

FILM VÄST — FILM FUND SYSTEM

FUNDIT

Handbook for Producers

Applications · Documents · Payments

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Film i Väst / Västra Götaland Region

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PART 1

Getting started

Account, login and first steps



1. What is Fundit?

Fundit is Film Väst's digital system for managing film funding. As a producer or production company you apply for financial support for film and TV productions here. The system handles the full lifecycle — from application and assessment to decision, contract, payments and follow-up.

Fundit supports eight project types, each with its own workflow and rate structure:

Project type	Description	Rates
Swedish feature film	Swedish feature-length fiction	4 rates
International feature	International co-productions	4 rates
TV / Drama series	TV series and drama	4 rates
Documentary	Feature-length documentary	4 rates
Short film	Films under 60 minutes	3 rates
Project development — Film	Development support for Swedish film	2 rates
Project development — TV	Development support for TV	2 rates
Project development — Doc	Development support for documentary	2 rates

TIP

Each project type has its own workflow with specific steps, documents and payment conditions. The workflows are tailored to industry practice — a short film has fewer rates and a simpler closing report than a feature film.

What the system does for you

- Keeps the entire application in one place — form, attachments, communication and decisions
- Reminds you with ToDo messages whenever Film Väst needs something from you
- Saves form fields automatically as you fill them in
- Routes your application internally to Film Väst's handler, production group and advisory consultants
- Generates payments (rates) automatically once conditions and milestones are met
- Delivers decisions, contracts and reporting templates digitally

2. Register a new account

Before you can submit an application your production company needs an account in Fundit. Registration is done once — additional users in the company can be invited later.

1 Open the registration page

Click **Register new account** on the login page. You will need the company registration number, the company's bank details, and a personal email address that becomes your user.

2 Fill in organisation details

Company name, registration number, bank name, account number, IBAN and BIC. IBAN and BIC are used by Film Väst for payments — double-check them.

3 Fill in your personal details

First name, last name, phone number, email. Your handler may use the phone number for contact outside the system.

4 Choose a password

At least 8 characters, mixing lower and upper case, digits and symbols. You can change it later.

5 Confirm email

You receive a confirmation email with a link. Click it within 24 hours to activate the account.

6 Log in

Once activated you can log in and start your first application.

IMPORTANT

An account is always linked to a production company. If you work for several companies, each company needs its own account — or the company administrator invites you as a user in multiple companies (you then pick the active company from the organisation selector after login).

3. Log in and two-factor authentication

3.1 Standard login

On the login page enter your email and password. Tick **Remember me** if you trust the device — it keeps you signed in for 30 days. On a shared or public computer: leave it unticked.

Click **Forgot password** if you need to reset. You will receive a link by email that is valid for one hour.

3.2 External identity providers

For faster login you can link your account to an external provider — e.g. Google or Microsoft. Link via **My account** → **External logins**. You can link several at once and unlink them at any time.

3.3 Two-factor authentication (2FA)

We strongly recommend enabling two-factor authentication. It protects your account even if your password leaks.

1 Install an authenticator app

Google Authenticator, Microsoft Authenticator, 1Password or any TOTP-compatible app.

2 Go to My account → Two-factor authentication

Click **Enable authenticator app**. You will receive a QR code to scan.

3 Scan the QR code

Open the authenticator app and scan the QR code. You can also enter the 32-character secret manually if the camera does not work.

4 Confirm with the one-time code

The app now displays a six-digit code that rotates every 30 seconds. Enter the code in Fundit to confirm the link.

5 Save recovery codes

You receive ten recovery codes. Print them or save them in a password manager. Each code works once if you lose your phone.

IMPORTANT

If you lose both your phone and the recovery codes, Film Väst has to reset your 2FA manually. Contact your handler — it normally takes 1–2 business days.

4. Language and user profile

4.1 Changing language

Fundit supports eight languages: Swedish, English, Danish, German, Spanish, French, Italian and Norwegian. Change it under **Language** in the menu. The choice is saved on your account — the next login uses the same language.

4.2 User profile

Under **My account** you can:

- Update phone number
- Change email (requires confirmation from the new address)
- Change password
- Enable or disable two-factor authentication
- Link or unlink external identity providers
- Create API keys for technical integrations (advanced)
- Export your personal data (GDPR)
- Request account deletion

PART 2

The application process

From idea to submitted application



5. Overview — from application to closure

To give you a mental map of the whole process, here are the eight main steps from your perspective as producer:

- 1 Submitted (Unprocessed)**

Your application reaches Film Väst. A production coordinator (PK) creates a project and assigns a handler based on project type.
- 2 Under review (Incomplete / Complete)**

The handler goes through your application. You may receive messages with questions or requests for additional information — reply via the system.
- 3 Pending decision**

