance in place of the Streamlined Route where appropriate; we will discuss this with applicants before we determine which method to use.

Where Minimal Financial Assistance is proposed, you must declare relevant assistance received by the enterprise during the current and two preceding financial years and complete the required written confirmations. The cumulative limit is £315,000 over that period. West of England Mayoral Combined Authority will check available headroom and applicable conditions before confirming an award.

Project costs cover ringfenced, time-limited creative or cultural activity. The funded project for Route 3 is the agreed post-production package. The grant is restricted to approved eligible costs of that package delivered in the West of England, as set out in Appendix 1 and the Grant Funding Agreement.

The production company may be based outside the region and principal photography may have begun. The post-production activity for which Route 3 support is requested must not begin before the Grant Funding Agreement is signed. An EOI or invitation to full application does not authorise an early start.

The West of England Combined Authority cannot award subsidies conditional on relocating existing activity. Applicants must explain the additional regional work and benefit secured by the grant, without presenting the movement of an existing activity as an award condition.

Support can only be awarded against specific, necessary and evidenced eligible costs within the funded period. At full application, provide the post-production budget and records needed to verify regional expenditure and the subsidy ratio. In-house and mixed-location costs must meet the evidence rules in Appendix 1. Any applicable cultural test and other Screen category conditions must also be satisfied.

We will publish subsidy information on the national subsidy transparency database where required by the applicable subsidy route and legislation.

Impact of subsidy on other public funding, including tax reliefs

At full application, disclose public subsidies relevant to the project or activity and previous support needed for the applicable cumulation checks. Include relevant tax reliefs or credits, including Audio-Visual Expenditure Credit (AVEC) where applicable, in the finance plan. Show how the grant and other support work together and provide information needed to check the combined funding position.

Greenlight West is a discretionary grant, rather than a tax credit or automatic rebate. Relevant tax credits may form part of the production finance plan, subject to the applicable rules. An award may be reduced or declined if the combined support would breach subsidy limits, exceed eligible costs or reimburse the same cost twice. West of England Mayoral Combined Authority will check the applicable treatment before an award is confirmed.

West of England Mayoral Combined Authority cannot provide tax advice. Applicant production companies should seek their own advice on the interaction between the grant and relevant tax credits or reliefs.

Grant Funding Agreement

Successful applicants will be issued with a Grant Funding Agreement which sets out the terms and conditions of the grant in more detail. The agreement must be agreed and signed before funding is confirmed and financial claims can be paid.

The Grant Funding Agreement will include the agreed eligible regional post-production costs, work locations, project delivery and monitoring arrangements, financial claims, outputs and outcomes, subsidy control requirements and publicity and branding requirements.

The approved lead applicant is responsible for delivering the agreement, keeping appropriate records and obtaining necessary evidence from post-production providers and subcontractors. Paying a supplier does not transfer the applicant's grant obligations. Overpayments and ineligible claims may be recovered.

Information and privacy

The Combined Authority is subject to the Freedom of Information Act 2000. Identify commercially sensitive information in your application. We will take this into account, but cannot guarantee confidentiality where disclosure is required by law.

We process application and monitoring information to administer, assess, monitor and evaluate the fund in accordance with UK data protection legislation and our Privacy Notice. A data sharing or processing agreement may be required where appropriate.

Feedback and complaints

Funding decisions are final and there is no right of appeal through the fund. Complaints about how an application has been handled can be made through the Combined Authority's complaints procedure.

Support and contact information

Please read this guidance and the published FAQs before contacting us. Send queries to screen@westofengland-ca.gov.uk with “Greenlight West post-production” in the subject line.

We will publish answers to common questions in the FAQs, excluding commercially sensitive information. Answers may require internal checks, so please submit questions in good time before the relevant assessment deadline.

Appendix 1 - Eligible post-production costs and West of England delivery

The cost base

The grant is up to 20% of approved eligible expenditure incurred and paid by the approved lead applicant for the agreed post-production package delivered in Bath & North East Somerset, Bristol, North Somerset or South Gloucestershire. Eligible regional expenditure is the grant calculation base and the main measure of regional spend. Show the wider post-production budget and supplier contract prices separately so we can reconcile included and excluded costs.

