

Information Society and Media Directorate General

GUIDE FOR APPLICANTS

*(Specific information for the preparation of proposals for the call for proposal /2009/1
published in the Official Journal of the European Union on 7 February 2009).*

Call identifier Preparatory Action "MEDIA International /2009/1"

***Preparatory Action
MEDIA International 2009***



European Commission
Information Society and Media

I. PREFACE	4
II. INTRODUCTION.....	5
<i>II.1 General Information.....</i>	<i>5</i>
<i>II.2 Scope of the Call</i>	<i>6</i>
<i>II.3 Evaluation and selection timetable.....</i>	<i>6</i>
<i>II.4 Structure of a proposal</i>	<i>6</i>
<i>II.5 Group Composition who submits proposal</i>	<i>7</i>
<i>II.6 Roles of members of a group and relationships.</i>	<i>7</i>
<i>II.7 Funding Principles</i>	<i>8</i>
<i>II.8 Proposal Language</i>	<i>9</i>
III. SUBMISSION OF PROPOSALS - GENERAL ASPECTS	10
<i>III.1 Pre-registration</i>	<i>10</i>
<i>III.2 Proposal Submission</i>	<i>10</i>
<i>III.3 Acknowledgement of receipt</i>	<i>11</i>
IV. SUBMISSION OF PROPOSALS - LOT 1: TRAINING FOR PROFESSIONNALS IN THE AUDIOVISUAL SECTOR	12
<i>IV.1 Objectives.....</i>	<i>12</i>
<i>IV.2 Who can apply?.....</i>	<i>12</i>
<i>IV.3 Commission contribution</i>	<i>12</i>
<i>IV.4. Structure of the proposal</i>	<i>13</i>
<i>IV.5 Part A.....</i>	<i>13</i>
<i>IV.6 Part B.....</i>	<i>14</i>
<i>IV.7 Part C- Legal and financial documents</i>	<i>14</i>
<i>CHECKLIST- Lot 1</i>	<i>16</i>
V. SUBMISSION OF PROPOSALS - LOT 2: PROMOTION OF CINEMATOGRAPHIC AND AUDIOVISUAL WORKS	17
<i>V.1 Objectives</i>	<i>17</i>
<i>V.2 Who can apply</i>	<i>17</i>
<i>V.3 Commission contribution</i>	<i>17</i>
<i>V.4 Structure of the proposal.....</i>	<i>17</i>
<i>V.5 Part A</i>	<i>17</i>
<i>V.6 Part B.....</i>	<i>18</i>
<i>V.7 Part C- Legal and financial documents.....</i>	<i>18</i>
<i>CHECKLIST- Lot 2</i>	<i>20</i>
VI. SUBMISSION OF PROPOSALS - LOT 3: DISTRIBUTION OF CINEMATOGRAPHIC WORKS	21
<i>VI.1 Objectives.....</i>	<i>21</i>
<i>VI.2 Who can apply.....</i>	<i>21</i>
<i>VI.3 Commission contribution</i>	<i>21</i>
<i>VI.4 Structure of the proposal.....</i>	<i>21</i>
<i>VI.5 Part A.....</i>	<i>22</i>
<i>VI.6 Part B.....</i>	<i>22</i>
<i>VI.7 Part C- Legal and financial documents</i>	<i>22</i>
<i>CHECKLIST- Lot 3</i>	<i>24</i>
VII. SUBMISSION OF PROPOSALS - LOT 4: SCREENING OF CINEMATOGRAPHIC WORKS IN CINEMAS	25
<i>VII.1 Objectives</i>	<i>25</i>
<i>VII.2 Who can apply</i>	<i>25</i>
<i>VII.3 Commission contribution.....</i>	<i>25</i>

<i>VII.4 Structure of the proposal</i>	26
<i>VII.5 Part A</i>	26
<i>VII.6 Part B</i>	26
<i>VII.7 Part C- Legal and financial documents</i>	27
<i>CHECKLIST- Lot 4</i>	28
VIII. SUBMISSION OF PROPOSALS - LOT 5: AUDIENCE	29
<i>VIII.1 Objectives</i>	29
<i>VIII.2 Who can apply</i>	29
<i>VIII.3 Commission contribution</i>	29
<i>VIII.4 Structure of the proposal</i>	29
<i>VIII.5 Part A</i>	29
<i>VIII.6 Part B</i>	30
<i>VIII.7 Part C- Legal and financial documents</i>	30
<i>CHECKLIST- Lot 5</i>	32

I. PREFACE

This Guide for applicants describes how to prepare a proposal for the Preparatory Action MEDIA International call 2009/1. It contains the instructions, forms and information required to prepare a complete proposal.

Documents that constitute, together with this Guide, the Information package for the Preparatory Action MEDIA International call 2009/1, and which you need to consult during the preparation of your proposal, are:

1. The **Preparatory Action MEDIA International Work programme 2009**, which provides a detailed description of the objectives and the aims of the Preparatory Action MEDIA International Call for Proposals. The eligibility, selection and award criteria along with the scoring for the latter are equally described in detail.
2. **The Call for Proposals**, as published in the Official Journal of the European Union (in all official languages) and on the EUROPA web site.
3. **The Evaluation Guide**, which lays out the evaluation process based on the criteria as defined in the **Preparatory Action MEDIA International Work Programme 2009**. It also includes 3 annexes providing all the forms and templates required for the submission of a proposal.
4. **The model grant agreements, including the annexes**, which specify in an exemplary way the terms and conditions to which your group will be expected to agree if your proposal is selected for funding.

This Guide for Applicants assumes that the reader has fully acquainted himself/herself with the Preparatory Action MEDIA International Work programme 2009 and the Call for Proposals.

All these documents are available on the EUROPA website: <http://ec.europa.eu/media>

DISCLAIMER: This Guide for Applicants is intended to help applicants prepare their submissions. It does not supersede the rules and conditions laid out, in particular, in the Preparatory Action MEDIA International Work programme 2009, the Call for Proposals and in the Financial Regulation applicable to the General Budget of the European Communities¹ as well as its Implementing Rules².

