



Creative  
Europe  
**MEDIA**

## TRAINING

### F.A.Q. - Frequently Asked Questions

*Version 1 (1 March 2016)*

## **CALL FOR PROPOSALS EACEA/06/2016**

*These FAQ apply to the Call for the Proposals as indicated above. This document is not contractual.*

*The Call for proposals EACEA/06/2016 for support to Training actions was published on 5 February 2016.*

*All the information and documents related to this Call for proposals can be found in the Creative Europe website:*

[http://eacea.ec.europa.eu/creative-europe/funding/support-for-training-eacea062016\\_en](http://eacea.ec.europa.eu/creative-europe/funding/support-for-training-eacea062016_en)

## TABLE OF CONTENTS

<b>GENERAL QUESTIONS.....</b>	<b>5-8</b>
<b>1.</b> Who may I contact for getting advice when drafting my application?.....	<b>6</b>
<b>2.</b> How to submit an application?.....	<b>6</b>
<b>3.</b> Does MEDIA Sub-programme support training actions for students / recent graduates?.....	<b>6</b>
<b>4.</b> Does MEDIA Sub-programme support official education programmes?.....	<b>7</b>
<b>5.</b> Is there a min/max amount of budget per project?.....	<b>7</b>
<b>6.</b> Which documents must be submitted together with the application?.....	<b>7</b>
<b>7.</b> How many applications may I submit? What does it mean a consolidated application?	<b>8</b>

<b>GUIDELINES.....</b>	<b>8-13</b>
<i>2.2. Targeted projects:</i>	
<b>8.</b> Should I apply for support for a European or for an International action?.....	<b>8</b>
<b>9.</b> Can a European action take place outside MEDIA Sub-programme participating countries?.....	<b>9</b>
<b>10.</b> For International Actions, do all the partners of the consortium have to come from a MEDIA country? If yes, can an organization coming from a not participant country just co-finance the project without being a partner of the consortium?.....	<b>9</b>
<i>6.1. Eligible applicants:</i>	
<b>11.</b> Which non-EU countries participate in the MEDIA Sub-programme?.....	<b>9</b>
<i>6.2. Eligible target group:</i>	
<b>12.</b> Which are the criteria applied for checking the eligibility of participants?.....	<b>9</b>
<b>13.</b> Can nationals from countries not participating in the MEDIA Sub-programme participate in its training supported actions?.....	<b>9</b>
<b>14.</b> Can a scholarship be awarded to a national not coming from a low capacity country?.....	<b>9</b>

Period of the action / eligibility of costs:

**15.** Within which timeframe my training action must be implemented?..... **10**

**8. SELECTION CRITERIA**

**8.1. Financial capacity**

**16.** I am requesting a grant lower than 60.000 €, must I submit the financial statements and an audit report?..... **10**

**17.** Who must produce / sign the audit report? I am a public law body / non-profit organisation; who must produce this audit report?..... **10**

**18.** I am a non-profit organisation and my national legislation does not require us to certify our accounts by an external auditor..... **11**

**19.** In case of applications submitted by a grouping of entities shall each of these entities, submit their financial statements and an audit report?..... **11**

**9. AWARD CRITERIA**

**20.** In case I submit an application for a training action with several activities, can it be selected partially?..... **11**

**10. LEGAL COMMITMENTS**

**21.** Is there a possibility to apply also for 1-year agreement or is it only meant for FPA 2-year agreements?..... **11**

**22.** The 2 year Partnership agreement means that these 2 years are split into two distinct training programmes /courses (2016/17- 2017/2018) or is the same training programme? ..... **11**

**11. FINANCIAL PROVISIONS**

**11.1. General Principles**

*c) Co-financing*

**23.** The financial contributions from partners, must they be in place at the time of submission? If an applicant foresees financial contributions from third parties in their financing plan - does it mean they have to attach signed declarations from financial partners at the time of submission?..... **12**

