

**SCREEN SCOTLAND
SGRÌN ALBA**

PRODUCTION GROWTH FUND

APPLICATION GUIDANCE



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AWARDING FUNDS FROM
THE NATIONAL LOTTERY®



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About Screen Scotland

Screen Scotland is the national body that drives the development of all aspects of Scotland's film and television industry, through funding and strategic support.

Screen Scotland is part of Creative Scotland and delivers these services and support with funding from Scottish Government and The National Lottery.

We are funding, developing and growing Scotland's screen sector by:

- Boosting production by investing in the development of Scotland-based talent and the development and production of films and programmes from Scotland
- Improving employment opportunities in the sector through increased and co-ordinated opportunities for training and development
- Growing and improving Scotland's screen infrastructure including studio facilities
- Creating specialist business and market development provision for film and television businesses in Scotland by ensuring that advice and support is appropriate and easy to access
- Developing audiences by improving access to film and television productions from Scotland at home, across the UK and internationally
- Improving and expanding the provision of film and moving-image education in every context, increasing its reach, depth and inclusivity; and
- Developing Scotland's reputation as a destination for international productions and co-productions, supported by our world-class talent, crews, facilities and unique locations.

Filming in Scotland

If you are planning to film in Scotland, our Screen Commission can help. It offers a fast, free and fully-confidential service to help incoming productions make the most of what Scotland has to offer.

Go to www.screen.scot/film-in-scotland for more information on crew availability, locations and shooting space.

Or to speak to a member of the team email locations@creativescotland.com.

What is the purpose of the Production Growth Fund?

The Production Growth Fund aims to draw large scale film and TV productions into Scotland. This is to:

- create inclusive employment opportunities for crews in Scotland
- encourage the use of production facilities in Scotland
- support diversified skills development and progression
- deliver a direct and significant economic benefit to Scotland.

What will we fund?

We will fund live-action and animated features, and live-action and animated high-end television drama or factual returnable series that demonstrate the ability to:

- create employment and career development opportunities for crew based in Scotland
- use and develop production infrastructure in Scotland
- work with facilities companies based in Scotland
- deliver a direct and significant economic benefit to the screen production sector in Scotland.

For more details on what sorts of activity can be included in your funding request, please see [Appendix C – Scottish Spend](#).

Who can apply?

The fund will support film production companies who are registered in the UK.

Applicants must have an eligible screen project which is in an advanced stage of development and financing, and should be aiming to commence budgeted prep within **12 weeks** of a funding decision being made.

Applicants of this fund must have a minimum Scottish Spend of £2,000,000 to meet the criteria. See [Page 5](#) for further information.

What is ‘Scottish Spend’?

Scottish Spend is defined as spend on filming activities in pre-production, principal photography, visual effects and post-production within Scotland and employing Scotland-based crew. Above-the-line costs can only be included if the individuals are ordinarily resident in Scotland.

For more detail on what can be included as Scottish Spend, please read [Appendix C- Scottish Spend](#).

How much can I apply for?

The Fund has an annual budget of £2m.

You can apply for a grant of between £200,000 and £500,000 towards the production costs of a project that will be shot and/or post-produced wholly or partially in Scotland.

The ratio of the estimated Scottish Spend to the Production Growth Fund award should be a minimum of **10:1** (‘the Scottish Spend Ratio’). For example, if you are applying to the Production Growth Fund for £200,000 this would require that the production has a minimum Scottish Spend of £2,000,000.

Please note the award is non-recoupable, paid retrospectively and is compatible with the UK Film, High End TV and Animation Tax Reliefs.

Assessment and Award Considerations

IMPORTANT – Applications will only be eligible for consideration for funding if they demonstrate that they can meet the required 10:1 Scottish Spend ratio, as defined in the previous section.