¹ Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 (OJ L 248, 16.09.2002, p. 1) as amended by Council Regulation (EC, Euratom) No 1995/2006 of 13 December (OJ L 390, 30.12.2006, p.1).

² Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002 (OJ L 357, 31.12.2002), as last amended by Commission Regulation (EC, Euratom) No 478/2007 of 23 April 2007 (OJ L 111, 28.04.2007, p. 13).

II. INTRODUCTION

II.1 General Information

All applications have to be submitted by a group of legal entities, except for Lot 1-Option 1. The coordinator leads the group and has the responsibility to keep all the group members informed. All members of the group must have the necessary financial and operational resources to participate in the proposed project.

The proposals must be prepared and submitted as indicated in this guide.

By submitting the proposal, each legal entity agrees that the information included may be encoded in a structured database for further processing to produce statistics, evaluation reports, etc., to support the evaluators and the Commission services during the evaluation process.

Applicants must certify/declare on their honour that they are not in any of the situations described in Articles 93(1), 94 and 96 of the Financial Regulations applicable to the budgets of the European Communities and set out below. Applicants will be excluded from participation in this call for proposals if they are in any of the following situations:

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
- (c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- (d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established, or with those of the country of the contracting authority, or those of the country where the contract is to be performed;
- (e) they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- (f) they are currently subject to an administrative penalty referred to in Article 96(1) of the Financial Regulation³.

Applicants will not be granted financial assistance if, on the date of the grant award:

- (a) they are subject to a conflict of interest;
- (b) they are guilty of misrepresentation in supplying the information required by the Commission as a condition of participation in the grant award procedure, or fail to supply this information;
- (c) they fall within the case of exclusion from the award procedure mentioned in Article 93(1) of the Financial Regulation.

In accordance with Articles 93 to 96 of the Financial Regulations, administrative and financial penalties may be imposed on applicants who are guilty of misrepresentation or are found to have seriously failed to meet their contractual obligations under a previous grant award procedure.

NB: The coordinator cannot sign a declaration of honour as regards the exclusion criteria on behalf of a co-beneficiary. Each co-beneficiary should sign a declaration on its honour.

³ Council Regulation (EC, Euratom) No 1605/2002 as amended

II.2 Scope of the Call

The Preparatory Action MEDIA International is aimed at strengthening cooperation between the audiovisual industries of EU Member States and those of third countries. It also aims to encourage the reciprocal circulation of cinematographic works. This preparatory action falls under the aegis of the Convention of UNESCO on cultural diversity, the MEDIA 2007 programme and the provisions on cultural cooperation in the free trade agreements and other existing or currently negotiated agreements.

The Preparatory Action MEDIA International is based on the principle of mutual benefit between European and non European professionals and it will consist of five separate lots. (Note: The **Preparatory Action MEDIA International Work programme 2009** provides a detailed description of the objectives and the aims of the Preparatory Action MEDIA International Call for Proposals).

The **maximum** available budget for co-financing projects under the present Call for Proposals is **4,96 Millions €**

The Commission reserves the right not to allocate the entire budget.

II.3 Evaluation and selection timetable

Applications must be sent to the Commission by **02/06/2009** (the postmark will be taken as proof of posting). Please read carefully section III.2 of this guide concerning the procedures for submitting applications.

The selection results will be published on the MEDIA website the week following the grant award final decision, which is expected to be by September 2009.

The signature of agreements between the Beneficiary and the Commission will take place once all administrative procedures are finalised, at the latest in December 2009.

Should an application be unsuccessful, the Commission will inform the applicant as soon as possible and in writing of the reasons for its decision with regard to the criteria established in the Preparatory Action MEDIA International Work programme 2009.

II.4 Structure of a proposal

A proposal has three parts **part A**, **part B** and **part C**. Full details about preparing these forms are described for each lot, chapters: IV, V, VI, VII and VIII of this guide.

Part A is a set of forms A1, A2, A3 and A4 which provide essential information about the proposal and the applicants, e.g. names and addresses of applicants, brief description of the work, total funding requested, etc. **Proposal Part A** must be prepared following the templates provided in Annex 1 of this Guide.

Part B contains a description of the proposed project. **Proposal Part B** must be prepared following the templates provided in Annex 2 of this Guide. It contains five mandatory sections:

- A. Title page
- B. Project profile
- C. Information on the group
- D. Project management
- E. Results viability and dissemination

Part C is a set of legal documents which are examined and evaluated by the Commission.

II.5 Group Composition who submits proposal

All applications have to be submitted by a group of legal entities, except for Lot 1-Option 1.

Groups must consist of a **minimum of two** independent legal entities:

- the coordinator who must be a legal person registered in one of the 27 EU Member States;
- at least one co-beneficiary who must be a legal entity registered in any third country other than Croatia, Iceland, Liechtenstein, Norway, and Switzerland;
- other co-beneficiaries could be a legal entity from the 27 EU Member States or from any third country including Croatia, Iceland, Liechtenstein, Norway, and Switzerland.

The **Preparatory Action MEDIA International Work programme 2009** provides further information about the group composition requirements for each lot.

II.6 Roles of members of a group and relationships.

The members of a group may take the following roles:

- Coordinator
- Co-beneficiary

The coordinator is the leader of the group and bears overall project management responsibility. It has overall responsibility for the management of the project.

The coordinator acts as the conduit for all communications between the Commission and the proposal/project from its submission to its conclusion. The coordinator organises and manages the submission of a proposal. It collects all of the documents needed.

The coordinator is a beneficiary, who is subject to supplementary rights and obligations towards the Commission, due to his functions as liaison between the participants and the Commission, being responsible for collecting, integrating and submitting project deliverables.

The co-beneficiaries are the partners in the group in terms of technical and financial contribution to the work and signatories to the grant agreement with the Commission. They are responsible towards the Commission for carrying out the work under the grant agreement. They must mandate the coordinator to sign on their behalf the grant agreement with the Commission using the template available as an annex to the draft grant agreement.

All group members can conclude grant agreements with **subcontractors** to carry out a limited part of the action. Costs for subcontracting can be eligible for funding, if in accordance with the grant agreement in force. The group cannot depend upon a subcontractor for a key competence or critical contribution to the project. Subcontracting of project coordination tasks is **not** permitted.