**11.2. Funding forms**

➤ *Eligible costs*

**24.** Are these guidelines exclusive?..... **12**

<b>25.</b> Which are the criteria for considering that costs are incurred within the eligibility period?.....	<b>12</b>
<b>26.</b> Which personnel costs are limited to 25% of total eligible costs?.....	<b>12</b>
<b>27.</b> Are Travel costs for non-MEDIA countries participants eligible under the same rules as MEDIA countries participants? Even if plane tickets from non-MEDIA countries are much more expensive than plane tickets from MEDIA countries?.....	<b>12</b>
<b>28.</b> To which costs are the " <i>costs relating to external audits where required in support of the requests for payments</i> " referring to?.....	<b>12</b>
➤ <i>Calculation of the final grant amount – Supporting documents</i>	
<b>29.</b> When the final report shall be submitted?.....	<b>13</b>
<b>30.</b> What is the <i>Report of Factual Findings on the Final Financial Report</i> ?.....	<b>13</b>
<u><i>12.3. Communication and dissemination</i></u>	
<b>31.</b> Where must beneficiaries publish the summary in English providing information about their work and the results of the project? When must it be drafted / published?.....	<b>13</b>

<b>ONLINE SUBMISSION (eForms)</b> .....	<b>13-14</b>
<b>32.</b> When do I have to submit my application?.....	<b>13</b>
<b>33.</b> What happens if the reception time of my application (as appears in the online submission tool) is 12:01?.....	<b>13</b>
<b>34.</b> I have some problems when submitting my application online, who may I contact?.....	<b>14</b>
<b>35.</b> Do I need to send a paper copy of the application?.....	<b>14</b>
<b>36.</b> I did not receive any Acknowledgement of receipt following the submission of my application, why?.....	<b>14</b>
<b>37.</b> Which is the difference between <i>project</i> (section C.3) and <i>activity</i> (section D.2)?.....	<b>14</b>

**APPLICATION FORM..... 14-16**

***Annex 1 – Detailed description of the project***

**38.** What is a multi-beneficiary agreement?..... **14**

**39.** Is it mandatory to build a partnership with other entities in the other countries?..... **15**

**40.** Must co-beneficiaries provide a *Declaration by financial partners*?..... **15**

**41.** Which is the difference between *action* and *activity*?..... **15**

**42.** For those non project based programmes, is the *List of results* mandatory?..... **15**

***Annex 2 – Estimated Financial Plan:***

**43.** How many Financial Plans must I submit?..... **15**

**44.** What if my action has more than 5 activities?..... **16**

**45.** I would like to provide further detailed explanation on the estimated costs but the set space is quite limited..... **16**

**46.** Is it necessary to estimate the amount to be paid for each journey, for each person travelling, giving names and details of each journey?..... **16**

## GENERAL QUESTIONS

### 1. Who may I contact for getting advice when drafting my application?

First of all, applicants are encouraged to read carefully the documents of the [Call for proposals](#) and, in particular, the Guidelines regarding eligibility criteria.

For any doubt, regarding content or administrative issues, applicants are invited to contact, in first place, their local [Creative Europe Desks](#). Creative Europe Desks may also help applicants to identify any possible partner in their geographical area of interest.

Otherwise, applicants can also contact the Training team within the EACEA: [EACEA-MEDIA-TRAINING@ec.europa.eu](mailto:EACEA-MEDIA-TRAINING@ec.europa.eu)

Applicants are also invited to have a look to the [2015 MEDIA Training and Networks Guide](#) which contains information on the training actions supported by MEDIA Sub-programme every year.

### 2. How to submit an application?

1) First of all, you are invited to read carefully the document "*How to apply*" available in the Creative Europe website: [https://eacea.ec.europa.eu/sites/eacea-site/files/how\\_to\\_apply\\_training.pdf](https://eacea.ec.europa.eu/sites/eacea-site/files/how_to_apply_training.pdf)

In particular, it is strongly recommended to read the "*Glossary*" section, which will provide you with some useful definitions and specific terminology.

