

<b>HOW TO APPLY</b> <b>Automatic Scheme</b>
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<b>STEP 1 – REGISTER / UPDATE YOUR COMPANY IN THE PARTICIPANT PORTAL</b>
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In order to submit an application, applicants must register their company in the Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal (Participant Portal: <http://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.

Applicants whose company is already registered in the Participant Portal at the time of submission of applications are requested to verify that all documents listed here below are duly uploaded on the Participant Portal and that the information declared in these documents is still accurate. In case of changes, recent relevant documents must be uploaded.

**Applicants must ensure that the following documents are uploaded on the Portal and are up to date:**

1. The **legal identification form** duly signed by the person authorised to enter into legally binding commitments on behalf of the applicant (download: [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](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.
3. A copy of the organisation's legal statutes permitting to establish the European shareholding (owned directly or by majority participation by nationals from countries participating in the MEDIA Sub-programme.) Should the organisation's legal statutes provide insufficient information, please upload additional official documents establishing the shareholding.
4. The **Bank Identification Form** (for new applicants or in case of change of an existing bank account):  
[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/financial\\_id/financial\\_id\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm)

When the potential fund exceeds 60.000€:

5. The **financial capacity form** (filled in with the relevant statutory accounting figures) [https://eacea.ec.europa.eu/creative-europe/funding/distribution-automatic-support-2017\\_en](https://eacea.ec.europa.eu/creative-europe/funding/distribution-automatic-support-2017_en)
6. 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.

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

## STEP 2 – ONLINE SUBMISSION

Applications must be submitted through an eForm: <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 on your computer (or local network drive) before you can start filling it in.

The following annexes are mandatory and must be attached to the e-form (they cannot exceed 5MB):

### Generation Stage

1. Declaration on the applicant's honour.
2. Financing plan for the films to be qualified. Consult the list of qualified films at: <https://eacea.ec.europa.eu/mediaPgm/>

Templates for the above mentioned documents:

[http://eacea.ec.europa.eu/creative-europe/funding/distribution-automatic-support-2017\\_en](http://eacea.ec.europa.eu/creative-europe/funding/distribution-automatic-support-2017_en)

The following documents must be at the applicant's disposal in case of verification by the EACEA:

- Distribution contract or agreement with the producer and/or sales agent with the hand written statement "Copy certified as true" signed by the legal representative of the company (the date of contract must be on or before 31/12/16).

The applicant shall provide this information upon request by the Agency, in the context of verification of the eligibility of the admissions (see section 6.2).

In the event the applicant fails to submit these documents upon request, the relevant admissions will not be taken into account in the calculation of the fund.

### Reinvestment Stage

#### All Modules:

1. Declaration on the applicant's honour:  
[http://eacea.ec.europa.eu/creative-europe/funding/distribution-automatic-support-2017\\_en](http://eacea.ec.europa.eu/creative-europe/funding/distribution-automatic-support-2017_en)

#### Module 1:

2. One copy (complete with annexes and without alterations) of the **co-production contract** with the hand written statement "Copy certified as true" signed by the legal representative of the company (the contract must be signed on or after 01/08/2017).
3. One copy of the **forecast budget and financing plan** of the film (duly dated and signed by the lead producer).

#### Module 2:

2. One copy of the **distribution agreement** (with annexes and without alterations), signed with the producers and/or sales agent. The copy of the contract must contain the following statement 'copy certified as true' together with the signature of the representative of the company (the contract must be signed on or after 01/08/2017).
3. If the film has not been qualified: **Financing Plan of the film**, including the total production cost, duly signed and dated by the lead producer.

Module 3:

2. One copy of the **distribution agreement** (with annexes and without alterations), signed with the producers and/or sales agent. The copy of the contract must contain the following statement "copy certified as true" together with the signature of the representative of the company.
3. If the film has not been qualified: **Financing Plan of the film**, including the total production cost, duly signed and dated by the lead producer.
4. The estimated distribution budget:  
[http://eacea.ec.europa.eu/creative-europe/funding/distribution-automatic-support-2017\\_en](http://eacea.ec.europa.eu/creative-europe/funding/distribution-automatic-support-2017_en)

The applicants need to fill in and submit **the e-Form by 12:00 on the relevant Call deadlines (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/distribution-automatic-support-2017\\_en](https://eacea.ec.europa.eu/creative-europe/funding/distribution-automatic-support-2017_en)

Any technical problems must be reported before the deadline time.

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.