Relationships among group members may be regulated by means of a **Group agreement**. A **Group agreement** should be concluded between the members if they deem it necessary for the completion of the work. The Commission must be informed of the existence of group agreements. If group members choose not to conclude a group agreement, they are nevertheless required to agree upon appropriate arrangements between themselves for the proper performance of the action.

II.7 Funding Principles

The application of the funding rules forms part of the evaluation process. Consequently, proposals must contain costs which are detailed and supported by explanations on the methods applied to calculate them, so that it is possible for the Commission and the experts during the evaluation to verify that they are based on sound principles.

Eligible Costs

Eligible costs are actual costs incurred for the work under the project. In general, these are the costs necessary for the achievement of the aims of the project and incurred within its duration. They must be reasonable and justified, actually incurred by the applicants and recorded in their accounts in accordance with the applicable accounting principles, and must be identifiable and verifiable. The costs must be generated during the lifetime of the project. The Commission will examine whether costs declared by the applicants are acceptable on the basis of the provisions of the grant agreement. For detailed information and examples of what eligible costs are, you must consult the Preparatory Action MEDIA International Work programme 2009 parts concerning each lot and chapters IV, V, VI, VII, VIII of this guide.

Period of eligibility of costs

Only costs incurred during the period of the action shall be considered eligible. The period of the action (= period of eligibility of costs) will normally start on the day the grant agreement is signed by the last of the 2 parties. As a general rule, the action must start between 01/01/2010 and 31/12/2010.

If necessary, the beneficiary is allowed to start the action before the agreement is signed. In this case, applicants shall request it formally in the **explanatory Note to the Estimated Budget**. Please note that **only preparation costs** for the activities will be considered as eligible before signature of the agreement.

N.B:

- In any case, the action submitted can not start before the 01/09/ 2009.
- The action must be completed by 31/03/2011.

Ineligible Costs

The following costs are considered ineligible:

- costs not directly linked to the project,
- unidentifiable or unverifiable costs,
- capital investment costs,
- debts,
- contingency provisions (for debts, future losses etc.),
- bad debts,
- exchange losses,
- accumulated losses,
- discounts, credit notes, rebates or allowances,
- VAT unless the beneficiary can show that he is unable to recover it,
- costs declared and supported in the framework of another action or under another Community grant,

- unjustifiably high expenses.

In the event that the organisation is not subject to VAT and is unable to reclaim amounts of VAT related to the expenditure of the project, then these charges may be included in the Estimated Budget Form provided that they are detailed and duly justified. The Application must specify whether the amounts stated throughout the budget (revenue and expenditure) are calculated with or without VAT.

II.8 Proposal Language

Proposals must be prepared in English or French.

III. SUBMISSION OF PROPOSALS - GENERAL ASPECTS

III.1 Pre-registration

Pre-registration of proposals is recommended in order to help the Commission services to prepare the evaluation.

The pre-registration should be done by e-mail to the address below. The pre-registration should include the name of the contact person for the proposal, the acronym of the proposal, the full title of the proposal and the language in which the full proposal will be submitted.

It is requested that pre-registration be submitted by 25/05/2009 at the latest to the following email address: info-MEDIAinternational@ec.europa.eu

An acknowledgement of receipt of the pre-registration will be sent by the Commission services.

III.2 Proposal Submission

Proposals must be submitted to the Commission by the deadline of 2 June 2009.

One original and 4 copies of the proposals must be sent **by registered mail** at the applicant's own expense and by the **relevant deadline** - postmark will be proof of submission - to the following address:

Ms Aviva Silver
European Commission
Directorate General Information Society and Media
Directorate A – Audiovisual, Media and Internet
Unit A2 – MEDIA programme and media literacy
Office BU33 02/005
B-1049 Brussels
Belgium

Applications delivered by hand must be received by the services of the Commission at the latest on the **relevant deadline** before 15.00 hours to the address indicated above.

For express couriers, the date of delivery to the express courier company will be proof of sending. Applications sent by fax or email will not be accepted.

All envelopes should be clearly marked

"MEDIA International 2009/1- Lot n° ...", (please indicate the number of your lot)

No changes to the dossier can be made after the application has been submitted. Nevertheless, the Commission reserves the right to request additional information clarifying elements of the application. Applicants should give full and prompt replies to any such requests.

Only applications that fulfil the eligibility criteria will be considered for a grant. If an application is deemed ineligible, a letter indicating the reasons will be sent to the applicant.

All unsuccessful applicants will be informed in writing.

Selected proposals will be subjected to a financial analysis, in connection with which the Commission may ask the persons responsible for the proposed actions to provide additional information and, if appropriate, guarantees.

No file or document submitted will be returned to applicants at the end of the evaluation and award procedure.

III.3 Acknowledgement of receipt

Within two weeks after the close of call, the Commission will dispatch an Acknowledgement of Receipt by e-mail to the coordinator (the individual named as “person in charge” on the A2 form of the Annex1 of this guide). **Please verify that her/his e-mail address is correct.**

The sending of an Acknowledgement of Receipt by the Commission does not imply that a proposal has been accepted as eligible for evaluation.

Applicants, who have not received an Acknowledgement of Receipt by mid June 2009, should contact the Commission.

IV. SUBMISSION OF PROPOSALS - LOT 1: TRAINING FOR PROFESSIONNALS IN THE AUDIOVISUAL SECTOR

IV.1 Objectives

As indicated in the **MEDIA International Work programme 2009 lot 1**, this support is for training projects aimed at students/professionals from the audiovisual industry. The aim is to build, through a training course or joint training measures, a deeper understanding of the operating conditions, legal framework and systems of financing of the audiovisual markets in all the countries participating in the proposed project. Support is awarded either for an extension of projects approved under the MEDIA 2007 programme for initial (Option 1A) or continuous training (Option 1B) or for new training projects in the field of continuous training (Option 2).

IV.2 Who can apply?

Option 1: Extension of continuous/initial training supported by MEDIA 2007

Projects consisting of offering continuous/initial training supported by MEDIA 2007⁴ to professionals/students/trainers from third countries are permitted.

