



Creative
Europe
MEDIA



GUIDE FOR APPLICANTS
CALL FOR PROPOSALS EACEA/22/2017

**SUPPORT FOR THE DEVELOPMENT OF AUDIOVISUAL
CONTENT – SINGLE PROJECT**

CREATIVE EUROPE (2014 – 2020)
MEDIA Sub-programme

Disclaimer:

The present guide intends to provide useful information for applicants. It does not replace or overrule the official Guidelines.

INTRODUCTION

This 'Guide for applicants' provides practical guidance on how to apply to the Calls for Proposal launched under the MEDIA Sub-programme of Creative Europe.

Before making an application, please ensure that you have carefully read the specific Guidelines of the funding scheme for which you want to apply. We also recommend reading the **eForm User Guide**: https://eacea.ec.europa.eu/creative-europe/funding/support-for-development-single-project-2018_en.

Grant applications for the MEDIA Sub-programme can only be made through the specifically designed **electronic application form ('the eForm')**.

In order to be able to create the eForm, applicants have to register their organisation in the Education, Audiovisual, Culture, Citizenship and Volunteering **Participant Portal** and receive a **Participant Identification Code (PIC)**. Without this PIC, the eForm cannot be generated.

- The first section of this document deals with how to generate, complete and submit the **eForm and its attachments**.
- In the second section some tips on **communication** with the Agency are given. It also deals with what to do **in view of technical problems**.

SECTION 1. GENERATING AND COMPLETING THE eFORM

A. Registration in the Participant Portal

Before being able to create a grant application through the eForm, all applicants (i.e. project leader **and** partners) have to register their organisation in the Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal. The Participant Portal is the tool through which all legal and financial information related to the organisations will be managed.

Information on how to register in the Participant Portal can be found at: <http://ec.europa.eu/education/participants/portal>.

If you have additional queries regarding the Participant Portal, please consult the following FAQ:

<http://ec.europa.eu/education/participants/portal/desktop/en/support/faq.html>

Several documents have to be uploaded to the Participant Portal (if you already have a valid PIC, you do not need to upload the documents again).

1. A **legal entity form** duly signed by the person authorised to enter into legally binding commitments on behalf of the applicant. You can find the legal entity form here: 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 is the case 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 ensure that the information given in the legal entity form (point 1 above) is coherent with the supporting documents provided (point 2 above).

Registration in the portal will result in the creation of a Participant Identification Code (PIC). You will need this PIC to generate your eForm.

IMPORTANT REMARKS:

When registering in the Participant Portal, please be careful to **encode the correct 'Registration Date' in the portal**. This is NOT the date on which the registration in the portal is done, but the **date on which the company was legally registered with the national authorities as a legal entity**. The registration date will be used to verify the eligibility criteria.

You only need to create a PIC once. If your organisation already created a PIC in order to apply for a previous Call for Proposals, the same PIC has to be used.

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

B. Generating the electronic application form (eForm)

Once you have your PIC, the eForm can be generated by going to the Participant Partnership Management Tool: <https://eacea.ec.europa.eu/PPMT/>

Ensure that Adobe Reader 9 or higher is installed on your computer. On the abovementioned webpage, you will also find information on how to test the eForm and useful advice on the Adobe security settings.

Create a new application by clicking on "Create new application for funding" on the left side of the screen.

Applications for funding/applications for accreditation: partner management and access to application forms

IMPORTANT POINTS TO NOTE BEFORE YOU START

Mandatory steps to be followed by ALL applicants (for funding and for accreditation)

ECAS authentication
Access to all of the application options below is validated by ECAS, the European Commission's Authentication Service. Applicants must therefore have an ECAS account. If you do not yet have an ECAS account, click [here](#) to be directed to the ECAS website where you can create one.

Organisation registration (PIC numbers)
All organisations that seek to be included as a participant in a funding application or wish to apply for an accreditation, must first have registered in EACEA's Participant Portal. The registration system assigns a unique Participant Identification Code (PIC) to each organisation. If an organisation does not have a PIC number, it cannot apply for funding or apply for an accreditation. Click [here](#) to be directed to EACEA's Participant Portal. Access to the portal is validated by ECAS (see above).

Points to be noted and respected by applicants for funding ONLY

Organisation profile
Some actions require a minimum number of participating organisations in order for the application to be considered eligible. Likewise, some actions require there to be representation from specific countries for the application to be considered eligible. Please carefully check whether any such rules apply to the funding opportunity you are applying under. If such rules do apply, you must respect those rules when building your list of participating organisations. If you have not respected the rules, you will receive an error message when the application eForm is created and you will have to start the entire process again.

One uninterrupted session
When you proceed with either of the funding application options below, you will be guided through a series of steps resulting in the creation of a new or updated application eForm. These steps are fully described in the User Guide. Please note that these steps must be completed in one continuous session. It is not possible to interrupt the activity and resume it at a later time. If you close the browser window in which you are working or if you close the browser entirely, you will lose the data you have entered and will have to start again. Please therefore ensure you have all necessary PIC numbers AND have checked the rules for the organisation profile BEFORE YOU PROCEED.

