

GUIDE FOR APPLICANTS

Sales agents 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).
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

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

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

- Annex I. Declaration of honour (pdf)¹**
- Annex II. List of Films and Budget form (excel)²**
- Annex III. 1. Film(s) information, 2. Additional Mandatory information, 3. Strategy/project , Description(pdf,jpg,jpeg,tiff)³**
- Annex IV. 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/> (pdf,jpg,jpeg,tiff)⁴**

Templates for the above mentioned documents: https://eacea.ec.europa.eu/creative-europe/funding/support-sales-agents-2018_en

The following document must be at the applicant's disposal for each film declared, in case of verification by the EACEA:

¹ Entitled in the Eform: Declaration of Honour. PDF document only (pdf)

² Entitled in the Eform: Budget. Spreadsheet document only (xls, xlsx, ods)

³ Entitled in the Eform: Detailed description of the project (maximum 40.000 characters) in word format (doc, docx, odt) or in PDF document (pdf)

⁴ Entitled in the Eform: Financing plan (and sales agreement) (pdf, jpg, jpeg, tiff)

International sales contract with the producer, with the hand written statement "Copy certified as true" signed by the legal representative of the company (the date of contract must be signed and take effect between 01/01/2013 and 31/12/2017).

The applicant shall provide this information upon request by the Agency, in the context of verification of the validity of the international sales (see section 9).

In the event the applicant fails to submit this document upon request, the relevant international sales will not be taken into account in the calculation of the award criteria (see section 9).

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/support-sales-agents-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. 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/>

Part C.3 Calendar of the project

The Eform indicates action start date/action end dates: 15/01/2019 to 14/01/2021. Don't pay attention to these dates, it is internal information related to the Eform and not to your application .

The action date starts from the signature of the agreement with the Commission or from the date of submission when justified and requested in the eForm and ends 24 months later.

Part D.2 Interoperable standard identifier (ISAN, EIDR, etc) * :

This information is not required at this stage of the application, however it will be mandatory at reporting stage.

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.

➤ **ANNEX I: DECLARATION ON THE APPLICANT'S HONOUR (PDF)***

This document must be signed and dated by the Legal representative of the company, his/her name must be written in capital letters.

➤ **ANNEX II :LIST OF FILMS AND BUDGET FORM (Excel)****

STEP 1

STEP 1 can be prepared in advance, as from the publication of the Call.

For STEP 2, the admissions as declared by the distributors will be published on our website in December 2018.

I. LIST OF FILMS

This list must contain **at least 8 European films (of which one non-national)**, for which the applicant sales agent was the appointed sales agent between 01/01/2013 and 31/12/2017. The films must have their copyright established in 2013 at the earliest. Please verify copyright and film code: <https://eacea.ec.europa.eu/mediaPqm/>

At least 3 of these films must have been released in at least 3 countries participating in the MEDIA sub-programme outside the country of origin of the film, during the reference period, as substantiated by the distributor's declaration to the automatic scheme. Please verify the distributors declarations: the document is available on our website, on the Call for proposals' page: https://eacea.ec.europa.eu/creative-europe/funding/support-sales-agents-2018_en

STEP 2

INTERNATIONAL SALES AND CALCULATION OF STEP 2 (Film 1, Film 2, Film 3 etc)...

- For each film declared in the "List of films", you must detail in an individual Excel sheet (Film 1, Film 2 etc..) each territory in which the film was theatrically released during the reference period. Insert a "X" where the film was released.

- Once the number of admissions declared by distributors have been published on our website https://eacea.ec.europa.eu/creative-europe/funding/support-sales-agents-2018_en , insert the number of admissions made from 01/01/2017 until 31/12/2017 by the films on the territory(ies) covered by the international sales contract.

Methodology:

- 1) Indicate the company name, original film title, film ID code and choose the film nationality in the drop down menu.
- 2) Simply report of the number of admissions in the column "Number of admissions declared by the distributors", the **calculation is made automatically**.

The preliminary result is stated in the total at the bottom of the document.

Lithuania (LT)		0	0
Macedonia (MK)		0	0
Malta (MT)		0	0
Montenegro (ME)		0	0
Netherlands (NL)		0	0
Norway (NO)		0	0
Poland (PL)		0	0
Portugal (PT)		0	0
Romania (RO)		0	0
Serbia (RS)		0	0
Slovakia (SK)		0	0
Slovenia (SI)		0	0
Sweden (SE)		0	0
United Kingdom (UK)		0	0
Total			€ 0,00

* These admissions are as declared by the distributors and are not validated by FACEA.