The application must be submitted by the organisation responsible for the application made under MEDIA 2007 (the coordinator of the consortium in the case of initial training).

Option 2: Continuous training specially devoted to MEDIA International

Only continuous training are eligible under this option. They should be directed at professionals with clearly proven skills and at least three years' experience in the audiovisual sector.

The applications should be submitted by a group of **minimum of two** independent legal entities:

- the coordinator who must be a legal person registered in one of the 27 EU Member States;
- at least one co-beneficiary who must be a legal entity registered in any third country other than Croatia, Iceland, Liechtenstein, Norway, and Switzerland;
- other co-beneficiaries could be a legal entity from the 27 EU Member States or from any third country including Croatia, Iceland, Liechtenstein, Norway, and Switzerland.

IV.3 Commission contribution

Option 1: Extension of continuous/initial training supported by MEDIA 2007

The eligible costs are limited to costs connected with the applicant taking on professionals/students/trainers from third countries. The amount of aid granted may not exceed 80% of these eligible costs.

Option 2: Continuous training specially devoted to MEDIA International

Under this option, the Commission contribution will be as follows:

⁴ Under the award decisions made as part of the Call for proposals **EACEA/04/08** (for continuous training benefiting from a framework partnership agreement) and under the award decisions made as part of the next calls for proposals published during March 2009 for the other trainings (initial training and continuous training benefiting from a Single Annual Grant Agreement).

- up to 50% of eligible costs if the project coordinator is from the one of the following Member States: Germany, Spain, France, United Kingdom, Italy,
- up to 75% of eligible costs if the project coordinator is from one of the 22 other Member States,
- up to 80 % of eligible costs if the training takes place (even partially) in any third country.

IV.4. Structure of the proposal

Proposal Part A must be prepared following the templates provided in **Lot 1-Annex 1** of this Guide.

Proposal Part B must be prepared following the templates provided in **Lot 1-Annex 2** of this Guide.

Proposal Part C is a set of legal documents.

IV.5 Part A

Four administrative forms A1, A2, A3 and A4 must be completed.

Option 1A: Extension of initial training supported by MEDIA 2007

1. Only the coordinator of the consortium fills in forms A1 and A4 (this form must also **be signed**),
2. Each member of the consortium (coordinator and co-beneficiaries):
 - fills in one A2 form (one form per member),
 - fills in one line of the A3 form (a single form for the consortium),
3. In addition to the A3 form, an explanatory note to the Estimated Budget Form should be submitted.

Option 1B: Extension of continuous training supported by MEDIA 2007

1. The organisation fills in forms A1, A2, A3 and A4 (this form must also **be signed**),
2. In addition to the A3 form, an explanatory note to the Estimated Budget Form should be submitted.

Option 2: Continuous training specially devoted to MEDIA International

1. Only the coordinator fills in forms A1 and A4 (this form must also **be signed**),
2. Each member of the group (coordinator and co-beneficiaries):
 - fills in one A2 form (one form per member),
 - fills in one line of the A3 form (a single form for the group),
3. In addition to the A3 form, an explanatory note to the Estimated Budget Form should be submitted.

Subcontractors are not required to complete any form. However, a declaration of availability to carry out the tasks specified in the proposal should be submitted with the application.

NB: The note to the Estimated Budget will be used for the evaluation of the award criteria, especially for the assessment of the cost effectiveness of the proposed project. The applicants have to explain the reasoning behind the amounts stated in the estimated Budget.

- The note to the Estimated Budget must be sufficiently detailed to allow identification and control of the proposed activity.
- The presentation of the note to the Estimated Budget will be identical "heading by heading" to the Estimated Budget form.
- The note should also describe sources of co-financing.
- If necessary, the action may start before the agreement is signed. In this case, applicants shall request it formally in the note to the Estimated Budget. Please note that only preparation costs for the activities will be considered as eligible before signature of the agreement.

IV.6 Part B

Part B must be prepared following the templates provided in Lot 1-Annex 2.

Each page of part B **must** be

- numbered (in the format "page X of Y")
- headed with the acronym you have chosen for your proposal.

Each section (A-E) must be started on a new page

Part B consists of the following main sections:

- A. Title page
- B. Project profile
- C. Information on the group
- D. Project management
- E. Results visibility and dissemination

IV.7 Part C- Legal and financial documents

Option 1: Extension of Continuous/Initial trainings supported by MEDIA 2007

The organisation (Continuous training)/coordinator of the consortium (Initial training) must submit:

1. A copy of the duly completed and signed Financial Identification form, certified by the bank.
2. A copy of the legal registration document or other proof of legal status. If no legal registration document exists (e.g. for public authorities, universities etc.) a copy of the statute or other legal document.
3. A copy of the duly completed and **signed** Legal Entity form.
4. A written *Declaration of honour with respect to the exclusion Criteria* using the template provided in Lot 1-Annex 3 completed and **signed** by an authorised legal representative.
5. Audited financial accounts for the two most recent financial years, if they exist.

Exemption

Financial capacity is not verified in the case of public bodies.

Applicants making false declarations expose themselves to financial penalties or exclusion from grants and contracts⁵.

⁵ Art. 175 of Commission Regulation (EC, Euratom) No. 2342/2002 of 23 December 2002 (OJ L 357, 31 December 2002).

Option 2: Continuous training specially devoted to MEDIA International

A. The coordinator and each co-beneficiary must submit:

1. A copy of the legal registration document or other proof of legal status, translated in English or French if the original documents is in a non-European language. If no legal registration document exists (e.g. for public authorities, universities etc.) a copy of the statute or other legal document.
2. A duly completed and **signed** Legal Entity form, to be found at: http://ec.europa.eu/budget/execution/legal_entities_en.htm
3. A written *Declaration of honour with respect to the exclusion Criteria* using the template provided in Lot 1-Annex 3 completed and **signed** by an authorised legal representative.
4. Audited financial accounts for the two most recent financial years, if they exist.

Exemption

Financial capacity is not verified in the case of public bodies. If the coordinator of the applicant group is a public body, this should be specified (in a sworn statement) as part of the application.