2) Register your entity (if not registered yet) in the Participant Portal in order to get your Participant Identification Code (PIC): <http://ec.europa.eu/education/participants/portal/desktop/en/organisations/register.html>

3) By encoding your PIC, you can download the eForm [https://eacea.ec.europa.eu/documents/eforms\\_en](https://eacea.ec.europa.eu/documents/eforms_en)

4) Fill in the eForm together with the Annexes and Attachments: [http://eacea.ec.europa.eu/creative-europe/funding/support-for-training-eacea062016\\_en](http://eacea.ec.europa.eu/creative-europe/funding/support-for-training-eacea062016_en)

5) Submit your application online by 14 April 2016 before 12.00 CET at the latest.

### 3. Does MEDIA Sub-programme support training actions for students / recent graduates?

MEDIA Sub-programme supports continuous training for professionals (not students). If you target continuous training for professionals (at any stage of professional career: junior, intermediate, senior), and if your application fulfils the objectives and criteria of the Call, then you can apply.

#### 4. Does MEDIA Sub-programme support official education programmes?

If your application is an official training course (i.e. Master degree) certified by your national authorities, then you should seek for support within other EU programme (i.e. Erasmus+ programme: [http://eacea.ec.europa.eu/erasmus-plus\\_en](http://eacea.ec.europa.eu/erasmus-plus_en)).

#### 5. Is there a min/max amount of budget per project?

No. The only limit is the co-funding rate on the total budget:

- European actions: up to 60% of total costs
- International actions: up to 80% of total costs

Anyhow, we remind you that the cost-effectiveness of the action is one of the criteria assessed during the evaluation process and considered for the awarding of grants.

Please keep also in mind that the global budget of the action may have an impact on the type of *Report of Factual Findings on the Final Financial Report*<sup>1</sup>, to be submitted with the final report (in case of selection).

#### 6. Which documents must be submitted together with the application?

	Documents	Assessed criteria				Where submit them
		Admissibility	Exclusion	Selection		
				Operational capacity	Financial capacity	
<b>A. All grants</b>	Legal entity form + legal supporting documents (for getting your PIC if you do not have one yet)	X				Participant Portal
	Annex 1 (Description of the action <sup>2</sup> )	X				To be downloaded from CREATIVE EUROPE website <sup>3</sup> To be attached to e-Form
	Annex 2 (budget)	X				To be attached to e-Form
	Annex 3 (Declaration on applicant's honour)	X	X	X	X	To be attached to e-Form
	Audit report <sup>4</sup>				X	Participant Portal

<sup>1</sup> Point 11.2 Guidelines (page 18)

<sup>2</sup> Annex I with its 3 attachments (course timetable, declaration of financial partners and list of results)

<sup>3</sup> [http://eacea.ec.europa.eu/creative-europe/funding/support-for-training-eacea062016\\_en](http://eacea.ec.europa.eu/creative-europe/funding/support-for-training-eacea062016_en)

<sup>4</sup> As the Call for proposals EACEA/06/2016 refers only to Framework Partnership agreements, the audit report must be submitted in all cases

	Financial statements <sup>5</sup>				X	Participant Portal
	Financial capacity form				X	Participant Portal
<b>B. Grants above 60.000 €</b>	Summary of the activities of the applicant over the last two years				X	eForm

## 7. How many applications can one entity / grouping of entities submit?

There is not a fixed limit. In view of administrative simplification, each applicant entity / applicant consortium should, if possible, submit a consolidated application for the whole of the proposed training activities.

Anyhow, please keep in mind:

- One application = 1 training action = one financial plan = one requested grant
- One application per consortium
- One application per category of action: European vs. International actions (different level of co-financing)

We invite you to read carefully the section *Glossary* of the document "*How to apply*"<sup>6</sup>

## GUIDELINES

### 2.2. Targeted projects:

## 8. Should I apply for support for a European or for an International action?

You must submit separate applications for a European or an International action.

