

**GUIDE FOR APPLICANTS**  
**Automatic Scheme**

**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 (Participant Portal: <http://ec.europa.eu/education/participants/portal>).

At the end of the registration process you will receive the Participant Identification Code (PIC, 9-digit number), serving as the unique identifier of your company in the Participant Register. This code is unique for each company and will be requested in the application form.

Upon communication of the applicant's PIC, the EU Validation Services (Research Executive Agency Validation Services) will contact the applicant (via the messaging system embedded in the Participant Register) and request the latter to provide the supporting documents necessary to prove the legal existence and status and the financial capacity of the company. All necessary details and instructions will be provided via this separate notification.

Applicants, whose company is already registered in the Participant Register, at the time of submission of applications, are requested to verify that all documents listed here below are duly uploaded on the Participant Register and that the information declared in these documents is still accurate. If any information related to your company changes after your registration, you must update your company details in the Participant Register and upload the relevant new documents.

**Applicants must ensure that the following documents are uploaded on the Participant Register 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)

For grants for an action > EUR 60.000:

5. For commercial companies: **Complete and certified annual accounts** (balance sheet, profit and loss account and the annexes) for the last financial year for which the accounts have been closed.

For non-profit companies: **Complete and certified annual accounts** (balance sheet, profit and loss account and the annexes) for the most recent year available.

For grants for an action ≥ EUR 750.000, in addition to the above

6. An audit report produced by an approved external auditor certifying the accounts for the last financial year available.

## **STEP 2 – ONLINE SUBMISSION**

Applications must be submitted through an eForm: <https://eacea.ec.europa.eu/PPMT/>

Ensure that Adobe Reader 8.1.9 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.

For assistance, please refer to the eForm User Guide: [https://eacea.ec.europa.eu/sites/eacea-site/files/eform\\_user\\_guide\\_version\\_media\\_ag\\_2018.pdf](https://eacea.ec.europa.eu/sites/eacea-site/files/eform_user_guide_version_media_ag_2018.pdf)

**The following annexes are mandatory and must be attached to the e-form (they cannot exceed 10MB):**

1. Declaration on the applicant's honour.
2. Financing plan for the films to be qualified for the generation phase. Consult the list of qualified films on the MEDIA film database :<https://eacea.ec.europa.eu/mediaPgm/>
3. Certification of the admissions by the national correspondents designated by the Member States (PDF)
4. Budget form
5. Distribution strategy

Templates for the above mentioned documents can be found:

[https://eacea.ec.europa.eu/creative-europe/funding/distribution-automatic-support-2018\\_en](https://eacea.ec.europa.eu/creative-europe/funding/distribution-automatic-support-2018_en)

### **WARNING:**

All admissions must be certified by the responsible national correspondent. It is the responsibility of the distributor to have their admissions certified by the submission date. In absence of certification, admissions will be ineligible and no support will be awarded. Please also note that the admissions will be published on the website of the Agency.

The list of the responsible national correspondents designated by the Member States can be found on the following link: [https://eacea.ec.europa.eu/sites/eacea-site/files/list\\_national\\_correspondents\\_june\\_2018.pdf](https://eacea.ec.europa.eu/sites/eacea-site/files/list_national_correspondents_june_2018.pdf)

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

- 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 31/12/17).

The applicant shall provide this information upon request by the Agency, in the context of verification of the eligibility of the declared 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.

In the event that distribution activities are shared between several companies, the contracts/agreements between these companies must be disclosed to the Agency at the following email address: [EACEA-DISTRIBUTION-AUTOMATIC@ec.europa.eu](mailto:EACEA-DISTRIBUTION-AUTOMATIC@ec.europa.eu) with the reference number of the application in "subject".

The applicants need to fill in and submit **the e-Form by 12:00 on the relevant Call deadline (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 a technical problem, please see "Further Assistance":

[https://eacea.ec.europa.eu/creative-europe/funding/distribution-automatic-support-2018\\_en](https://eacea.ec.europa.eu/creative-europe/funding/distribution-automatic-support-2018_en)

Any technical problems must be reported before the deadline.

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.

### **STEP 3 – APPLICATION EFORM – Specific advice and instructions**

#### **Part A – Identification of the applicant**

##### **Part A.2 Person responsible for the management of the application (contact person)**

For the address of the person recorded in Part A.2, check the box only if you have a different address from the registered address in section A.1. Please note that you should not enter a personal home address in this section.

#### **Part C - Description of the project**

##### **Part C.2 DECLARATION OF ADMISSIONS**

The maximum number of film declarations that can be entered in Part C.2.1 is 120. The maximum number of film declarations that can be entered in Part C.2.2 is 20.

