



eForm Operational User Guide

CREATIVE EUROPE (2014 – 2020) MEDIA Sub-programme

SUPPORT FOR THE CONTENT DEVELOPMENT OF

- **SINGLE PROJECT (ANIMATION, CREATIVE DOCUMENTARY, FICTION)**

2017

INTRODUCTION

Disclaimer:

The following is intended as useful information for applicants. It does not replace or overrule the criteria or any other conditions contained in the Guidelines.

This document provides practical guidance on how to complete and send the application file, as well as information relevant to the application procedure that may be useful to applicants.

All parts of the application form must be filled in; however this operational user guide provides information only for fields that need further clarification.

Before proceeding to completing and sending the application file online, please ensure that you have carefully read the Guidelines.

1. HOW TO PREPARE THE APPLICATION DOCUMENTS FOR SUBMISSION

Applications for development support from the MEDIA Sub-programme may only be submitted through the eForm. The online submission is considered to be the master copy. No paper copies are requested.

Electronic application form (eForm) Content Development Single Projects

1st deadline: 17 November 2016, 12:00 CET¹ – 2nd deadline: 20 April 2017, 12:00 CEST

Applicants have to fill in the electronic application form and attach the following documents (see details in page 6-7):

- Detailed Description of the Project;
- Estimated Development Budget / Sources of Finance (in Microsoft Excel format);
- Declaration of honour.
- Track record of the applicant company/producer .
- Relevant supporting documents of co-production and financing (if applicable)

The application form can be downloaded from the Agency's website at the following address:
[http: https://eacea.ec.europa.eu/PPMT/](https://eacea.ec.europa.eu/PPMT/)

Fields marked with symbol (*) are mandatory.

Please note that no other method of submission of an application will be accepted. Applications submitted in any other way will be rejected automatically.

Make sure that you have officially submitted your electronic application form and that you have received a confirmation e-mail. For more information please read the *Proposal submission user guide*.

In case of a technical problem, contact the HelpDesk **BEFORE** 17 November 2016 at 12:00 CET Midday Brussels time for the first deadline and **BEFORE** 20 April 2017 at 12:00 CEST Midday Brussels time for the second deadline. If the HelpDesk is contacted **after** 12:00 CET/CEST Midday Brussels time on the day of the deadline, your application will **under no circumstances** be accepted due to the principle of equal treatment (**see page 7 for contact details**).

When contacting the HelpDesk by e-mail, clearly describe the technical problem you are encountering. **It is advisable to attach a document with print screens to illustrate the problem showing time and date.** Please also advise the Action (Single Project: animation, documentary, fiction) you are applying under.

¹ CET = Central European Time; CEST = Central European Summer Time

2. APPLICATION FORM – “eForm”

COVER PAGE

Refer to the Proposal Submission User Guide for full details on how to create, complete and submit an application from the technical point of view.

PART A. IDENTIFICATION OF THE APPLICANT AND OTHER ORGANISATIONS PARTICIPATING IN THE PROJECT

Should there be any changes in the applicant's contact details at any moment during the selection procedure, please communicate your new contact details immediately, clearly indicating your application submission number, to the following address: EACEA-MEDIA-DEVELOPMENT@ec.europa.eu.

A.1 Organisation

All information regarding the applicant organisation comes from the Participant Portal. The information will appear in the form as protected. In MEDIA Development applications, there is only one participating organisation.

A.2 & A.3

Please use Latin characters. Contact person should give professional contact details (not personal).

Title

Please indicate the appropriate title (e.g. Mr., Ms.).

Role in the organisation

Please indicate the person's position in the organisation (e.g. President, Chief Executive Officer, Managing Director, etc).

Phone and fax numbers

Please insert the full numbers including country and city/area code (example +32-(0)2-2991111). Under "Telephone 2" please insert a mobile number of the contact person.

PART B. ORGANISATION AND ACTIVITIES

B.1 Structure of organisation

Information comes from the Participant Portal.

Type of Organisation

Select from the drop down menu the corresponding type of organisation (e.g. film producer).

B.2 Aims and activities of the organisation

This is a mandatory field but as details must be given in part D.3, the applicant may insert "N/A" to both questions.

B.3 Other EU grants

Please provide information on Union funding received during the past three years from the MEDIA Programme or Creative Europe Programme. Indicate the Programme/Action (e.g. MEDIA 2007 – Development), the grant agreement number (e.g. 2012-0000), the beneficiary company and the project title.

If you have requested funding for the same project as the one for which you are filling in this application form from another Union Programme, please make sure you fill in these fields by indicating the Programme concerned and the amount requested.

PART C. DESCRIPTION OF THE PROJECT

C.1 Information concerning the project

Total production costs in €: in case of fiction projects, this will define the lump sum (<> 1.500.000€ production budget: a lump sum of 30.000 € or 50.000 €

If your project is a **co-production**, please add all letters of intent and memo deals/co-production agreements to the Annex "Relevant supporting documents of co-production and financing".

First day of principle photography or equivalent: this date should not occur earlier than 8 months from the submission of the application. Example: if you submit the application on the deadline of 17/11/2016, the entry into production of your project cannot be earlier than 17/07/2017. If you submit the application on the deadline of 20/04/2017, the entry into production of your project cannot be earlier than 20/12/2017.