The two following cumulative factors define an action as European or International:

Target group	
100% EU professionals	European action
80% EU professionals + up to 20% non EU professionals	European action
100% Non EU professionals	INELIGIBLE
EU professionals + 35-50% non EU professionals	International action

Professional activity	
To operate mainly in EU	European action
To operate mainly outside EU	International action

<sup>5</sup> Balance sheet, profit and loss accounts and the annexes of the last two financial years for which the accounts have been closed.

<sup>6</sup> [http://eacea.ec.europa.eu/creative-europe/funding/support-for-training-eacea062016\\_en](http://eacea.ec.europa.eu/creative-europe/funding/support-for-training-eacea062016_en)

The eligible activities (point 6.2) are the same for both types of action, with special emphasis in networking and collaboration possibilities with non-European professionals for the International actions.

### **9. Can a European action take place outside MEDIA countries?**

Yes, but the choice of the location must be duly justified and in line with the proposed action plan.

### **10. For International Actions do all the partners of the consortium have to come from a MEDIA country? If yes, can an organization coming from a non-MEDIA country just co-finance the project without being a partner of the consortium?**

Yes, in both cases.

#### 6.1. Eligible applicants:

### **11. Which non-EU countries participate in the MEDIA Sub-programme?**

Please check the latest version of the list of MEDIA countries:

[https://eacea.ec.europa.eu/sites/eacea-site/files/20112015-eligible-countries\\_en.pdf](https://eacea.ec.europa.eu/sites/eacea-site/files/20112015-eligible-countries_en.pdf)

The final selection of projects from these countries is dependent on the conclusion of an Agreement with the European Commission before the award decisions for the projects.

#### 6.2. Eligible target group:

### **12. Which are the criteria applied for checking the eligibility of participants?**

The criteria taken into account is the nationality (as it appears in the national ID and passport), regardless the place of residency.

### **13. Can nationals from countries not participating in the MEDIA Sub-programme participate in its training supported actions?**

Any professional from the audio-visual industry is eligible, regardless the nationality, with the following limits:

- European actions: nationals from countries not participating in the MEDIA Sub-programme are eligible up to 20% of total participants
- International actions: nationals from countries not participating in the MEDIA Sub-programme should represent between 35% and 50% of total participants

MEDIA Sub-programme supported training actions are open to nationals from countries not participating in the sub-programme beyond the set limits. In those cases, these participants are not considered as eligible by MEDIA Sub-programme and, therefore, their related costs cannot be claimed in the MEDIA budget.

### **14. Can a scholarship be awarded to a national not coming from a low capacity country?**

Beyond the set 15% rate, scholarships can be awarded to any participant regardless her/his nationality, in accordance to the beneficiary's accessibility policy.

Period of the action / eligibility of costs:

**15. Within which timeframe my training action must be implemented?**

Year of partnership	Estimate date signature agreement	Start of the action	End of the action
1 <sup>st</sup> year	Last quarter 2016	Between 01/09/2016 and 31/08/2017	12 months after start of the action
2 <sup>nd</sup> year	Last quarter 2017	Between 01/09/2017 and 31/08/2018	12 months after start of the action

Some examples of timeframes:

Year of partnership	Start of action	End of action
1 <sup>st</sup> year	<b>01/09/2016</b> (earliest start date)	31/08/2017 (earliest end date)
	01/01/2017	31/12/2017
	31/08/2017 (latest start date)	<b>30/08/2018</b> (latest end date)
2 <sup>nd</sup> year	<b>01/09/2017</b> (earliest start date)	31/08/2018 (earliest end date)
	01/01/2018	31/12/2018
	31/08/2018 (latest start date)	<b>29/06/2019</b> (latest end date)

The maximum period of an action is 12 months but a shorter period (in line with the duration of the training activities) is possible.