If eligible, all applications must also consider the following:

- Productions will be expected to have a minimum of one Scotland-based trainee (new entrant or career progression) per £1m of Scottish Spend, up to £5m of Scottish Spend thereafter (trainee numbers for higher budget projects will be subject to discussion and approval by Screen Scotland) – further information in [Appendix A](#).
- Productions will be expected to provide a comprehensive plan and demonstrate their ability to deliver inclusive training, infrastructural development and sustainable production outcomes – this plan will have to be approved by Screen Scotland as a condition of the grant award

- Projects that provide a greater number of opportunities for crew from under-represented groups to step up, bring trainees on to productions and deliver other career development initiatives, will be viewed more favourably
- The Production Growth Fund is a highly competitive fund. Applications will be prioritised if they demonstrate potential for:
 - a higher Scottish Spend ratio than the 10:1 required ratio;
 - commitment to all stages of production being set in Scotland (i.e. from pre-production through to post-production);
 - undertaking to deliver more valuable and inclusive training and development opportunities, and/or
 - contributing to the sustainable development of Scotland's production infrastructure
- Your project must be in an advanced stage of development and financing, and you should be aiming to commence budgeted prep within **12 weeks** of a decision being made.
- Please email screen@creativescotland.com with brief details of your project and which funding routes you are considering applying to. Read and consider **Appendix A** in advance of contacting us.

When can I apply?

There are no deadlines and applications will be accepted on a rolling basis until the fund has been fully allocated in each financial year.

However, in order to give us the time needed to fully assess your application, you need to submit a full and complete application at least **12 weeks** before your anticipated first day of principal photography in Scotland.

How long will it take to get a decision?

Decisions will take up to **12 weeks** from the date we receive your application form and all the relevant information required to make a full assessment.

Essential Documents

- You will be required to supply a full script, production budget, production schedule, post-production schedule and finance plan along with your application.
- Applications must include a plan for what inclusive training and crew development opportunities the production will provide. See [Appendix A](#) for further guidance.
- Applications must include an Equalities, Diversity and Inclusion action plan. See [Appendix B](#) for further guidance.
- You will be required to provide a fully detailed breakdown of your Estimated Scottish Spend in the form of an Estimated Scottish Spend Budget. See [Appendix C](#) for further guidance.
- Disability Access Materials must be accounted for within the production budget, regardless of whether a UK distributor is attached at the point of application. You will be required to ensure that any agreement for the distribution of your film in the UK provides for distribution of soft subtitling and audio description materials in cinemas and on any DVD release of the film. See [Appendix D](#) for further information on the Delivery Schedule.
- Productions must pay into the appropriate ScreenSkills Fund and provide evidence of this payment to Screen Scotland. The percentage and max contribution required differs depending on the type of production (Film, Animation, High-end TV, etc). Information on each can be found under the 'Industry and Funding' section on the [ScreenSkills website](#), e.g. [Film Skills Fund](#).

Funding Terms

- Funding is disbursed as 10% on signature of Funding Agreement and 90% on receipt and approval of:
 - audited accounts, in the form of the Audited Statement (see definition below), demonstrating that the proposed level of Scottish Spend was met,
 - evidence that the agreed career development/training plan was delivered,
 - all elements of the delivery schedule, including Disability Access Materials, per the funding agreement, and
 - Screen Scotland logo and personnel credits.
- As such, the Production Growth Fund award will require being cash-flowed via another source.
- The final awarded amount may be reduced if the final Scottish Spend is less than originally estimated, as per the formula included in the Funding Agreement.
- Successful applicants must contribute £15,000 towards Creative Scotland's legal costs, which must be included in the production budget.
- We will require customary security and/or takeover arrangements to be put in place (for example, a bond) to ensure completion and delivery of the project in accordance with the script, budget and schedule.
- We will require evidence of key elements of the production, including the finance plan, the terms and conditions of all finance, the budget and schedule.
- If the production does not meet these requirements, Screen Scotland has the right to cancel or reduce the award.
- A reduced award against the amount applied for may be offered.

Audited Statement – the Audited Statement is a detailed report that provides a breakdown of production costs by category, compiled and certified by a Screen Scotland approved independent auditor as evidenced from production invoices and receipts and with reference to the relevant section of your Screen Scotland funding agreement. The Audited Statement for a Production Growth Fund award should provide a breakdown and certification of Scottish Spend **only**. The definition of Scottish Spend is provided as part of the funding agreement or can be found in [Appendix C](#).

An example of an Audited Statement can be found on our website here: [Funding Documents | Screen Scotland](#).

Equalities, Diversity and Inclusion (EDI)

As a lottery distributor and public funder, Creative Scotland/Screen Scotland are committed to addressing diversity in film and television, as outlined in our review of equalities, diversity and inclusion in Scotland's screen sector, [Equality Matters | Creative Scotland](#) (2017) and [elsewhere](#).

