



# **AUDIOVISUAL FESTIVALS**

**CALL FOR PROPOSALS EACEA 18/2008**

**GUIDELINES FOR THE SUBMISSION OF PROPOSALS  
TO OBTAIN FINANCIAL SUPPORT**

Decision N° 1718/2006/EC  
of the European Parliament and of the Council

## TABLE OF CONTENTS

- 1. INTRODUCTION**
  - 1.1. Legal basis*
  - 1.2. Definitions*
  - 1.3. Types of conventions*
- 2. OBJECTIVES AND PRIORITIES**
  - 2.1. Objectives of the Programme*
  - 2.2. Priorities of this call for proposals*
- 3. TIMETABLE**
- 4. AVAILABLE BUDGET**
- 5. ELIGIBILITY CRITERIA**
  - 5.1. Eligible organisations*
  - 5.2. Eligible countries*
  - 5.3. Eligible activities*
  - 5.4. Eligible applications*
- 6. EXCLUSION CRITERIA**
- 7. SELECTION CRITERIA**
  - 7.1. Operational capacity*
  - 7.2. Financial capacity*
  - 7.3. Audit*
- 8. AWARD CRITERIA**
- 9. FINANCIAL CONDITIONS**
  - 9.1. Payment procedure*
  - 9.2. Certificate on the financial statements and underlying accounts*
  - 9.3. Guarantee*
  - 9.4. Double funding*
  - 9.5. Eligible costs*
  - 9.6. Ineligible costs*
  - 9.7. Presentation of budgets*
- 10. SUB-CONTRACTING AND AWARD OF PROCUREMENT CONTRACT**
- 11. PUBLICITY**
- 12. DATA PROTECTION**
- 13. APPLICATION PROCEDURE**
  - 13.1. Publication*
  - 13.2. Application forms*
  - 13.3. Submission*
  - 13.4. Applicable rules*
  - 13.5. Contacts*

### Annexes:

- I. Application forms (+ Checklist)**
- II. Budget forms**

## 1. INTRODUCTION

### 1.1 *Legal Basis*

This call for proposals is based on Decision No 1718/2006/EC of the European Parliament and of the Council of 15 November 2006 concerning the implementation of a programme of support for the European audiovisual sector (MEDIA 2007), published in the Official Journal of the European Communities on the 24th of November 2006 (OJ L327, pp 12-29).

The European Commission is responsible for the implementation of the MEDIA Programme and for the decision to grant individual European Community funds. The Education, Audiovisual and Culture Executive Agency administers the MEDIA Programme on behalf and under the control of the European Commission. The section responsible for the implementation of the call for proposals is the MEDIA programme unit, part of the Education, Audiovisual and Culture Executive Agency ("the Agency").

This call for proposals is aimed at European organisations whose activities contribute to the realisation of the objectives of the MEDIA Programme as described in the Council Decision 1718/2006/EC. These guidelines explain how to submit a proposal in view of obtaining a community financial contribution.

**The implementation of this Call for Proposals is subject to the adoption of the European Union budget for the year 2009 by the budget authority.**

### 1.2 *Definitions*

**Eligible works:** narrative audiovisual works, fictional or non fictional, presented and detailed in the official catalogue. Together, they constitute the **eligible programming**. Commercial and promotional works, music videos, videogames and non-narrative artistic works are not considered as eligible works and are not taken into account in the analysis of the programming.

**European works:** European films are understood to be those of the countries participating in the MEDIA Programme.

**Countries with low audiovisual production capacity:** All MEDIA countries with the exception of France, Germany, Italy, Spain and the United Kingdom.

**Action:** the "action" covers the preparation, the implementation and the dissemination of results of the event for which the beneficiary receives financial support.

### 1.3 *Types of conventions*

#### **NEW**

Under the current Call for Proposals, the applicant may submit:

- **either** a proposal in order to sign a **"Single Grant Agreement for an Action"** (SGA),
- **or**, a proposal in order to sign a **"Framework Partnership Agreement"** (FPA).

The present guidelines are common to the two types of agreement, but the application forms are different. Applicants should make sure they fill in the application form corresponding to the type of agreement applied for.

**Should an application for a FPA be unsuccessful, it will be rerouted and assessed as an application for a "Single Grant Agreement for an Action".**

Unless specified otherwise, the provisions detailed under this Call for Proposals apply to both types of agreements.

### *1.3.1 Single Grant Agreement for an Action*

Applicants may request a MEDIA support for the festival edition that will start within the eligibility period of this Call for Proposals.

The submission procedure is detailed under Section 13 of these Guidelines.

In case of selection, applicants will sign a "Single Grant Agreement for an Action" with the Agency.

Support for future editions will have to be requested by applying under the Calls for Proposals published annually.

### *1.3.2 Framework Partnership Agreement (FPA)*

The FPA is aimed at applicants that are committed to implementing annual actions over a period of 4 years. It lays out the conditions for simplified annual selection and contracting procedures.

The submission process is detailed under Section 13 of these Guidelines.

In case of selection, applicants will sign with the agency a FPA, to which the submitted Global Action Plan will be attached.

At the same time, a specific agreement, laying out the conditions and level of funding for the next festival edition, will be signed by the Agency and the beneficiary.