When you add an admissions declaration for a film in Part C.2.1 or Part C.2.2, the form automatically generates a film declaration number. If you delete a film declaration, the form automatically performs a re-numbering of the remaining film declarations so that the numbering remains sequential.

##### **Parts C.2.1.2/C.2.2.2. FILM PERFORMANCE during the reference year**

**Release date:** always indicate the theatrical release date in the national territory; if the declared admissions relate to previews in the reference year, please indicate the date(s) of preview(s) in the comment box at the beginning of the section concerned.

**Box office receipts incl. VAT:** please round down or up.

For the conversion of local currency into EUR, please use the exchange rate published on the InforEuro website:

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/inforeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm)

Be sure to use the exchange rate that is applicable to the month of application.

### **Parts C.2.1.3/C.2.2.3 DISTRIBUTION CONTRACT**

The information on the Distribution contract in sections C.2.1.3. and C.2.2.3. must be filled in, even if this information has already been supplied to the MEDIA programme as part of an application in response to previous calls for proposals.

Applicants are strongly invited to check their applications. Incorrect data will prevent the calculation of the grant and might lead to rejection of the application.

**Licensor:** if the film is not directly acquired from the sales agent and/or producer, please indicate the relevant chain of rights (company names only).

**Date of signature:** please indicate the execution date.

**Territory(ies) acquired:** please indicate the ISO country codes.

**License period:** please either indicate the starting and ending dates of the license period or the number of years applicable from signature, from NOA and/or NOD, from payment of the minimum guarantee, etc.

**Rights:** theatrical rights must be declared, for other rights please indicate video rights, pay TV, free TV, Internet, VOD etc.

### **Part C.2.2.4 FILM INFORMATION**

In case the producer, for confidential reasons, doesn't want to disclose the film financing plan directly to the applicant, the document can be sent directly by the producer to the Automatic Distribution functional mailbox: EACEA-DISTRIBUTION-AUTOMATIC@ec.europa.eu .

Please attach to the application form a declaration signed by the legal representative confirming that the film financing plan will be sent directly by the film delegate producer.

Regarding the section "Cost of production in EURO\*", please enter a zero to indicate your null value.

### **Part C.2.3 SUMMARY OF THE PROJECT**

This is where you briefly outline your project. This information is compulsory and will be used for public dissemination purposes in the framework of the European Commission project database for the Creative Europe Programme: <http://ec.europa.eu/programmes/creative-europe/projects/>

## **ATTACHMENTS**

The application must be accompanied by all documents referred to in the application form. Failure to comply with this requirement will lead to the rejection of the application.

### **– CERTIFICATION OF THE ADMISSIONS BY THE NATIONAL CORRESPONDENT**

All admissions must be certified by the responsible national correspondent. It is the responsibility of the distributor to have their admissions certified by the submission date. In the absence of certification, admissions will be ineligible and no support will be awarded. Please also note that the admissions will be published on the website of the Agency.

### **– BUDGET FORM**

When drafting their budget, applicants must calculate the amount of the potential grant based on the parameters and thresholds set out under section 9 – award criteria of the call guidelines.

The following rules need to be taken into account:

1. Maximum admission threshold per country of distribution;
2. Fixed amount per eligible admission per country of distribution and depending of the film nationality (same rate for all eligible admissions);
3. Films with less than 200 eligible admissions should not be included as the admissions will not be taken into account in the calculation of the fund;
4. Availability threshold of the potential fund per country of distribution.

The final potential grant is subject to the availability of the budget for the call and might therefore have to be reduced by the Evaluation Committee. In such a case, applicants will be required to correct their budget accordingly. This reduction will not affect the eligibility of the potential funds that are reduced below the minimum availability thresholds.

For the budget form, a maximum of 10 different films can be declared per expense category (i.e Film 1 to 10). Amounts can only be filled in at item level. Subtotals and totals will be calculated automatically.

At the application stage, film titles cannot be filled in. Film titles will be added at reporting stage(s).

It is strongly advised to plan costs under all headings.

Unforeseen costs might be rejected, unless they have been accepted by the Agency or are covered by an amendment. If changes are necessary to the budget, applicants are advised to contact the Agency. Please bear in mind that any request for an amendment needs to be sent at the latest one month before the end of the eligible period and before the submission of the final report.

### **– DISTRIBUTION STRATEGY**

The distribution strategy is a compulsory document that that will be assessed by the Evaluation Committee. In case of selection, it will be attached to the grant agreement. The template must be used and all questions must be answered. Failure to comply can lead to the rejection of the project.