The application moves to the assessment group (Production Group). For Swedish feature and TV/drama a 360 meeting may be booked before the decision.
- 4 Decision**

The Production Group decides. You are notified of approval or rejection. On approval a LOC/LOI (Letter of Commitment / Letter of Intent) is issued.
- 5 Contract process**

On approval the contract process begins. The contract manager (AA) coordinates terms and contract. The contract is signed digitally or on paper.
- 6 Production and payments**

Payments (rates) are tied to milestones: filming start, filming end, rough cut, final cut. You send an invoice for each rate once conditions are met.
- 7 Reporting**

You submit a spend report (audited) and a final report. Film Väst approves and triggers the final rates.
- 8 Closure**

When all documents are approved, PR material delivered and the final rate paid, the project is marked closed.

TIP

Throughout the process you can follow your application's status on the **Projects** page in Fundit. You also receive notifications by email and via the in-system message function at every state change.

6. Create a new application

- 1 Log in and pick organisation**

If you belong to more than one company an organisation selector appears. Pick the right company before you start — it becomes the sender of the application.
- 2 Go to Applications**

In the left side menu. You will see two tabs: *New application* and *My applications*.

3 Pick a project type

Under *New application* the available schemas (project types) are listed. Click the schema that matches your project: Swedish feature, Short film, Documentary, etc.

4 Empty application is created

The system creates a new application with status **Created**. It now sits as a draft under *My applications* — you can work on it whenever you want.

7. Filling in the application form

7.1 Form structure

The form is dynamic and adapts to project type. It consists of sections shown as tabs — e.g. *Basic info*, *Financing*, *Team*, *Premiere*, *Filming*. You can move freely between sections — there is no forced order.

7.2 Field types you will encounter

Field type	Use
Text field	Short text — names, titles, descriptions
Multi-line text	Longer descriptions — synopsis, motivation, needs analysis
Numeric	Amounts, length in minutes, head counts
Date picker	Planned dates — filming start, premiere
Date range	Period — e.g. filming period
Dropdown	Pick one item from a list — genre, format
Multi-select	Tick several options — e.g. distribution channels
Radio buttons	Pick exactly one of a few options — yes/no
Checkbox	Single yes/no question
List field	Rows with multiple columns — e.g. team list (name + role + email)
File upload	Attachments — script, budget, project description
Hour/minute	Time in hours and minutes

7.3 Auto-save

Fundit saves your fields automatically when you leave a field (Tab or click outside). You do not need to press *Save*. A small icon shows status:

- **Spinning circle** — saving now
- **Check** — saved
- **Red warning** — something went wrong; the field was not saved. Try again or contact support.

TIP

You can close the browser in the middle of a section and come back later — everything you filled in is still there. Auto-save makes it virtually impossible to lose work.

7.4 Validation

Required fields are clearly marked with a red asterisk or red border. Before you can submit the application all required fields must be filled. A validation panel at the bottom summarises what is missing and links straight to the offending field.

8. AI-assisted document analysis

If you have already drafted the application in a word processor or have large parts in a project description, Fundit can help you auto-fill the form with AI.

1 Open the application

At the top of the form there is a panel **Upload document for analysis**.

2 Upload files

PDF, Word or text — your script, project description, budget, or a filled-out template.

3 Start analysis

Fundit reads the documents and suggests values for the form fields. It typically takes 30–90 seconds.

4 Review the suggestions

Each AI-filled field is clearly marked. Go through them and adjust as needed — the producer always has final control.

IMPORTANT

AI analysis is an aid — it does not replace your review. Incorrect entries can delay or stop your application. Read through it before you submit.

9. Submitting the application

Once all required fields are filled in and attachments uploaded, a **Submit** button appears at the bottom of the form.

1 Review the summary

Before submission a review page shows all sections and attachments. Read it carefully.

2 Confirm and submit

Click **Submit**. You get an in-browser confirmation and a receipt email to your registered address.

3

Status changes to Unprocessed

The application receives status **Unprocessed (3)** and lands with Film Väst's production coordinator (PK), who assigns a handler.

IMPORTANT

Once submitted you can no longer edit the application yourself. If you spot an error — contact your handler immediately via the message function. Make sure everything is correct before you submit.

PART 3

After submission

Documents, messages and payments



10. Documents and attachments

Document handling is central to Fundit. Different documents are required at different stages of the process.

Document	When	Description
Script / Treatment	At application	Manuscript or project description
Budget	At application	Detailed production budget
Financing plan	At application	Overview of all financing sources
Team list	Before filming	List of key people in the production
Spend report	After production	Auditor - approved report of spending in Västra Götaland
Final report	After production	Financial closing report
PR material	After completion	Press kit, stills, trailer
Invoices	Per rate	Sent to ekonomi@filmivast.se

10.1 Format and size

- **PDF** is preferred for text documents (script, project description, budget)
- **Excel** works for budgets and team lists
- **Images** in JPG or PNG for PR material
- Maximum file size per file: 100 MB. For larger files (e.g. trailers) use the communication function and arrange an alternative delivery

IMPORTANT

The spend report must be verified by an authorised auditor. Film Väst requires that at least 100 % of the support is spent in Västra Götaland per regional policy. Discuss categorisation with your auditor early.