B. The coordinator must submit (in addition):

1. A duly completed and signed Financial Identification form, certified by the bank to be found at: http://ec.europa.eu/budget/execution/ftiers_en.htm

Applicants making false declarations expose themselves to financial penalties or exclusion from grants and contracts⁶.

⁶ Art. 175 of Commission Regulation (EC, Euratom) No. 2342/2002 of 23 December 2002 (OJ L 357, 31 December 2002).

CHECKLIST- Lot 1

1. The application is submitted by the deadline indicated in the guidelines.	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. The application is submitted by an organisation/group that meets the eligibility criteria as set out in the MEDIA International Work programme 2009.	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. The "declaration of honour with respect to the Exclusion Criteria", Lot 1-Annex 3, has been completed and signed by an authorised legal representative (one template for each member of the group in the case of Option 2).	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. The coordinator is registered in an EU Member State.	Yes <input type="checkbox"/> No <input type="checkbox"/>
5. For option 2, at least one co-beneficiary must be a legal entity registered in any third country other than Croatia, Iceland, Liechtenstein, Norway and Switzerland.	Yes <input type="checkbox"/> No <input type="checkbox"/>
6. The form A4 has been signed by the legal representative of the coordinator.	Yes <input type="checkbox"/> No <input type="checkbox"/>
7. The contribution requested does not exceed 50% or 75% or 80% of the total eligible project costs (see pages 12 and 13 for verification).	Yes <input type="checkbox"/> No <input type="checkbox"/>
8. All application forms A1, A2, A3 and A4 have been completed and are provided with the application file.	Yes <input type="checkbox"/> No <input type="checkbox"/>
9. All legal and financial data as indicated on pages 14 (option 1) and 15 (option 2) are provided.	Yes <input type="checkbox"/> No <input type="checkbox"/>

V. SUBMISSION OF PROPOSALS - LOT 2: PROMOTION OF CINEMATOGRAPHIC AND AUDIOVISUAL WORKS

V.1 Objectives

As indicated in the MEDIA International Work programme 2009, lot 2 aims at supporting promotion actions at the development or production stage to help cinematographic/audiovisual works access the international market (through pitching events, co-production forums...) and therefore improve their distribution opportunities.

V.2 Who can apply

The applications should be submitted by a group of **minimum of two** independent legal entities:

- the coordinator who must be a legal person registered in one of the 27 EU Member States;
- at least one co-beneficiary who must be a legal entity registered in any third country other than Croatia, Iceland, Liechtenstein, Norway, and Switzerland;
- other co-beneficiaries could be a legal entity from the 27 EU Member States or from any third country including Croatia, Iceland, Liechtenstein, Norway, and Switzerland.

V.3 Commission contribution

The Commission contribution will be as follows:

- up to 50% of eligible costs if the project coordinator is from the one of the following Member States: Germany, Spain, France, United Kingdom, Italy,
- up to 75% of eligible costs if the project coordinator is from one of the 22 other Member States.

V.4 Structure of the proposal

Proposal Part A must be prepared following the templates provided in **Lot 2-Annex 1** of this Guide.

Proposal Part B must be prepared following the templates provided in **Lot 2-Annex 2** of this Guide.

Proposal Part C is a set of legal documents.

V.5 Part A

Four administrative forms must be completed.

1. Only the coordinator fills in forms A1 and A4 (this form must also **be signed**),
2. Each member of the group (coordinator and co-beneficiaries):
 - fills in one A2 form (one form per member),
 - fills in one line of the A3 form (a single form for the group),
3. In addition to the A3 form, an explanatory note to the Estimated Budget Form should be submitted.

Subcontractors are not required to complete any form. However, a declaration of availability to carry out the tasks specified in the proposal should be submitted with the application.

NB: The note to the Estimated Budget will be used for the evaluation of the award criteria, especially for the assessment of the cost effectiveness of the proposed project. The applicants have to explain the reasoning behind the amounts stated in the estimated Budget.

- The note to the Estimated Budget must be sufficiently detailed to allow identification and control of the proposed activity.
- The presentation of the note to the Estimated Budget will be identical "heading by heading" to the Estimated Budget Form.
- The note should also describe sources of co-financing.
- If necessary, the action may start before the agreement is signed. In this case, applicants shall request it formally in the note to the Estimated Budget. Please note that only preparation costs for the activities will be considered as eligible before signature of the agreement.

V.6 Part B

Part B must be prepared following the templates provided in Lot 2-Annex 2.

Each page of part B **must** be

- numbered (in the format "page X of Y")
- headed with the acronym you have chosen for your proposal.

Each section (A-E) must be started on a new page

Part B consists of the following main sections:

- A. Title page
- B. Project profile
- C. Information on the group
- D. Project management
- E. Results visibility and dissemination

V.7 Part C- Legal and financial documents

A. The coordinator and each co-beneficiary must submit:

1. A copy of the legal registration document or other proof of legal status, translated in English or French if the original documents is in a non-European language. If no legal registration document exists (e.g. for public authorities, universities etc.) a copy of the statute or other legal document.
2. A duly completed and **signed** Legal Entity form, to be found at: http://ec.europa.eu/budget/execution/legal_entities_en.htm
3. A written *Declaration of honour with respect to the exclusion Criteria* using the template provided in Lot 2-Annex 3 completed and **signed** by an authorised legal representative.
4. Audited financial accounts for the two most recent financial years, if they exist.

Exemption

Financial capacity is not verified in the case of public bodies. If the coordinator of the applicant group is a public body, this should be specified (in a sworn statement) as part of the application.

B. The coordinator must submit (in addition):

1. A duly completed and signed Financial Identification form, certified by the bank to be found at: http://ec.europa.eu/budget/execution/ftiers_en.htm

Applicants making false declarations expose themselves to financial penalties or exclusion from grants and contracts⁷.

⁷ Art. 175 of Commission Regulation (EC, Euratom) No. 2342/2002 of 23 December 2002 (OJ L 357, 31 December 2002).