**8. SELECTION CRITERIA**

**8.1. Financial capacity**

**16. I am requesting a grant lower than 60.000 €, must I submit the financial statements and an audit report?**

As you are applying for a Framework Partnership agreement of 2 years, you are required to submit an audit report on the financial statements of the 2 last available years. Therefore, the corresponding financial statements are submitted as supporting documents of such audit report.

**17. Who must produce / sign the audit report? I am a public law body, who must produce this audit report?**

Each beneficiary is free to choose a qualified external auditor, including its statutory external auditor, provided that the following cumulative requirements are met:

- 1) the external auditor must be *independent* from the beneficiary

2) the external auditor must be *qualified* to carry out statutory audits of accounting documents in accordance with national legislation implementing the Directive on statutory audits of annual accounts and consolidated accounts<sup>7</sup>.

Public bodies have the choice between an external auditor and a competent public officer. Where a public body opts to use a competent public officer, a preliminary condition is that this public officer was not involved in any way in drawing up the financial statements and he/she is not hierarchically dependent on the officer responsible for the financial statements.

**18. I am a non-profit organisation and my national legislation does not require us to certify our accounts by an external auditor.**

In that case, you must provide us with the proof that your organisation may not provide an audit report certifying the accounts by an approved external auditor, due to your national legislation. In any case, the financial statements should be submitted and approved by the competent authority (i.e. Board, General Assembly, etc).

**19. In case of applications submitted by a grouping of entities shall each of these entities, submit their financial statements and an audit report?**

Only the co-ordinator's financial capacity will be assessed. Anyhow, the co-beneficiaries must submit an audit report, as they are applying for a Framework Partnership agreement.

9. AWARD CRITERIA

**20. In case I submit an application for a training action with several activities, can it be selected partially?**

Yes. The Agency reserves the right to refuse some of the proposed activities on the basis of the award criteria. Anyhow, the submission of consolidated applications does not have any impact on the evaluation of the proposed activities, as all of them will be assessed in an autonomous way and with the same detail, as if they have been submitted in separate applications.

10. LEGAL COMMITMENTS

**21. Is there a possibility to apply also for 1-year agreement or is it only meant for FPA 2-year agreements?**

No. The current Call for Proposals is for applying for a Framework Partnership agreement of 2 years, so it is not possible to apply for funding for only 1 year.

This means that there will not be a new Call for Proposals in 2017 for funding of training activities to be carried out in 2018 (already covered by the current Call for Proposals).

**22. The 2 year Partnership agreement means that these 2 years are split into two distinct training programmes /courses (2016/17- 2017/2017) or is the same training programme / course divides into two years?**

Applicants selected for funding will be awarded with a Framework Partnership Agreement for two years. The supported action must have duration of maximum 12 months in any case. Within this Framework Partnership agreement, the beneficiary must submit, every year, an updated action plan. Therefore, for the coming deadline (14 April 2016), applicants must

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<sup>7</sup> Directive 2014/56/EU amending Directive 2006/43/EC

submit a Global Action plan for the two years and an action plan and budget for the 1st year of the action.

## 11. FINANCIAL PROVISIONS

### 11.1. General principles

#### c) Co-financing

**23. The financial contributions from partners, must they be in place at the time of submission? If an applicant foresees financial contributions from third parties in their financing plan - does it mean they have to attach signed declarations from financial partners at the time of submission?**

Any financial contribution by a third party (private or public body) stated in the financing plan should be substantiated by the corresponding *Declaration by financial partner* (Attachment n° 2 of Annex 1) at the submission stage.

### 11.2. Funding forms

#### ➤ *Eligible costs:*

**24. Are these guidelines exclusive?**

This section must be read together with the "*Financial rules*" contained in Annex 2 (Estimated Financial Plan).

**25. Which are the criteria for considering that costs are incurred within the eligibility period?**

Eligible costs are those which have been "actually" made within the eligibility period, regardless the invoice date and / or payment date. For example, in the case of the reimbursement of travel expenses, the factor which triggered the cost is the journey itself, so the journey must have been made within the eligibility period, even for those tickets booked well in advance (i.e. before the start of the eligibility period).