11. Messages and communication

11.1 Three communication channels

All communication with Film Väst can take place in three ways — often combined:

- **In the system (ToDo list)** — a task that shows up in your inbox on the home page
- **By email** — sent to your registered email address
- **Both in the system and by email** — for important messages

11.2 Types of messages you receive

Film Väst sends different types of messages depending on where you are in the process. Each message has a so-called *reaction type* that determines the form you get when you click reply:

Reaction	What Film Väst needs from you
Filming start	Enter planned date for filming start
Filming end	Enter planned date for filming end
Premiere dates	Three dates: Swedish premiere, international premiere, festival premiere
Document upload	Upload script, budget, project description or other
Team list	Upload current team list (required before certain rates)
Invoice Rate 1	Send invoice for the first rate to ekonomi@filmivast.se
DCP date	Enter when the DCP is ready
Final report	Submit artistic and economic final report

11.3 Replying to a message

- 1 Click the message**
 Either from the home page *Messages* tile or via the link in the email.
- 2 Fill in the specific form**
 The form is tailored to the reaction type — e.g. a date picker for premiere dates, an upload field for documents.
- 3 Submit**
 The message leaves your inbox and your handler is notified automatically.

11.4 Free-text reply

If you need to ask a question or explain something that does not fit a structured form, use the **Reply freely** button on the message. You write a body of text and the message is sent directly to the handler.

TIP

Check your inbox in Fundit regularly. Some messages repeat as reminders until you take action. Ignored messages can delay payments or lead to decisions without your supplementary input.

11.5 Sender and contact

All messages show which handler is the sender, including name, email and phone number. You can call or email directly if you need to talk outside the system.

12. Payments — rates

Payments are made in rates tied to specific milestones in the production. The number of rates and their conditions depend on the project type.

12.1 Production film (4 rates)

Rate	Triggered by	Conditions	You do
Rate 1	Filming start	Date set, AA approved	Send team list and invoice
Rate 2	Filming end	Date set, AA approved	Send updated team list and invoice
Rate 3	Spend approved	Auditor - approved spend report	Send spend report and invoice
Rate 4	Final report + PR	All approved	Send final report, PR material and invoice

12.2 Short film (3 rates)

Rate	Triggered by	You do
Rate 1	Contract signed	Send invoice
Rate 2	Filming complete / Approved work copy	Send invoice
Rate 3	Spend + final report approved	Send report and invoice

12.3 Project development (2 rates)

Rate	Triggered by	You do
Rate 1	Contract signed	Send invoice
Rate 2	Financial + artistic report approved	Send reports and invoice

IMPORTANT

All invoices go to **ekonomi@filmivast.se** — NOT via Fundit. Always state the project number and which rate the invoice covers in the invoice reference. Mislabeled invoices can delay payment by several weeks.

12.4 Manual mode

For projects with non-standard rate structures (e.g. co-productions with complex multi-source financing) your handler can enable **manual mode**. In manual mode standard ToDo messages for rates are suppressed — each condition is handled individually between you and Film Väst.

13. My projects

13.1 The project list

On the **Projects** page you see all projects and applications for your organisation, grouped by project. Each project row shows:

- Project title and project number
- Number of applications attached to the project
- Date of last activity
- Status indicators (lock icon for closed or rejected projects)

Click a project row to expand and see all applications in the project. Click an application to open it in read-only mode (if submitted) or edit mode (if draft).

13.2 Status meanings

See the appendix for a full table of all status codes. The most relevant for you as producer are:

- **Unprocessed** — application received, awaiting handler assignment
- **Incomplete** — under review, additional input may be required
- **Pending decision** — complete, with the production group
- **Rejected** — application denied (terminal)
- **LOC/LOI** — approved, commitment letter sent
- **Contract process** — contract negotiations under way
- **Contract complete** — contract signed, payments may start
- **Closed** — project fully completed (terminal)

PART 4

Account and organisation

Your profile, your company and your rights



14. My organisation

On the **Organisation** page you can:

14.1 View and edit company information

- Company name
- Registration number (locked after registration — contact Film Väst to change)
- VAT number
- Email address (company-general)
- Website URL
- Postal address (street, postal code, city, country)
- Phone number

14.2 Manage bank details

Bank details are used for payments from Film Väst:

- Bank name
- Account number
- IBAN (required for international transfers)
- BIC / SWIFT code

IMPORTANT

Incorrect bank details are the most common cause of delayed payments. Double-check IBAN and BIC before saving. When changing banks — update Fundit AND notify ekonomi@filmivast.se.