A proactive approach to increasing diversity can improve screen projects creatively, fuelling innovation and creativity, and engaging audiences through a wider range of stories, perspectives and experiences. It can also benefit projects commercially, attracting wider audiences and generating greater revenues. Screen Scotland believes that true representation both on and off screen is vital for the sustainability and equity of the screen sector.

Applications for support to all screen funds will be strengthened by a specific and targeted contribution to improving diversity. Screen Scotland is working with the BFI to pilot the introduction of the [BFI Diversity Standards | Screen Scotland](#) on a number of Screen Scotland's funding programmes. While the Production Growth Fund isn't part of the initial pilot programme, more information can be found on the [Screen Scotland website](#).

Applications to this fund should also consider the following:

- Projects that provide a greater number of opportunities for crew from under-represented groups to step up, bring trainees on to productions and deliver other career development initiatives, will be viewed more favourably
- Any production supported through the Production Growth Fund must provide an Equalities, Diversity and Inclusion action plan detailing how the production will be accessible and inclusive. This should be appropriate for the Scottish screen sector. We are happy to discuss this in advance of an application – please contact screen@creativescotland.com
- Further information on this can be provided in [Appendix B](#)

Making an application

Due to the highly competitive nature of this fund, we do encourage all applicants to speak to Screen Scotland before applying. Please contact screen@creativescotland.com to request a call back.

Applications must be made on the Production Growth Application Form, which can be found on the Screen Scotland website:

www.screen.scot/production-growth-fund

Please ensure you have all the Essential Documents before submitting your application. See **Page 7** for further information.

Completed forms should be submitted along with all supporting materials to screen@creativescotland.com.

Alternative Formats, Languages & Access Support

Screen Scotland is committed to offering clear and accessible application processes and programmes that are open to everyone. On request this information is available in alternative formats including translations.

We offer access support to disabled applicants, tailored to individual requests. Support includes Sign Language Interpreters for meetings and scribing support for dyslexic applicants. Officers can offer advice to new applicants and support them to make an application.

The Equalities Team can offer additional one-to-one support to applicants with access requirements.

Please note we will accept applications and supporting materials which are written in English, Gaelic or Scots.

If you require support, further information or have any general enquiries about the fund and how to apply please contact our Enquiries Service. Our Enquiries Service will be able to advise you or will put you in contact with one of our officers.

Help, further advice or feedback

If you have any general enquiries about the application process, guidance or application form, please contact our Enquiries Service. You can do this by email, through our website or social media.

Email: enquiries@creativescotland.com. Web: **Fill out a form on our website**. Twitter: Send us a tweet [@screenscots](https://twitter.com/screenscots).

If you are a D/deaf BSL user, you can access our services with the Contact Scotland-BSL programme.

Go to: www.contactscotland-bsl.org for more information.

Our Decision-Making Process

Assessment process:

Once you have submitted your application, we will review it for completeness. If you have not provided all the information specified in the Application Form we will come back to you and give you a time-limited opportunity to supply any missing information. Your application will not begin to be assessed until it is considered complete.

If you do not supply this information when requested, and your application is considered incomplete – or if during our initial review, your application does not meet the criteria for the Production Growth Fund in terms of who can apply and how much you can apply for as detailed above, then your application will not be assessed. You will be notified of this, and of the reasons why, by email.

Complete and eligible applications will be assessed by Screen Scotland Officers. Assessments will be made based on the information you provide in your Application Form and any supporting materials submitted. We may contact you during the assessment process to seek further information about your project or to seek clarification on aspects of the information you provided.

How we will make our decisions:

Following initial assessment and assessing officer recommendations, the Screen Scotland Team and the Director of Screen will discuss and then make recommendations to Creative Scotland's Senior Leadership Team, who will make the final decision.

Once a decision is made:

Once we have made a decision, we will send an email to let you know the outcome of your application. If you are successful, we will send you information that tells you if there are any specific conditions of the award that must be met before we can confirm the award. Once specific conditions, if any, have been met we will issue you with a Funding Agreement. You must note and adhere to all the terms and conditions of the Funding Agreement.