Where a regional post-production company is approved as lead applicant under the project exception, the grant is calculated on its approved, evidenced eligible regional delivery costs incurred and paid. The contract price charged to the international production company is not itself the eligible cost base. Evidence must cover directly attributable staff costs, approved facilities allocations and third-party costs; exclude the lead applicant's profit, commercial markups and notional internal charges. West of England Mayoral Combined Authority will confirm the cost and evidence arrangements in writing before contracting. Do not count the client's payment as an additional eligible cost.

A regional invoice, registered office or contracting address is not, by itself, evidence that the work was done here. For a supplier with several offices, count only the identifiable work actually delivered through its West of England operation. For a freelancer working remotely, provide a work location and project records. If a cost cannot be apportioned reliably between regional and non-regional work, exclude it. Work, for example in London or elsewhere, remains part of the project budget but is not eligible regional expenditure.

Costs that may be included

All costs must be necessary for the approved package, incurred in the grant period, reasonable, net of discounts and supported by records. Subject to approval, these may include:

- Payments to independent third-party post-production providers meeting the three-year regional requirement, for services demonstrably delivered in the region, at the reasonable net invoiced amount actually paid. A normal commercial supplier fee can be included where it represents eligible regional services; the provider's turnover is not itself an eligible cost. Separately identify and exclude work delivered or subcontracted outside the region. We may

request a delivery and price breakdown or exclude a line that cannot be verified.

- Regional freelancer services forming part of the approved package delivered through an eligible post-production provider, supported by contracts or invoices, payment records and evidence of work and location. Freelancers cannot apply directly or substitute for the established provider requirement.
- The lead applicant's own regional employees, including post-production coordinators or supervisors, only for documented time directly spent on the approved package and agreed in advance. Use actual employer costs, including evidenced payroll on-costs, rather than commercial day rates or markups. Direct in-house costs must support the approved regional package; the established provider requirement continues to apply.
- Third-party hire of regional edit suites, sound facilities and specialist infrastructure directly supporting the approved package, where actual use and net payment are evidenced. Do not claim separately for items already included in a provider's invoice.
- The lead applicant's own regional facilities only where a consistent method for allocating project-specific, directly attributable running costs is approved in advance and supported by usage records and underlying costs. Notional internal suite hire, rent and markups do not qualify. These costs must support the approved regional package and must not be counted again elsewhere.
- Project-specific software, rendering, storage and technical delivery charges only for the evidenced portion supplied or operated in the region. Generic subscriptions and remote cloud charges do not qualify solely because a regional company pays the bill.

Costs that cannot be included

Exclude work outside the region, the lead applicant's profit or margin, notional internal charges, unallocated overheads, capital purchases, financing, recoverable VAT, costs incurred before the agreed start date, unpaid or in-kind contributions and costs reimbursed by another public award. Deduct credits, discounts and rebates and claim only the final net amount. A supplier invoice and the supplier's underlying payroll or subcontractor costs must not both be claimed for the same work.

Declare connected-party relationships and charges. These may be accepted only where the underlying eligible regional work and actual cost can be evidenced, the price is reasonable and there is no double counting or unsupported markup. The regional provider requirement still applies. We may require additional records or exclude the charges.

Evidence and review

At full application, provide signed post-production supplier contracts, an itemised budget, a regional delivery plan, a finance plan and a reconciliation from contract prices to eligible expenditure. Explain changes from the original post-production plan and why the grant is needed to secure additional regional work or benefits. Provide competing quotes, recent comparable rates or a reasoned benchmark where requested. We may challenge rates or quantities, agree a lower eligible base or decline support where price, additionality or delivery cannot be substantiated.

For each approved line, retain the activity, provider, work location, dates, quantity or days, rate, gross and net amount, eligible regional amount, allocation method, invoice and proof of payment. For direct in-house costs, retain payroll and timesheets or equivalent project records; for facilities, booking and usage records; and for mixed-location services, a clear delivery and subcontracting breakdown. Supplier confirmations and supporting delivery records must demonstrate that regional work took place. The applicant must secure access to relevant provider and subcontractor records for proportionate checks, including after completion. Claim each cost once.

Interim and final payments are based on verified eligible costs and may be reduced where costs move outside the region, are discounted or cannot be evidenced. Material budget, supplier, location or allocation changes must be notified promptly and approved in writing before the related costs are claimed.