14.3 Team members

The list of users belonging to your organisation. Each row shows name, email, message count and last login. As organisation administrator you can invite new users via **Add user**.

14.4 Switching between organisations

If you belong to more than one company an organisation selector appears in the top menu. Switching the active organisation makes all project lists, applications and messages display in the context of the selected company. You cannot see other companies' data.

15. Account and security

15.1 Password

Change your password under **My account** → **Change password**. You must enter your current password to change it. After changing you are logged out of all other sessions.

15.2 Two-factor authentication

See section 3.3. You can also:

- **Disable** 2FA if you lose your phone and cannot find recovery codes — but it is strongly recommended to enable a new authenticator app instead
- **Generate new recovery codes** if you have used the old ones
- **Reset the authenticator** when changing phones — the old binding is removed and a new QR code is generated

15.3 External logins

Link Google, Microsoft or another OAuth provider for faster login. You still log in with two-factor if it is enabled.

15.4 API keys

Advanced: API keys let you integrate Fundit with other systems (e.g. your finance system) via Fundit's REST API. Create, name and revoke keys under **My account** → **API keys**.

IMPORTANT

API keys carry the same permissions as your account. Never put them in public code or email. Revoke the key immediately if you suspect a leak.

16. Personal data (GDPR)

16.1 What Film Väst stores about you

Film Väst stores user-level and company-level data in Fundit:

- Personal contact information (name, email, phone)
- Login and security logs
- All applications you have submitted
- All communication through the system
- Company financial details (registration number, bank details)
- Decisions, contracts and payment history

16.2 Export your personal data

Under **My account** → **Personal data** you can download all your personal data in a structured format (JSON or CSV). It does not include project data belonging to the company — only what is personally tied to you.

16.3 Request deletion

Under **My account** → **Delete personal data** you can request that your account be deleted. You confirm with your password.

IMPORTANT

Film Väst is a Swedish public authority — some information must be retained under the Archive Act and the Accounting Act, even if you request deletion. This includes e.g. decision documents and payment history tied to an active project. Personal fields not required for administration are deleted within 30 days.

APPENDIX

Quick reference

Status codes, project types, glossary, contacts



Status codes — quick reference

Code	Status	Description
3	Unprocessed	Application received, not yet reviewed
4	Incomplete	Under review, awaiting more input
5	Pending decision	Complete, with the production group
6	Rejected	Application denied (terminal)
7	LOC/LOI	Approved, commitment letter sent
8	Contract process	Fully financed, contract being drafted
9	Contract complete	Contract signed, payments may start
10	Rough cut ready	First cut delivered
11	Final cut / DCP ready	Final version delivered
13	Spend approved	Spend report approved
14	Final report approved	Financial closing report approved
15	PR material received	Press kit delivered
16	Closed	Project fully completed (terminal)
17	Closed without PR	Closed without PR material (terminal)
18	Project dev complete	Project development complete (terminal)
19	Closed no co-prod	Closed without co-production (terminal)
20	Spend+Final (Short)	Combined approval (short film only)

Project types — rate structure

Project type	Rates	360 meeting	Special
Swedish feature	4	Yes	CFO approves fully-financed
International feature	4	No	AA approves fully-financed
TV / Drama series	4	Yes	CFO approves fully-financed
Documentary	4	No	AA approves fully-financed
Short film	3	No	Status 20 = combined spend+final
Project dev — Film	2	No	Closes at status 18
Project dev — TV	2	No	Closes at status 18
Project dev — Doc	2	No	Closes at status 18

Glossary

LOC	Letter of Commitment — formal funding commitment from Film Väst
LOI	Letter of Intent — statement of intent ahead of LOC
PG	Production Group — Film Väst's assessment group
360 meeting	Deep-dive meeting for Swedish feature and TV/drama
Rate	Partial payment tied to a milestone in the production
Spend	Expenditure in Västra Götaland that counts toward the regional requirement
Rough cut	First coherent cut of the film
Final cut	Final cut, locked by the director
DCP	Digital Cinema Package — cinema delivery format
Schema	Form and workflow template per project type
ToDo	Task or alert in the Fundit inbox
VGR	Västra Götaland Region (the regional authority)
2FA	Two-factor authentication
TOTP	Time-based one-time password — the 6-digit code in the authenticator app

Contact channels

What	Where
Questions about a specific application	Your handler (contact details shown on every message)
Invoices (all rates)	ekonomi@filmivast.se
Technical problems with Fundit	Your handler or info@filmivast.se
2FA reset	Your handler
General questions about funding	info@filmivast.se +46 522 651 250
Website	filmivast.se