**26. Which personnel costs are limited to 25% of total eligible costs?**

Costs of salaried employees (Sub-heading 1.1. of the estimated budget).

**27. Are Travel costs for non-MEDIA participants eligible under the same rules as MEDIA participants? Even if plane tickets from non-MEDIA countries are much more expensive than a plane tickets from MEDIA countries?**

Rules regarding eligibility of costs are applied equally regarding MEDIA and non-MEDIA participants. In case of plane tickets, only economy class tickets are eligible independently of the place of origin/destination.

**28. To which costs are the "*costs relating to external audits where required in support of the requests for payments*" referring to?**

Only costs linked to the certification of the final costs (*Report of factual findings on the final report*) will be considered eligible. Other external accounting services' related costs are not eligible (i.e. statutory audits or audit reports of the organisation accounts).

#### ➤ *Calculation of the final grant amount – Supporting documents*

## **29. When the final report shall be submitted?**

The final report must be submitted within 2 months after the end of the eligibility period of the action (article 2.2. Specific grant agreement).

## **30. What is the *Report of Factual Findings on the Final Financial Report*?**

This report is an independent report of factual findings on the final incurred costs linked to the action, produced by an auditor (please see point 23). The beneficiary is invited to read this document carefully and to provide its auditor with, at the earliest stage of implementation of the action, as its preparation can take some time. The costs related to the production of this report are eligible under item 1.3.2.

### 12.3. Communication and dissemination

## **31. Where must beneficiaries publish the summary in English providing information about their work and the results of the project? When must it be drafted / published?**

This summary must be provided once that the supported action has been implemented, namely at the submission of the final report. This summary must be included in the following supports:

1. Final activity report (Section VIII)
2. Creative Europe dissemination platform<sup>8</sup>. In case your application is selected for co-funding and the Agency proposes you to sign the Framework Partnership agreement, you will be receiving access to this platform.

## **ONLINE SUBMISSION (E-FORMS)**

## **32. When do I have to submit my application?**

As soon as your application is ready!! In order to avoid last minute unforeseen circumstances, we strongly recommend not waiting until last minute for the submission of the application.

Anyhow, applications have to be submitted by 14 April 2016, at **12:00** (Midday, **Brussels time**) by the latest.

## **33. What happens if the reception time of my application (as appears in the online submission tool) is 12:01?**

According to the eligibility criteria set in the Call Guidelines, your application has been submitted out of deadline and therefore, it will be considered as ineligible and excluded from the next phase of the process (evaluation).

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<sup>8</sup> <http://ec.europa.eu/programmes/creative-europe/projects/>

It is recommended in case of technical (IT) problems, to organise an evidence (i.e. print screen) giving proof of the problem as well as that the submission sent on time (before 12:00 on 14 April 2016).

Your application is duly submitted once you receive your submission number.

### **34. I have some problems when submitting my application online, who may I contact?**

In case of IT problems, applicants must address their requests to the Helpdesk:

**Helpdesk e-mail address: [eacea-helpdesk@ec.europa.eu](mailto:eacea-helpdesk@ec.europa.eu)**  
**HelpDesk phone: +32 2 299 0705**

### **35. Do I need to send a paper copy of the application?**

NO. The submission of the application is **STRICTLY** online and no application package has to be sent to the Agency by post. You can attach electronically any suitable supporting document to the application form<sup>9</sup>.

### **36. I did not receive any Acknowledgement of receipt following the submission of my application, why?**

It is very important that, when filling the eForm, you encode correctly a valid contact e-mail address<sup>10</sup> for any communication regarding your application.

### **37. Which is the difference between *project* (section C.3) and *activity* (section D.2)?**

Project refers to the period of the action = eligibility period.<sup>11</sup>

If the action consists only in one training activity, this activity can have the same duration as the action or a shorter duration.