At this point we will also ask you for your banking details. You will need to return a signed copy of our Funding Agreement, and once all conditions are met, we will release the first instalment of your award.

The award offer is valid for **SIX MONTHS** from the date of the award offer email. If the Funding Agreement hasn't been concluded in this time frame the award may be withdrawn, and a new application required.

If your application is unsuccessful, we will send you an email to let you know why and inform you of any options for addressing the reasons why it was unsuccessful.

Appendix A – Training plan considerations

As part of your application, you will be expected to provide an inclusive training and career development plan for Scotland-based crew.

It is expected that productions hire at least one Scotland-based trainee per £1m of estimated Scottish Spend, up to £5m Scottish Spend, and then one Scotland-based trainee per £1m of Scottish Spend thereafter (trainee numbers for higher budget projects will be subject to discussion and approval by Screen Scotland).

This plan should be submitted with your application form and will be discussed with you by a member of the Screen Scotland team as part of the assessment process. Once finalised, it will be a part of the Funding Agreement which the production will be expected deliver.

We recommend the engagement of a Scotland-based training manager on every production and require that all trainees are paid at least the Real Living Wage for all work and training undertaken.

Equalities, Diversity and Inclusion (EDI) is a key part of all Screen Scotland's work and should be a consideration in the training and career development plan you propose as part of your application.

It is recommended that applicant productions engage with Scotland-based training providers and/ or hire a Scotland-based training manager to integrate with the training requirements of the Scottish screen sector and to ensure that trainees receive appropriate and accessible pastoral care. Screen Scotland can help with introductions to these providers if required.

Examples of proposed initiatives could include:

On the Job Training

- **1 trainee per £1m of estimated Scottish Spend (essential)**
- Apprenticeships

Career Progression

- Shadowing opportunities for junior crew members/new industry entrants
- Stepping up opportunities for crew to take on more advanced roles
- Paid training courses for crew
- Proposing a percentage of local casting
- Formalised mentorship to Scotland-based crew member
- A number of trainees with protected characteristics (see the **BFI Scottish Diversity Standards**)
- Offer flexible working arrangements to facilitate inclusive crew hiring, and to enable crew to continue their professional development or obtain qualifications relevant to the production

Outreach

- Provide paid work experience programmes
- Offer paid internships (typically 2 weeks)
- Take part in school visits in the areas where filming is taking place
- Offer set visits for schools, colleges, and film clubs from across Scotland
- Facilitate filmmaking workshops for the local community
- Be a part of talks, panels, and masterclass sessions

Long Term Production Benefits

- Setting up a permanent Scottish office
- Taking on a long-term lease for a production facility

This list is not exhaustive, and we are open to any proposals you might have or bespoke plans that the production can provide.

Appendix B – Equalities, Diversity and Inclusion (EDI)

As a National Lottery distributor and public funder, Screen Scotland, as part of Creative Scotland, is committed to addressing equality and diversity in film and television, as outlined in our review of equalities, diversity and inclusion in Scotland’s screen sector, **Equality Matters** (2017).

As part of your application, you will be required to provide a plan for Equalities, Diversity and Inclusion specific to this production.

Here are some areas that the EDI plan for your production should demonstrate consideration of:

- Hiring
- On-Set Accessibility
- Behaviours on set
- On-screen representation

This list is not designed to be exhaustive, and Screen Scotland welcomes any initiatives or proposals that can increase the diversity of crews on Scottish productions.

Additional information can be found at:

- **Raising Films**
- **BFI Diversity Standards**
- **Access Docs for Artists**

Appendix C – Scottish Spend

Below is a list of costs that qualify as Scottish Spend. Please note that contingency costs cannot be included as Scottish Spend in the application. It would however count toward your Scottish Spend figure in the final audited report if the contingency costs were spent in Scotland.

As well as the below, any costs pertaining to coronavirus that are expected to be spent in Scotland can be included in your application's Scottish Spend budget.