CHECKLIST- Lot 2

1. The application is submitted by the deadline indicated in the guidelines.	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. The application is submitted by a group that meets the eligibility criteria as set out in the MEDIA International Work programme 2009.	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. The "declaration of honour with respect to the Exclusion Criteria", Lot 2-Annex 3, has been completed and signed by an authorised legal representative (one template for each member of the group).	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. The coordinator is registered in an EU Member State.	Yes <input type="checkbox"/> No <input type="checkbox"/>
5. At least one co-beneficiary must be a legal entity registered in any third country other than Croatia, Iceland, Liechtenstein, Norway and Switzerland.	Yes <input type="checkbox"/> No <input type="checkbox"/>
6. The application A4 has been signed by the legal representative of the coordinator.	Yes <input type="checkbox"/> No <input type="checkbox"/>
7. The contribution requested does not exceed 50% or 75% of the total eligible project costs (see page 17 for verification).	Yes <input type="checkbox"/> No <input type="checkbox"/>
8. All application forms A1, A2, A3 and A4 have been completed and are provided with the application file.	Yes <input type="checkbox"/> No <input type="checkbox"/>
9. All legal and financial data as indicated on pages 18 and 19 are provided.	Yes <input type="checkbox"/> No <input type="checkbox"/>

VI. SUBMISSION OF PROPOSALS - LOT 3: DISTRIBUTION OF CINEMATOGRAPHIC WORKS

VI.1 Objectives

As indicated in the MEDIA International Work programme 2009, lot 3 aims at supporting projects dealing with one of the following objectives:

- Facilitate and improve the distribution of non European cinematographic works in European cinemas, and, vice versa, the distribution of European cinematographic works in non European cinemas.
- Encourage long term cooperation between European and non European professionals (distributors and/or sales agents and/or producers...) in order to ensure and to improve the showing conditions of exclusive first releases of their own films on the territory/territories of their partner(s).
- Encourage the innovative use of new technologies in order to improve the impact of marketing campaigns linked to the release of films in cinemas.
- Raise public awareness, through reinforced information and advertising campaigns, of the release of European films (in third countries) and foreign films (in Europe).

VI.2 Who can apply

The applications should be submitted by a group of **minimum of two** independent legal entities:

- the coordinator who must be a legal person registered in one of the 27 EU Member States;
- at least one co-beneficiary who must be a legal entity registered in any third country other than Croatia, Iceland, Liechtenstein, Norway and Switzerland;
- other co-beneficiaries could be a legal entity from the 27 EU Member States or from any third country including Croatia, Iceland, Liechtenstein, Norway and Switzerland.

VI.3 Commission contribution

The Commission contribution will be as follows:

- up to 50% of eligible costs if the project coordinator is from the one of the following Member States: Germany, Spain, France, United Kingdom, Italy,
- up to 75% of eligible costs if the project coordinator is from one of the 22 other Member States.

VI.4 Structure of the proposal

Proposal Part A must be prepared following the templates provided in **Lot 3-Annex 1** of this Guide.

Proposal Part B must be prepared following the templates provided in **Lot 3-Annex 2** of this Guide.

Proposal Part C is a set of legal documents.

VI.5 Part A

Four administrative forms must be completed.

1. Only the coordinator fills in forms A1 and A4 (this form must also **be signed**),
2. Each member of the group (coordinator and co-beneficiaries):
 - fills in one A2 form (one form per member),
 - fills in one line of the A3 form (a single form for the group),
3. In addition to the A3 form, an explanatory note to the Estimated Budget Form should be submitted.

Subcontractors are not required to complete any form. However, a declaration of availability to carry out the tasks specified in the proposal should be submitted with the application.

NB: The note to the Estimated Budget will be used for the evaluation of the award criteria, especially for the assessment of the cost effectiveness of the proposed project. The applicants have to explain the reasoning behind the amounts stated in the estimated Budget.

- The note to the Estimated Budget must be sufficiently detailed to allow identification and control of the proposed activity.
- The presentation of the note to the Estimated Budget will be identical "heading by heading" to the Estimated Budget Form.
- The note should also describe sources of co-financing.
- If necessary, the action may start before the agreement is signed. In this case, applicants shall request it formally in the note to the Estimated Budget. Please note that only preparation costs for the activities will be considered as eligible before signature of the agreement.

VI.6 Part B

Part B must be prepared following the templates provided in Lot 3-Annex 2.

Each page of part B **must** be

- numbered (in the format "page X of Y")
- headed with the acronym you have chosen for your proposal.

Each section (A-E) must be started on a new page

Part B consists of the following main sections:

- A. Title page
- B. Project profile
- C. Information on the group
- D. Project management
- E. Results visibility and dissemination

VI.7 Part C- Legal and financial documents

A. The coordinator and each co-beneficiary must submit:

1. A copy of the legal registration document or other proof of legal status, translated in English or French if the original documents is in a non-European language. If no legal registration

document exists (e.g. for public authorities, universities etc.) a copy of the statute or other legal document.

2. A duly completed and **signed** Legal Entity form, to be found at: http://ec.europa.eu/budget/execution/legal_entities_en.htm
3. A written *Declaration of honour with respect to the exclusion Criteria* using the template provided in Lot 3-Annex 3 completed and **signed** by an authorised legal representative.
4. Audited financial accounts for the two most recent financial years, if they exist.

Exemption

Financial capacity is not verified in the case of public bodies. If the coordinator of the applicant group is a public body, this should be specified (in a sworn statement) as part of the application.

B. The coordinator must submit (in addition):

1. A duly completed and signed Financial Identification form, certified by the bank to be found at: http://ec.europa.eu/budget/execution/ftiers_en.htm

CHECKLIST- Lot 3

1. The application is submitted by the deadline indicated in the guidelines.	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. The application is submitted by a group that meets the eligibility criteria as set out in the MEDIA International Work programme 2009.	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. The "declaration of honour with respect to the Exclusion Criteria", Lot 3-Annex 3, has been completed and signed by an authorised legal representative (one template for each member of the group).	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. The coordinator is registered in an EU Member State.	Yes <input type="checkbox"/> No <input type="checkbox"/>
5. At least one co-beneficiary must be a legal entity registered in any third country other than Croatia, Iceland, Liechtenstein, Norway and Switzerland.	Yes <input type="checkbox"/> No <input type="checkbox"/>
6. The application A4 has been signed by the legal representative of the coordinator.	Yes <input type="checkbox"/> No <input type="checkbox"/>
7. The contribution requested does not exceed 50% or 75% of the total eligible project costs (see page 21 for verification).	Yes <input type="checkbox"/> No <input type="checkbox"/>
8. All application forms A1, A2, A3 and A4 have been completed and are provided with the application file.	Yes <input type="checkbox"/> No <input type="checkbox"/>
9. All legal and financial data as indicated on pages 22 and 23 are provided.	Yes <input type="checkbox"/> No <input type="checkbox"/>