## **APPLICATION FORM**

### ***Annex 1– Detailed description of the action***

### **38. What is a multi-beneficiary agreement?**

In view of administrative simplification and facilitating synergies between training providers, we facilitate the submission of proposals by a grouping of entities:

- One of the partners must be appointed as Co-ordinator. The Co-ordinator shall act as intermediary in the communication between the Agency and the partners and, in general, ensure the good implementation of the action.

<sup>9</sup> Please see section *Useful information*, page 3 Annex I

<sup>10</sup> Section A.2: Person responsible for the management of the application (contact person)

<sup>11</sup> Point 6 Guidelines (page 8)

- Co-beneficiaries must fulfil the same eligibility and selection criteria as the Co-ordinator<sup>12</sup>
- Co-beneficiaries can directly claim costs in the budget

All the partners of the consortium are co-responsible of the good implementation of the action and of the other financial and administrative obligations derived from the conclusion of the Framework Partnership agreement with the Agency.

### **39. Is it mandatory to build a partnership with other entities in the other countries?**

It is not mandatory to build a partnership in order to apply for MEDIA Sub-programme funding. Anyhow, the building of pan European partnerships is a criteria assessed during the evaluation phase as it reinforces the EU added value and the structuring effect of the training actions.

### **40. Must co-beneficiaries provide a *Declaration by financial partners*<sup>13</sup>?**

Any contribution in cash<sup>14</sup> by third parties and by co-beneficiaries must be supported by the corresponding *Declaration by financial partners* and stated in the estimated financing plan.

### **41. Which is the difference between *action* and *activity*?**

Action is the proposed training programme for which the applicant requests funding for a set period (action = eligibility period). One action can have one training activity or several training activities.

Factors which define a training activity are the category and the target group.

### **42. For those non project based programmes, is the *List of results*<sup>15</sup> mandatory?**

In those cases, applicants should provide some feedback on the results or impact on the alumni professional career after having participated in the training action (i.e. surveys). The applicants can attach this information to the application form in a separate document, regardless the given List of results template.

## **Annex 2 – Budget**

### **43. How many Financial Plans must I submit?**

1 training action = 1 Financial Plan = 1 submission number (eForm) = 1 Annex 1

Same eligibility period

<sup>12</sup> They must registered themselves in the Participant Portal (PIC number); they must be European entities established in one of the countries participating to the MEDIA Sub-programme and owned directly or by majority participation, by nationals from such countries; if applicable, they must submit the requested financial statements for verification of financial capacity

<sup>13</sup> Attachment n° 2

<sup>14</sup> Contributions in kind are not eligible. If provided by third parties, they must not be taken into account for the calculation of total incomes / costs

<sup>15</sup> Attachment n° 3

**44. What if my action has more than 5 activities?**

You can add as many sheets as activities your action has. The financial plan is not restricted to only 5 activities. In any case, before submitting, please check the formulas, in particular in relation to the *Estimated Global Budget* and the *Summary of costs and income*.

**45. I would like to provide further detailed explanation on the estimated costs but the set space is quite limited.**

Any estimated costs and their explanation must fit into the blue cells. Anyhow, if you consider that certain items should be explained more thoroughly, you can add a supplementary sheet to the worksheet (free format). This detailed explanation must be complementary and not repetitive from the information provided in the detailed budget.

**46. Is it necessary to estimate the amount to be paid for each flight, for each person travelling, giving names and details of each journey?**

We strongly recommend gathering estimated travel expenses by person travelling and origin/destination, when possible. This could be easily done in case of personnel assigned to the action and / or trainers & experts, who in principle are already identified at the submission of the application and they are usually easily quantifiable. In case this is not possible, as people are not identified yet or in case of large groups of people (decision-makers, guests, etc), you are invited anyhow to make an estimation by category of persons travelling (are they trainers, decision-makers, guests to pitching sessions, members of selection committee, etc?), without need to specify by names of specific locations.

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