Artists (includes stand-ins, stunts, voice over artists and supporting actors)

- Scotland-based cast wages (during entire shoot) for those members of the cast (including voice-over, stunts, stand-ins, supporting actors and walk-ons) who are permanently based in Scotland (i.e., who can provide utilities bills or similar, if required, to show proof of residency in Scotland). For the above, when this Scottish cast is based abroad, only actual fees will be calculated as Scottish spend, not expenses or per-diems

Production Unit Salaries

- Scottish production unit wages (throughout the production process) for those members of the unit who are resident in Scotland (i.e., who can provide utilities bills or similar, if required, to show proof of residency in Scotland). For the above, when the production unit is based abroad, only actual fees will be calculated as Scottish spend, not expenses or per-diems

All Crew Working on Film Behind Camera or in an Animation Studio

- Scottish crew wages (during entire production) for those members of the crew who are permanently based in Scotland (i.e., who can provide utilities bills or similar, if required, to show proof of residency in Scotland). For the above when this Scottish crew is based abroad only actual fees will be calculated as Scottish spend, not expenses or per-diems

Materials – Art Department

- Design/Art Department, including layout and storyboarding in Scotland
- Scottish construction costs for Scottish sets
- Local props hire
- Local art department purchases

Materials – Wardrobe/Hair/Make-up

- Local wardrobe, hair and make-up purchases/hires

Production Equipment

- Equipment – lighting/grips/tracks/camera equipment/hardware and software hired or bought from Scotland-based suppliers or companies with Scottish bases

Other Production Facilities

- Scottish location fees
- Scottish studio build
- Visual effects (VFX) carried out in Scotland

Post-Production

- Post production facilities in Scotland including visual offline and online editing and sound mixing dubbing, special effects, laboratory processing

Travel/Transport

- Air or rail transport return between either home base in the UK or point of entry into UK and Scottish location for non-resident Scottish cast and crew
- Local car/van hire including action vehicles if appropriate (production vehicle hire)
- All unit facilities hired from Scotland-based companies

Hotel/Living

- Per diems for all cast and crew during their stay in Scotland
- Local catering costs including catering bus if appropriate
- Local accommodation costs (i.e., hotel and guest house for cast and non-resident crew)

Insurance/Finance/Legal

- Legal fees to be paid to Creative Scotland and for any legal firm used and based in Scotland
- Insurance fees to be paid to any insurance company used and based in Scotland
- Office rental and equipment rental in Scotland for any period where production office or unit is based in Scotland

Music

- Music composition if composer is based in Scotland
- Music recording if carried out in Scotland

Appendix D – Delivery Schedule

A VISUAL AND AUDIO MATERIALS	
1	<p>1 x Pro-Res File</p> <p>Supplied as one of the following:</p> <p>ProRes 4444 Quicktime [.mov] file</p> <p>ProRes 422HQ Quicktime [.mov] file</p> <p>If the Film has been produced in a language other than English, the file shall incorporate dialogue subtitles in the English language.</p>
2	<p>1 x HD master as above on LTO tape (LTO 4 or better). This will be the archive preservation copy to be held at the National Library of Scotland. (To the same specification as item A1 above)</p>
3	<p>1 x H264</p>
4	<p>5 x PAL DVD retail DVD copies of the Film, to include options for subtitling for the hearing impaired and audio-description for the visually impaired, when commercially available. Both these options must be clearly indicated on the DVD inlay card.</p>
B PUBLICITY MATERIALS	
1	<p>Digital set of approved production stills (Min 6; Max 50), can include behind the scenes, any special stills publicity campaigns, a portrait of the director(s), producer(s), writer(s) and main talent.</p> <p>Where possible, please supply files as uncompressed TIFFs, ideally 600ppi at true size (minimum 300ppi at true size). If TIFFs are not available, JPEGs should ideally be high-resolution uncompressed JPEG 2000s, 600ppi at true size (minimum 300ppi at true size).</p> <p>Please also include a copy of the log sheet, labelled clearly to indicate name of film and who or what the still depicts. e.g. Film title – Still reference number – Individuals credited – Description</p> <p>Any necessary rights credits, restrictions or proof of clearances should be supplied, including studio rights, photographer rights, and approval rights of any individuals featured.</p>
2	<p>An electronic press kit (including interviews with Principal Cast, Producer, Director and Key HOD’s connected with the Film and the Film trailer)</p>
3	<p>A written publicity pack (aka Production Notes) (including brief biographies of Principal Cast, the Individual Producer, the director, the writer and key crew; 3 x synopses of the Film (one of 25 words or less, one at 50 words and one at approx. 100 words); production information; feature stories and news releases)</p>