Select the Creative Europe Programme

Executive Agency
Education, Audiovisual & Culture

Europa > European Commission > EACEA > Home > Funding opportunity

Application for funding: selection of funding opportunity

Previous step

Select Programme name

Search

Select Programme name

ERASMUS MUNDUS

Programme_For_Testing

EU AID VOLUNTEERS

Erasmus+

EUROPE FOR CITIZENS

CREATIVE EUROPE

You can filter the different calls under the MEDIA Sub-programme by clicking on the arrows next to Sub-programme name.

Executive Agency
Education, Audiovisual & Culture

Europa > European Commission > EACEA > Home > Funding opportunity

User Guide

Application for funding: selection of funding opportunity

Previous step

CREATIVE EUROPE Search

Show 50 entries

2. Click on a row to select your funding opportunity.

Programme Guide / Call for Proposals	Programme name	Sub-programme name	Action name	Sub-action name	Submission opens	Submission deadline
CE Culture Cooperation Projects 2014	CREATIVE EUROPE	CULTURE	Cooperation measures	Category 1 Smaller scale projects	01/06/2013	05/03/2014
CE Culture Cooperation Projects 2014	CREATIVE EUROPE	CULTURE	Cooperation measures	Category 2 Larger scale projects	01/06/2013	05/03/2014
CE Media Development 2014	CREATIVE EUROPE	MEDIA	Development Single Project Cinema/Television/Digital platform	Development Single Project Animation	01/06/2013	04/02/2014
CE Media Development 2014	CREATIVE EUROPE	MEDIA	Development Single Project Cinema/Television/Digital platform	Development Single Project Creative Documentary	01/06/2013	04/02/2014

Double-click on the line of the type of application you want to make. Be careful to choose correctly as there are different eForms depending on the genre of the application you wish you make: animation, creative documentary or fiction.

Select the language version of the eForm (English, German or French) and click 'Next step'.

You must then enter your PIC code, click on 'Next step' and on 'Create application eForm'. Your eForm will be generated.

The eForm must be saved on your local computer or local network drive before you can start filling it in. **Please verify that you have chosen the correct eForm corresponding to the genre of your project (animation, creative documentary or fiction).**

C. Completing the eForm

Fields marked with symbol (*) are mandatory.

Cover page – Language to be used when applying

Note that the eForm must be completed in one of the official languages of the Union. **Do not use multiple languages** in your eForm. Moreover, it is highly recommended to use the same language as the one used for the detailed description of the project, which is to be attached to the eForm.

Part A. Identification of the applicant and if applicable other organisation(s) participating in the project

IMPORTANT REMARKS:

Note that the legal representative mentioned in the eForm must be the same person as the one signing the documents that must be submitted together with the eForm.

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

If the **organisation data** encoded in the Participant Portal **change**, corrections will have to be made in the Participant Portal: <https://eacea.ec.europa.eu/PPMT/>

A.1 Organisation

Parts of this section will be pre-filled with information coming from the Participant Portal. The rest must be completed manually.

In MEDIA Development applications, there is only one participating organisation.

A.2 & A.3

Please use Latin characters and provide professional contact details (not personal).

Title

Indicate the appropriate title (e.g. Mr., Ms.)

Role in the organisation

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 (e.g. +32-(0)2-2991111). Under "Telephone 2", insert a mobile number of the contact person.

Part B. Organisation and activities

Parts of this section will be pre-filled with information coming from the Participant Portal. The rest must be completed manually.

B.1 Structure of the organisation

This 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. Indicate the EU Programme and the Action (e.g. MEDIA 2007 – Development), the grant agreement number (contract reference number, e.g. 2012-0000), the company that was awarded the grant and the title of the project.

Should you have requested funding from another EU Programme for the **same project** as the one for which you are filling in the current application form, fill in these fields by indicating the Programme concerned and the amount requested. In case your application is selected for funding by the other Programme, you should inform our services by e-mail immediately: EACEA-MEDIA-DEVELOPMENT@ec.europa.eu.

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 (30.000 € or 50.000 € depending on whether the production budget is below or above 1.500.000 €).

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

First day of principal 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 23/11/2017, the entry into production of your project cannot be earlier than 23/07/2018.

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

C.2 Summary 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 the ownership of rights or options" 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 one of the shareholders is another company. Please describe 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 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 of the previous work" allows for the inclusion of up to 10 partners. If there are more than 10 partners, you should only list the partners with the highest percentage of contribution to the reference work.

Date of distribution of the previous work: the date of distribution of the previous work must fall between 1/01/2015 and the date of submission of the application.

Part F. Budget

The applicant should first prepare the Excel budget needed as an Annex to the eForm (see part 3 of this guide) and report the figures to 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.

"Development and production costs related to the short film" and "Indirect costs" are set to 0 € as they do not apply to this scheme. This cannot be changed.