VII. SUBMISSION OF PROPOSALS - LOT 4: SCREENING OF CINEMATOGRAPHIC WORKS IN CINEMAS

VII.1 Objectives

As indicated in the MEDIA International Work programme 2009, lot 4 aims at supporting projects dealing with one of the following objectives:

- To encourage cinema operators in EU countries to increase the scheduling and showing conditions (duration of showing and number of screenings) of exclusive first releases of non European cinematographic works, and reciprocally to encourage cinema operators from third countries to increase the scheduling and showing conditions (duration of showing and number of screenings) of exclusive first releases of European cinematographic works;
- To encourage the creation and consolidation of international cinemas networks.

VII.2 Who can apply

The applications should be submitted by a legal entity (hereinafter called the "coordinator") registered in one of the 27 EU Member States. It should include cinemas (hereinafter called the "co-beneficiaries") from at least three European Member States. It should also include cinemas in third countries (hereinafter called the "co-beneficiaries") preferably situated in at least three of the following geographic areas:

*North America (United States + Canada)

*Latin America⁸

*the MEDA area

*South Asia and South-East Asia⁹

*North-East Asia¹⁰

*European countries not member of European Union (other than Croatia, Iceland, Liechtenstein, Norway and Switzerland)¹¹

*the rest of the world.

VII.3 Commission contribution

The Commission contribution will be as follows:

- up to 50% of eligible costs if the project coordinator is from the one of the following Member States: Germany, Spain, France, United Kingdom, Italy,
- up to 75% of eligible costs if the project coordinator is from one of the 22 other Member States.

⁸ For a detailed list of the countries in this zone, see the classification adopted by DG RELEX:
http://ec.europa.eu/external_relations/la/index_en.htm.

⁹ For a detailed list of the countries in this zone, see the classification adopted by DG RELEX:
http://ec.europa.eu/external_relations/asia/reg/index.htm.

¹⁰ For a detailed list of the countries in this zone, see the classification adopted by DG RELEX:
http://ec.europa.eu/external_relations/asia/reg/index.htm.

¹¹ For a detailed list of the countries in this zone, see the classification adopted by DG RELEX:
http://ec.europa.eu/external_relations/we/index_en.htm.

VII.4 Structure of the proposal

Proposal Part A must be prepared following the templates provided in **Lot 4-Annex 1** of this Guide.

Proposal Part B must be prepared following the templates provided in **Lot 4-Annex 2** of this Guide.

Proposal Part C is a set of legal documents.

VII.5 Part A

Four administrative forms must be completed.

1. Only the coordinator fills in forms A1 and A4 (this form must also **be signed**),
2. The coordinator and each co-beneficiary of the project:
 - fills in one A2 form (one form per member),
 - one line of the A3 form (a single form for the project),
3. In addition to the A3 form, an explanatory note to the Estimated Budget Form should be submitted.

Subcontractors are not required to complete any form. However a declaration of availability to carry out the tasks specified in the proposal should be submitted with the application.

NB: The note to the Estimated Budget will be used for the evaluation of the award criteria, especially for the assessment of the cost effectiveness of the proposed project. The applicants have to explain the reasoning behind the amounts stated in the estimated Budget.

- The note to the Estimated Budget must be sufficiently detailed to allow identification and control of the proposed activity.
- The presentation of the note to the Estimated Budget will be identical "heading by heading" to the Estimated Budget Form.
- The note should also describe sources of co-financing.
- If necessary, the action may start before the agreement is signed. In this case, applicants shall request it formally in the note to the Estimated Budget. Please note that only preparation costs for the activities will be considered as eligible before signature of the agreement.

VII.6 Part B

Part B must be prepared following the templates provided in Lot 4-Annex 2.

Each page of part B **must** be

- numbered (in the format "page X of Y")
- headed with the acronym you have chosen for your proposal.

Each section (A-E) must be started on a new page

Part B consists of the following main sections:

- A. Title page
- B. Project profile
- C. Information on the group
- D. Project management
- E. Results visibility and dissemination

VII.7 Part C- Legal and financial documents

The coordinator must submit:

1. A copy of the legal registration document or other proof of legal status, translated in English or French if the original documents is in a non-European language. If no legal registration document exists (e.g. for public authorities, universities etc.) a copy of the statute or other legal document.
2. A duly completed and **signed** Legal Entity form, to be found at: http://ec.europa.eu/budget/execution/legal_entities_en.htm
3. A written *Declaration of honour with respect to the exclusion Criteria* using the template provided in Lot 4-Annex 3 completed and **signed** by an authorised legal representative.
4. A duly completed and signed Financial Identification form, certified by the bank to be found at: http://ec.europa.eu/budget/execution/ftiers_en.htm
5. Audited financial accounts for the two most recent financial years, if they exist.

Exemption

Financial capacity is not verified in the case of public bodies. If the coordinator is a public body, this should be specified (in a sworn statement) as part of the application.

Applicants making false declarations expose themselves to financial penalties or exclusion from grants and contracts¹².

¹² Art. 175 of Commission Regulation (EC, Euratom) No. 2342/2002 of 23 December 2002 (OJ L 357, 31 December 2002).