** This is the maximum amount that can be taken into account for the calculation of the fund. It is subject to the eligibility and award criteria of calls 05/2018 and 01/2018

For more information on the details of the calculation of the preliminary results, please refer to section 9 of the guidelines Automatic Call 05/2018 (https://eacea.ec.europa.eu/sites/eacea-site/files/gl-en_automatic_05_2018_final_0.pdf) and Sales Agents Call 01/2018 https://eacea.ec.europa.eu/creative-europe/funding/support-sales-agents-2018_en

II TOTAL POTENTIAL FUND

The Total Potential Fund is the addition of STEP 1 (20.000€) + STEP 2

For films 1 to 8, the preliminary result by film is reported automatically.

If more than 8 films need to be reported under STEP 2, add line(s) for each additional film for which a potential fund that may be available (there is no maximum number of films) in the column "Preliminary result(s) by film".

The Total Potential Fund will be calculated automatically (see exemple below)

TOTAL POTENTIAL FUND	
SALES AGENT:	
STEP 1:	€ 20,000.00
STEP 2:	Preliminary result(s) by film
Film 1	€ 1,066.56
Film 2	€ 186.48
Film 3	€ 1,786.56
Film 4	€ 106.56
Film 5	€ 1,866.48
Film 6	€ 4,869.12
Film 7	€ 1,865.76
Film 8	€ 1,858.56
Film*..	
Film..	
Film..	
Film..	
Film..	
Total potential Fund	€ 33,606.08
* add line(s) for each additional film(s) for which a potential fund may be available (no maximum number of films)	

III ESTIMATED BUDGET

When drafting their budget, applicants must have calculated the amount of the potential grant based on the parameters set out under section 9 – award criteria of the call guidelines (see methodology above)

The "contribution requested from the MEDIA sub-programme" cannot exceed the Total potential fund estimated in the application.

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 invited to correct their budget accordingly.

For the budget form, a maximum of 5 different films can be declared per expense category (i.e Film 1 to 5). 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.

– DURATION OF THE ACTION - PERIOD OF ELIGIBILITY OF COSTS

WARNING

Only costs incurred by the beneficiary during the period of eligibility of costs will be eligible. The international sales agreement signed with the producer must be signed during this period of eligibility.

➤ ANNEX III: FILM(S) INFORMATION – ADDITIONAL MANDATORY INFORMATION – PROJECT DESCRIPTION/STRATEGY (PDF) ***

III.1 FILM(S) INFORMATION

You must tick one of the two options on page 1:

The films listed under the Summary "list of Films" have all been qualified.

Or

I enclose an Information form for each film that has not been qualified

If you tick the second option, you must fill in the film(s) information and attach the film(s) financing plan(s) signed by the producer. This is applicable only if the film(s) declared don't own an ID code (i.e. qualified films), please check on the MEDIA film database whether the film has already been qualified: <https://eacea.ec.europa.eu/mediaPgm/>

III.2 ADDITIONAL MANDATORY INFORMATION

You must fill carefully all requested information in section 3 Additional conditions (tick "X" if applicable). Make sure to tick the boxes where applicable :

Visibility of the support:

This box must be ticked in any cases!

In case of selection, you need to give visibility to the Creative Europe Media support in all promotion material, as per the Guidelines and the grant agreement.

Retroactivity:

If you choose "Retroactivity" the eligible period of costs will start on the date of the submission of the application and ends 24 months later.

If you don't choose "Retroactivity", the eligible period will start on the date of signature of the grant agreement and ends 24 months later.

Please note that the Agency will not get back to you for confirmation on your choice!

Double funding :

Reinvestment in promotion, marketing and advertising costs cannot be cumulated with a support under the MEDIA Sub-programme Selective Scheme for the same film.

Subsidised actions may not benefit from other MEDIA-funded project funding for the same activity.

III.3 STRATEGY/PROJECT DESCRIPTION

The strategy is a compulsory document, which 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.

➤ **ANNEX IV: FINANCING PLAN FOR THE FILMS TO BE QUALIFIED FOR THE GENERATION PHASE (PDF)******

The financing plan(s) should be attached only if films submitted for the generation phase have not been qualified. The document must be signed by the producer.

In case all films submitted for the generation phase have already been qualified, Annex IV is not mandatory. Please note that the copies of the sales agreements are not requested at this stage, but should be at the applicant's disposal for each film declared, in case of verification by the EACEA.

*Entitled in the Eform: Declaration of Honour. PDF document only (pdf)

** Entitled in the Eform: Budget. Spreadsheet document only (xls, xlsx, ods) *

*** Entitled in the Eform: Detailed description of the project (maximum 40.000 characters) in word format (doc, docx, odt) or in PDF document (pdf)

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