The "EACEA/MEDIA Contribution" is a fixed lump sum, corresponding to the genre of the eForm/project:

- 25.000 € for creative documentaries;
- 60.000 € for animation projects;
- 30.000 € for fiction projects if the production budget is below or equal to 1.5M €;

- 50.000 € for fiction projects if the production budget is above 1.5M €.

Note that in case of fiction projects, the eForm opens with a lump sum of 30.000 € but will update itself automatically according to the production budget indicated in C.1 once the eForm is saved, closed and re-opened.

Attachments

IMPORTANT REMARK:

There is a limit to the **total combined** size of your attachments. This is **10MB**. If you receive a message advising you that the total size of the documents exceeds the maximum allowed, please reduce the size as this will block submission.

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-2018_en

1. Detailed description of the project (in free Word or PDF format)

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

In case of fiction: a treatment of at least 10 pages and at least one dialogue scene or a first draft preliminary script.

In case of 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.

In case of 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.

In case of series: also an episode outline is recommended.

2. Budget (in excel format)

IMPORTANT REMARK: Please do not insert new lines in 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 publication of the Call for Proposals (19/09/2017): http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/infoeuro_en.cfm.

3. Duly dated and signed Declarations of honour

4. Track record of the applicant company/producer

5. Relevant supporting documents of co-production and financing

An applicant may include (a) 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.

D. Submitting the eForm

1st deadline: 23 November 2017, before 12.00 h midday Brussels time

2nd deadline: 19 April 2018, before 12.00h midday Brussels time

Once your eForm is complete and all mandatory documents have been attached, you must validate it and submit it.

Before submitting the application, ensure that the e-mail address of the contact person is correct as this address will be used to send an e-mail from the Agency acknowledging receipt of your electronic application.

IMPORTANT REMARKS:

It is strongly recommended not to wait until the last minute to apply.

Please note that the eForm must be validated and submitted **before the deadline**. Applications which could not be submitted in time, or are made in any other way than by submitting the eForm online will be automatically rejected. **No exceptions will be made.**

Make sure that you have submitted your eForm online, that you have received a submission number and that you have received an e-mail acknowledging receipt of your application. For more information please read the eForm User Guide.

In case of a **technical problem** (e.g. you are not able to create the eForm, the eForm crashes or freezes, you encounter problems during submission, etc.), first consult the '**Known issues**' section of the following website: http://eacea.ec.europa.eu/documents/eforms_en. If you cannot find an answer there, **contact the EACEA Technical HelpDesk** (eacea-helpdesk@ec.europa.eu or +32 229 90705).

When contacting the EACEA Technical HelpDesk by e-mail, clearly describe the technical problem. **It is advisable to attach a document with print screens (showing time and date) to illustrate the problem and to join your eForm.**

No changes can be made to the file after the deadline for submission of applications.

SECTION 2. COMMUNICATING WITH THE AGENCY

Candidates can find all information relating to the Calls on the website of the Agency: https://eacea.ec.europa.eu/creative-europe/funding/support-for-development-single-project-2018_en.

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

All queries related to the preparation of applications should be addressed to the **Creative Europe Desk** or antennae of your country. A contact list is available at: https://ec.europa.eu/programmes/creative-europe/contact_en.

For **technical problems** related to the eForm, please consult the **eForm User Guide**: https://eacea.ec.europa.eu/creative-europe/funding/support-for-development-single-project-2018_en.

Also consult the **'Known issues'** section of the following website: http://eacea.ec.europa.eu/documents/eforms_en. It, amongst others, explains what to do in case your submission is unsuccessful due to a **'Network Error'**.

If, after referring to these documents, you still have questions or the technical problem has not been solved, you may contact the **EACEA Technical HelpDesk, preferably by e-mail** (eacea-helpdesk@ec.europa.eu) so that there is a written trace of your question. When doing so, clearly describe the technical problem. **It is advisable to attach a document with print screens (showing time and date) to illustrate the problem and to join your eForm.**

The HelpDesk can also be joined by phone (+32 229 90705), but this is not recommended as in the approach of the deadline, the lines may be busy. If you do call, it is best to send an e-mail afterwards, referring to the phone conversation you had.

The HelpDesk is available from Monday to Thursday from 08.30 to 17.30, and on Friday from 08.30 to 17.00 (Brussels time), except on the day of the deadline for submission when the Technical HelpDesk closes at 12.00 h midday Brussels time.

In the approach of the deadline, please ensure that you request assistance **before the deadline** has passed. If the problem cannot be solved immediately, the EACEA Technical HelpDesk can – **in exceptional cases** and only when the problem has been notified before the deadline, is linked to technical problems related to the eForm itself and is accompanied by an otherwise **complete and validated** version of the eForm – submit the eForm on your behalf. If the EACEA Technical HelpDesk is contacted **after 12:00 midday Brussels time** on the day of the deadline, your application will under no circumstances be accepted due to the **principle of equal treatment of all applicants**.

At the end of the selection procedure and following 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 for 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 criteria that they failed to fulfil.