The pop-up reminder of the 8-month-rule will not block the submission.

C.2 Synopsis of the project: The synopsis can be provided in the language of the project/script. If this language is other than English, a synopsis also in English is mandatory.

C.3 Ownership of Rights

If rights are assigned to the company in perpetuity, the field "To (dd/mm/yyyy)" in the question "Duration of ownership of rights or option" may be filled with the date of 31/12/2099.

PART D. TECHNICAL CAPACITY

D.1 Shareholding and main activity

The column "Main activity if legal person" applies only in case if one of the shareholders is another company. Please precise the nature of business of this company. If this does not apply insert "N/A".

D.2 Previous experience of the organisation

Applicants may choose more than one field regarding:

- 1) the evidence demonstrating the applicant company produced the eligible work and/or personal credit and
- 2) the evidence document of distribution.

If the personal credit is used, only the on-screen credits are accepted as proof.

Documents corresponding to the choices the applicant made in the relevant fields of the eForm should be kept by the applicant and they can be requested by the Agency at a later stage of the selection process.

In the case where the previous experience is a co-production between different partners the table of the "Financing Plan" allows for the inclusion of up to 10 partners. If there are more than 10 partners involved, you should only list the partners with the highest percentage of contributions to the reference work.

Date of distribution of the previous work: the date of distribution of the previous work has to fall between 1/01/2014 and the date of submission of the application.

Part F. Budget

The applicants should prepare first the Excel budget needed as an Annex to the eForm (see point 2 of this guide) and report the figures to the part F of the eForm.

The total expenditure and the total income (grey fields) must be balanced.

All lines must be filled in – 0 (zero) is the default value.

Indirect costs in this lump sum scheme is set to 0 € and cannot be changed.

Short Films costs do not apply to Single Project applications and is set to 0 (zero) and cannot be modified.

EACEA/MEDIA Contribution is a fixed lump sum corresponding to the genre of eForm/Project:

- 25.000€ for creative documentaries;

- 60.000€ for animation projects;

- For fiction projects, the lump sum is related to foreseen production budget: 30.000€ for films < 1.5M€ and 50.000€ for films > 1.5M€. The eForm opens with a lump sum of 30.000€ but will update itself according to the production budget indicated in C.1 automatically when the eForm is saved and re-opened.

ANNEXES

In order to facilitate the evaluation of your project you must provide some annexes that are attached to the eForm. All the templates can be found on the website

https://eacea.ec.europa.eu/creative-europe/funding/support-for-development-single-project-2017_en

- Detailed description of the project (in free Word or Pdf format)

This should be a note of artistic intent by the author/director

and:

If Fiction: a treatment of at least 10 pages and at least one dialogue scene or a first draft preliminary script.

If Creative documentary: a treatment of at least 2 pages, comprising a description of the subject, the narrative structure, the visual approach and the creative nature.

If Animation: literary bible or treatment including the description of the subject, the narrative structure, the characters and the visual approach. Key pictures/drawings should also be included.

For *series*: also an episode outline is recommended.

- Budget in excel format

Please do not insert new lines into the template.

Please take sufficient time to prepare your budget. You need to do this before starting to fill in the eForm. All amounts must be given in € (euro). Applicants from countries outside the 'euro zone' must use the official EUR exchange rate (accounting rate) published by the Commission's Directorate-General, applicable on the date of the publication of the Call for Proposals (dd/September 2016): http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm.

- Relevant supporting documents of co-production and financing

An applicant may include letter(s) of intent for co-development or co-production, any letter showing pre-sales or possible distribution and/or respective agreements considered useful for the evaluation of the submitted project taking into account that the total size of the application cannot exceed 10 MB.

3. COMMUNICATION WITH THE AGENCY

Candidates will find all information relating to Calls EACEA 20/2016 for Development Support on the website of the Executive Agency: https://eacea.ec.europa.eu/creative-europe/funding/support-for-development-single-project-2017_en

Information on the latest developments will be provided on the same website. We recommend that you consult it on a regular basis.

All queries relating to the preparation and submission of proposals should be addressed to the Creative Europe Desk or Antennae of your country: http://ec.europa.eu/programmes/creative-europe/tools/creative-desks_en.htm

For technical questions relating to the eForm, please consult the MEDIA eForm Proposal submission User Guide, which you can access via our website. If, after referring to this Guide you still have questions or technical problems, please contact the EACEA HelpDesk. **It is advisable to attach a document with print screens to illustrate the problem showing the time and date.**

Phone : +32 229 90705

Email : EACEA-Helpdesk@ec.europa.eu

Note that in case of submission problems and if the HelpDesk is contacted **after** 12:00 CET/CEST Midday Brussels time on the day of the deadline, your application will not be accepted under any circumstances due to the principle of equal treatment.

At the end of the selection procedure and following the adoption of a formal decision by the European Commission/Executive Agency (Award Decision), the results will be announced on the website of the Executive Agency. Selected applicants will subsequently receive a Grant Decision/Agreement.

As far as non-selected applicants are concerned, a letter/e-mail will be sent informing them of the decision taken by the European Commission/Executive Agency and stating the reasons why their application was not selected. Companies submitting ineligible applications will also be informed by a letter/e-mail stating the eligibility criterion/criteria that they failed to fulfil.

No applications will be returned to applicants at the end of the selection procedure.