

*eForm Operational User Guide*

**CREATIVE EUROPE (2014 – 2020)  
MEDIA Sub-programme**

**SUPPORT FOR THE DEVELOPMENT OF VIDEO GAMES**

**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.

If the applicant organisation is not at least 12 months when applying, an alert will pop-up. This means that the application will be ineligible (the applicant organisation must have been legally constituted for at least 12 months to be eligible).

# 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) Development Video Games

**Unique deadline: 02 March 2017, 12:00 CET<sup>1</sup>**

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

1. Detailed Description of the Project;
2. Estimated Development Budget / Sources of Finance (in Microsoft Excel format);
3. Declaration of honour;
4. Track record of the applicant company;
5. Miscellaneous

The application form can be downloaded from the Agency's website at the following address:

<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** 02 March 2017 at 12:00 CET<sup>1</sup> Midday Brussels time. If the HelpDesk is contacted **after** 12:00 CET 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 (MEDIA Development – Video Games) you are applying under.

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<sup>1</sup> CET = Central European 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.

Project title: Please indicate the title (or working title) of the submitted project

### 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](mailto: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. Video Games Developer/Producers).

## **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. 2015-0000), 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 EU 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**

**Category/Genre of work:** several genres can be chosen. Please specify in more details the sub-genre.

**Gameplay options:** both options can be chosen.

**Game modes:** both modes can be chosen.

**Gaming platform:** several platforms can be chosen. Please specify when applicable.

**Delivery media:** several media can be chosen. Please specify when applicable.

**Language of the submitted artistic material:** language of the attached artistic material. It can be different than the language in which the eForm is submitted and the production language.

**Production language:** language in which the video game will be produced.

**Localisation language(s):** other languages considered for dubbed versions.

**Expected PEGI rating (or equivalent):** only one rating must be chosen. If the game is not subject to PEGI classification, PEGI N/A must be chosen. In such case, please specify the closest equivalent and specify the rating authority

**Key members of the creative team:** up to 10 key members can be added.

**Requested amount in €:** The requested amount of MEDIA support per project can vary between 10.000 € and 150.000 €, yet cannot exceed 50% of the total development costs per project.

**Start date of Production phase:** 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 02/03/2017, the production phase of your project cannot start earlier than 02/11/2017.

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

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

### **Part F. Budget**

The applicants should prepare first the Excel budget needed for the Annex 2 of 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.  
Reminder: EACEA/MEDIA Contribution can vary between 10.000 € and 150.000€.

## **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-european-video-games-2017\\_en](https://eacea.ec.europa.eu/creative-europe/funding/support-for-development-european-video-games-2017_en)

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

The detailed description of the project should comprise artistic material such as pictures, graphic bible, script, storyboard, level & character design, creative director's note, etc. for the submitted project in a single (free) word or pdf document.

### **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 in the month of the publication of the Call for Proposals (December 2016): <http://ec.europa.eu/budg/inforeuro>

### **Declaration on applicant's honour**

Please fill in the template.

**Track record of the applicant company**

Please fill in the template.

**Miscellaneous**

Free word or pdf document containing additional material about the submitted project, which is not related to the detailed description of the project.

**Significant letters of intent and/or respective agreements (Optional):**

These should be included into Miscellaneous.

An applicant may include letter(s) of commitment 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. Expressions of interest should be excluded.

### 3. COMMUNICATION WITH THE AGENCY

Candidates will find all information relating to Call EACEA/22/2016 for Development of European Video Games Support on the website of the Executive Agency:

[https://eacea.ec.europa.eu/creative-europe/funding/support-for-development-european-video-games-2017\\_en](https://eacea.ec.europa.eu/creative-europe/funding/support-for-development-european-video-games-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/culture/tools/creative-desks\\_en.htm](http://ec.europa.eu/culture/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](mailto: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.