

**HOW TO APPLY –
TV PROGRAMMING
SUPPORT**

The applicant must submit the application in the following way:

STEP 1 – REGISTER/ UPDATE YOUR COMPANY IN THE PARTICIPANT PORTAL

In order to submit an application, applicants must register their company in the Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal:

<https://ec.europa.eu/education/participants/portal>

The tool also allows applicants to upload different documents related to their organisation. These documents have to be uploaded once and will not be requested again for subsequent applications by the same organisation.

The documents to be uploaded at this stage are:

1. The **legal entity form** duly signed by the person authorised to enter into legally binding commitments on behalf of the applicant (to be downloaded from http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)
2. For private companies: extract from the official gazette/trade register, and certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required).
For public entities: legal resolution or decision established in respect of the public company, or other official document established for the public-law entity.

Please note that the above step (documents 1, 2 and 3) does not apply if the organisation has already a valid PIC.

Please assure that the **information given** in the legal entity form (point 1 above) **is recent and coherent** with the supporting documents provided (point 2 above).

When the request exceeds 60.000€:

3. The financial capacity form filled in with the relevant statutory accounting figures, as detailed in the form to be downloaded from https://eacea.ec.europa.eu/creative-europe/funding/tv-programming-2015_en/
4. For commercial companies: **Complete and certified annual accounts** (balance sheet, profit and loss account and the annexes) for the 2 most recent years available
For non-profit companies: **Complete and certified annual accounts** (balance sheet, profit and loss account and the annexes) for the most recent year available
5. *For organisation requesting a grant above 750.000€:* an audit report produced by an approved external auditor certifying the accounts for the last financial year available

At the end of the registration process you will receive the Participant Identification Code (PIC CODE). This code is unique for each company and will be requested in the application form.

If after your registration any information related to your company changes you must update your company details in the portal and upload the relevant new documents.

Each partner intended to be a co-beneficiary of a multi-beneficiary agreement must also obtain a PIC and will have to upload the documents mentioned above under points 1. and 2.

STEP 2 – ONLINE SUBMISSION

Applications must be submitted through the eForm to be downloaded from: <https://eacea.ec.europa.eu/PPMT/>

Ensure that Adobe Reader 8.1.5 or higher is installed on your computer. On this webpage you will also find how to test the eForm and useful advice on the Adobe security settings.

The eForm must be saved to your local computer (or local network drive) before you can start filling it in.

4 annexes must be prepared and are mandatory to be submitted (they cannot exceed 10 MB):

- ANNEX 1. Detailed description of the project (example: treatment, director's note, graphic and artistic material) (Word, pdf)
- ANNEX 2. Duly dated and signed Declaration of honour (pdf, jpg, jpeg, tiff)
- ANNEX 3. Budget (Excel)
- ANNEX 4. Track record of the company (on Word format)

A fifth annex can include the CVs of the director and main producer.

All the templates of these annexes can be found on:

https://eacea.ec.europa.eu/creative-europe/funding/tv-programming-2017_en/

Online applications must be submitted using the eForm by the following deadlines

1st deadline: 24 November 2016 at 12:00 CET/ CEST midday Brussels time

2nd deadline: 30 May 2016 at 12:00 CET/ CEST midday Brussels time

Please note that the system will shut down at 12:00 (noon, Brussels time) and that it will be impossible to submit an E-Form after that time. It is strongly recommended not to wait until the last minute. In case of technical problem, please see "Further Assistance"

https://eacea.ec.europa.eu/creative-europe/funding/tv-programming-2017_en/

Any technical problems must be reported before the deadline time (EACEA-helpdesk@ec.europa.eu).

Before submitting the application ensure that the e-mail address of the contact person is correct as the submission confirmation will be sent to this address immediately after a successful electronic submission.

No changes to the file can be made after the deadline for the submission of applications. However, if there is a need to clarify certain aspects, the Agency may contact the applicant for this purpose.

STEP 3 – APPLICATION PACKAGE

Compulsory annexes that cannot be submitted online have to be sent to the Agency by registered mail or private courier no later than 2 weeks after the submission of the on-line application.

The application package must include the documents listed in the following checklist:

CHECKLIST FOR APPLICATION PACKAGES			
	Document	Nr of copies	Have you included them in your dossier?
1	Copy of the Acknowledgment of receipt of the application (reference of the online submission completed)	1 copy	<input type="checkbox"/>
2	The applicant's own detailed production budget (in €)	1 copy	<input type="checkbox"/>
3	Additional supporting artistic materials	1 copy	<input type="checkbox"/>
4	Proofs of financing (signed letters of commitment, contracts, deal-memos)	1 copy	<input type="checkbox"/>
5	Web-link for Trailer/teaser (on vimeo or similar) if available	1 copy	<input type="checkbox"/>
6	CV of the director and producer (that could not be attached to the eForm)	1 copy	<input type="checkbox"/>
7	CD-Rom or USB stick containing all documents	1 copy	<input type="checkbox"/>

The application package must be sent by registered mail or private courier no later than 2 weeks after the submission of the on-line application, to the following address:

Education, Audiovisual and Culture Executive Agency (EACEA)
Creative Europe, Media Sub-Programme – TV Programming
 BOUR 3/51
 Avenue du Bourget, 1
 BE - 1049 Brussels
 Belgium

Please indicate on the envelope: Reference of Call for Proposals/ Applicant company /Title of the project/Country of origin and the online form confirmation number of the application, received by email after the electronic submission.