CHECKLIST- Lot 4

1. The application is submitted by the deadline indicated in the guidelines.	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. The application is submitted by a legal entity that meets the eligibility criteria as set out in the MEDIA International Work programme 2009.	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. The "declaration of honour with respect to the Exclusion Criteria", Lot 4-Annex 3, has been completed and signed by an authorised legal representative of the coordinator.	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. The coordinator is registered in an EU Member State.	Yes <input type="checkbox"/> No <input type="checkbox"/>
5. The project includes cinemas ("co-beneficiaries") from at least three European Member States. It also includes cinemas in third countries ("co-beneficiaries") preferably situated in at least three geographic area.	Yes <input type="checkbox"/> No <input type="checkbox"/>
6. The application A4 has been signed by the legal representative of the coordinator.	Yes <input type="checkbox"/> No <input type="checkbox"/>
7. The contribution requested do not exceed 50% or 75% of the total eligible project costs (see page 25 for verification).	Yes <input type="checkbox"/> No <input type="checkbox"/>
8. All application forms A1, A2, A3 and A4 have been completed and are provided with the application file.	Yes <input type="checkbox"/> No <input type="checkbox"/>
9. All legal and financial data as indicated on page 27 are provided.	Yes <input type="checkbox"/> No <input type="checkbox"/>

VIII. SUBMISSION OF PROPOSALS - LOT 5: AUDIENCE

VIII.1 Objectives

As indicated in the **MEDIA International Work programme 2009 lot 5**, proposals should sustainably improve and increase the potential audiences for cinematographic and audiovisual works, and support film literacy events. Projects should aim at improving the integration and use of new technologies.

VIII.2 Who can apply

The applications should be submitted by a group of **minimum of two** independent legal entities:

- the coordinator who must be a legal person registered in one of the 27 EU Member States;
- at least one co-beneficiary who must be a legal entity registered in any third country other than Croatia, Iceland, Liechtenstein, Norway and Switzerland.
- other co-beneficiaries could be a legal entity from the 27 EU Member States or from any third country including Croatia, Iceland, Liechtenstein, Norway and Switzerland.

VIII.3 Commission contribution

The Commission contribution will be as follows:

- up to 50% of eligible costs if the project coordinator is from the one of the following Member States: Germany, Spain, France, United Kingdom, Italy,
- up to 75% of eligible costs if the project coordinator is from one of the 22 other Member States.

VIII.4 Structure of the proposal

Proposal Part A must be prepared following the templates provided in **Lot 5-Annex 1** of this Guide.

Proposal Part B must be prepared following the templates provided in **Lot 5-Annex 2** of this Guide.

Proposal Part C is a set of legal documents.

VIII.5 Part A

Four administrative forms must be completed.

1. Only the coordinator fills in forms A1 and A4 (this form must also **be signed**),
2. Each member of the group (coordinator and co-beneficiaries):
 - fills in one A2 form (one form per member),
 - fills in one line of the A3 form (a single form for the group),
3. In addition to the A3 form, an explanatory note to the Estimated Budget Form should be submitted.

Subcontractors are not required to complete any form. However, a declaration of availability to

carry out the tasks specified in the proposal should be submitted with the application.

NB: The note to the Estimated Budget will be used for the evaluation of the award criteria, especially for the assessment of the cost effectiveness of the proposed project. The applicants have to explain the reasoning behind the amounts stated in the estimated Budget.

- The note to the Estimated Budget must be sufficiently detailed to allow identification and control of the proposed activity.
- The presentation of the note to the Estimated Budget will be identical "heading by heading" to the Estimated Budget Form.
- The note should also describe sources of co-financing.
- If necessary, the action may start before the agreement is signed. In this case, applicants shall request it formally in the note to the Estimated Budget. Please note that only preparation costs for the activities will be considered as eligible before signature of the agreement.

VIII.6 Part B

Part B must be prepared following the templates provided in Lot 5-Annex 2.

Each page of part B must be

- numbered (in the format "page X of Y")
- headed with the acronym you have chosen for your proposal.

Each section (A-E) must be started on a new page

Part B consists of the following main sections:

- A. Title page
- B. Project profile
- C. Information on the group
- D. Project management
- E. Results visibility and dissemination

VIII.7 Part C- Legal and financial documents

A. The coordinator and each co-beneficiary must submit:

1. A copy of the legal registration document or other proof of legal status, translated in English or French if the original documents is in a non-European language. If no legal registration document exists (e.g. for public authorities, universities etc.) a copy of the statute or other legal document.
2. A duly completed and **signed** Legal Entity form, to be found at: http://ec.europa.eu/budget/execution/legal_entities_en.htm
3. A written *Declaration of honour with respect to the exclusion Criteria* using the template provided in Lot 5-Annex 3 completed and **signed** by an authorised legal representative.
4. Audited financial accounts for the two most recent financial years, if they exist.

Exemption

Financial capacity is not verified in the case of public bodies. If the coordinator of the applicant group is a public body, this should be specified (in a sworn statement) as part of the application.

B. The coordinator must submit (in addition):

1. A duly completed and signed Financial Identification form, certified by the bank to be found at: http://ec.europa.eu/budget/execution/ftiers_en.htm

Applicants making false declarations expose themselves to financial penalties or exclusion from grants and contracts¹³.

¹³ Art. 175 of Commission Regulation (EC, Euratom) No. 2342/2002 of 23 December 2002 (OJ L 357, 31 December 2002).

CHECKLIST- Lot 5

1. The application is submitted by the deadline indicated in the guidelines.	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. The application is submitted by a group that meets the eligibility criteria as set out in the MEDIA International Work programme 2009.	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. The "declaration of honour with respect to the Exclusion Criteria", Lot 5-Annex 3, has been completed and signed by a authorised legal representative (one template for each member of the group).	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. The coordinator is registered in an EU Member State.	Yes <input type="checkbox"/> No <input type="checkbox"/>
5. At least one co-beneficiary must be a legal entity registered in any third country other than Croatia, Iceland, Liechtenstein, Norway and Switzerland.	Yes <input type="checkbox"/> No <input type="checkbox"/>
6. The application A4 has been signed by the legal representative of the coordinator.	Yes <input type="checkbox"/> No <input type="checkbox"/>
7. The contribution requested do not exceed 50% or 75% of the total eligible project costs (see page 29 for verification).	Yes <input type="checkbox"/> No <input type="checkbox"/>
8. All application forms A1, A2, A3 and A4 have been completed and are provided with the application file.	Yes <input type="checkbox"/> No <input type="checkbox"/>
9. All legal and financial data as indicated on pages 30 and 31 are provided.	Yes <input type="checkbox"/> No <input type="checkbox"/>