C DOCUMENTATION

1	1 x copy of final approved front and end credit list as included in the final film. 1 x copy of the credits and paid ads 1 x copy of billing block
2	1 x electronic copy of final transmission script (i.e. containing all transmitted dialogue) in word or pdf, to be held at the the Shiach Library for educational purposes and the National Library of Scotland.
3	Crew Unit List List of trainees and interns engaged on the Film, including names, positions held and where sourced. Copy of skills plan.
4	Audited statement, confirming Scottish Spend.
5	Completed Equalities Monitoring Form

D DISABILITY ACCESS MATERIALS

1	Written confirmation from a recognised authoring house (as approved by CS) of the creation of a subtitle file (to include dialogue and sound effects of the Film suitable for use for captioning/subtitling purposes for the hearing impaired) and audio description track (for the visually impaired) in appropriate format for use in theatrical distribution (that is in reels at twenty-four (24) fps) together with written confirmation from the UK Distributor that such materials have been delivered to it. The subtitle and audio description files must be supplied in the proprietary format for Dolby Screentalk and DTS CSS discs.
2	Written confirmation from a recognised authoring house (as approved by CS) of the instruction to create a HOH subtitle file conversion appropriate for DVD use at twenty-five (25) fps and an audio-description track referred to in item D1 above fully mixed with the Feature Stereo Lt/Rt at twenty-five (25) fps and conformed to the DVD picture and supplied as a .wav file together with written confirmation from the UK Distributor that such materials have been delivered to it.

Data Protection:

Creative Scotland/Screen Scotland requires some personal information about you/your organisation to consider your application for funding. Without this, we will not be able to fund your project.

If you would like to see a breakdown of the personal information we require, why it is required, what we do with that information and how long we keep it, please refer to our Privacy Notice available online at: www.screen.scot/privacy-notice.

We may share your personal information with third parties to comply with the law and/or for the legitimate interests of Creative Scotland/Screen Scotland and/or the third parties concerned.

Where the personal information you have provided to us belongs to other individual(s), please refer to our Privacy Notice and ensure you share this Privacy Statement and Privacy Notice with the respective individual(s).

You have some rights in relation to the personal information that we hold about you under data protection legislation. Information on how to exercise these rights is contained in our Privacy Notice or you can contact our Data Protection Officer at dataprotection@creativescotland.com

If you have any concerns with how we have processed your personal information, you should contact our Data Protection Officer in the first instance, as we would welcome the opportunity to work with you to resolve any complaint. If you are still dissatisfied, you can submit a complaint to the [Information Commissioner's Office](#).

Complaints Procedure

If you are not happy with the way we dealt with your application, you can access a copy of our complaints procedure [on our website](#). Please note that you can only complain if you believe we have not followed our published process when dealing with your application. You cannot use the complaints procedure to appeal against the decision.

Freedom of Information (FOI)

Creative Scotland is committed to being as open as possible. We believe that the public has a right to know how we spend public funds and how we make our funding decisions. You can see details of our FOI (Freedom of Information) handling on our website here:

www.creativescotland.com/foi

We are listed as a public authority under the Freedom of Information Act 2000. By law, we may have to provide your application documents and information about our assessment to any member of the public who asks to see them under the Freedom of Information Act 2000.

We may not release those parts of the documents which are covered by one or more of the exemptions under the Act. Please see the Freedom of Information website at www.itspublicknowledge.info for information about freedom of information generally and the exemptions.

Subsidy Control

This Award is awarded as an exempted subsidy under Article 3.2(4) of the EU/ UK Trade and Cooperation Agreement. There is a ceiling of 325,000 Special Drawing Rights (SDR conversion rates can fluctuate in value. A conversion table can be found here <https://fx-rate.net/SDR/GBP/> for subsidies provided to any one economic actor under this Article over a 3-year period. Any Article 3.2(4) subsidies (or similar aid, including “de minimis” aid granted prior to 31 December 2020 under Commission Regulation (EU) No 1407/2013) awarded to the Awardee will be relevant if the Awardee wishes to apply, or has applied, for any Article 3.2(4) subsidies.

The Awardee must retain this Agreement for 3 years from the date of this Agreement and produce it on any request by the UK public authorities. (The Awardee may need to keep this Agreement for longer than three years for other purposes).

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