Instead of applying under the Calls for Proposals that are published annually, the FPA beneficiaries will submit after the supported festival edition, a simplified grant application for the next edition. It will be possible for the Agency to increase or decrease the level of support, on the basis of the grant application, the previous edition's final report and the available budget. Any request by the applicant for increased support will have to be fully justified.

**NO NEW CALL FOR PROPOSAL FOR A FRAMEWORK PARTNERSHIP AGREEMENT  
IS FORESEEN BEFORE 2012**

## **2. OBJECTIVES - PRIORITIES**

### *2.1 Objectives of the Programme*

In the field of promotion, the objectives of the programme shall be to:

- a) improve the circulation of European audiovisual works by ensuring that the European audiovisual sector has access to European and international professional markets;
- b) improve the European and international public's access to European audiovisual works;
- c) encourage common actions between national film and audiovisual programme promotion organisations;
- d) encourage the promotion of Europe's cinematographic and audiovisual heritage and the improvement of the public's access to it at both European and international level.

### *2.2 Priorities of this call for proposals:*

The MEDIA Programme encourages European audiovisual festivals taking place in countries participating in the MEDIA Programme which:

- place strong emphasis on European works in particular, works from countries of low audiovisual production capacity,<sup>1</sup>
- place strong emphasis on non-national European programming and geographic diversity of non-national European programming,
- implement actions to secure non-national European professionals attendance,
- develop actions to secure the presence of young audiences,
- demonstrate progress in overall audience impact,
- organize initiatives for media literacy (for example film education) in close cooperation with schools and other institutions, and
- demonstrate a concrete, realistic and strategic development in artistic, organisational and financial terms.

### 3. TIMETABLE

Applications must be sent to the Agency by the following deadlines (the postmark will be taken as proof of timely sending). Please read carefully section 13.3 of this call for proposals concerning the procedures for submitting applications.

**31 October 2008 :** for festivals starting between 1st May 2009 and 31st October 2009

**30 April 2009 :** for festivals starting between 1st November 2009 and 30th April 2010

For selected festivals, applicants will be informed within two weeks following the Commission's decision. Depending on the selection result, the beneficiary and the Agency will sign either an agreement for an action, or a FPA and a specific agreement.

For unsuccessful applications, the Agency will inform the applicants as soon as possible and in writing of the reasons for its decision with regard to the criteria established in this call for proposals.

The period of eligibility of costs will start on the day the contract is signed by the Agency and end 2 months after the last day of the event. If a beneficiary can demonstrate the need to start the action before the agreement is signed, he can request in the application form (Annex II c) that expenditure incurred from the date of submission be authorised. Costs incurred prior to the date of submission will not be considered.

### 4. AVAILABLE BUDGET

The total budget earmarked for the co-financing of actions under this call for proposals is estimated at EUR 3,500,000 (provided funds are available under the 2009 exercise). MEDIA contributions per action cannot exceed 50% of the total eligible costs. The maximum contribution per action under this call for proposals is EUR 75,000. Contributions for approved applications will be no less than EUR 10,000.

The amount of the financial contribution to be awarded will be determined within the limits of available budgetary resources and in consideration of the nature of each action, assessed on the basis of the application and the selection and award criteria.

The right is reserved not to allocate this entire budget.

In no circumstances does the award of a contribution in previous years infer the right to a grant under the present call for proposals.

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<sup>1</sup> All MEDIA countries with the exception of France, Germany, Italy, Spain and the United Kingdom

## 5. ELIGIBILITY CRITERIA

Applications which comply with the following criteria will be the subject of an in-depth evaluation.

### 5.1. *Eligible organisations*

This call for proposals only concerns European organisations (private companies, non-profit organisations, associations, charities, foundations, municipalities/Town Councils, etc.), registered in an eligible country (as defined in section 5.2) and detained directly or by majority participation, by nationals from such countries or by member states.

Natural persons may not apply for a grant.

In order to demonstrate its existence as a legal person, the applicant must provide the following documents:

- FORM D "bank identification form" signed by the applicant's legal representative and signed and stamped by a representative of the bank. The applicant is requested to download the form from the following website: [http://ec.europa.eu/budget/execution/ftiers\\_en.htm](http://ec.europa.eu/budget/execution/ftiers_en.htm)  
Applicants should check that:
  - a) **all** the required details are provided,
  - b) the information provided is correct **and** consistent with the relevant legal documents provided.
- FORM E "legal entity form" signed by the applicant's legal representative. The applicant is requested to choose the models of this form, according to its country and entity, from the following website: [http://ec.europa.eu/budget/execution/legal\\_entities\\_en.htm](http://ec.europa.eu/budget/execution/legal_entities_en.htm)  
Applicants should check that:
  - a) **all** the required details are provided,
  - b) the information provided is correct **and** consistent with the relevant legal documents provided.
- A copy of the organisation's registration certificate from the relevant authority (**including copies of all amendments**), e.g. Companies register, Official Journal, etc. indicating the company registration number, the full legal title of the organisation, the registered address, the date and place of registration.
- If the applicant is a public institution (e.g. Town Council): legal resolution or decision established in respect of the public company, or other official document established for the public-law entity. A proof of the official address of the institution is also needed.
- A copy of the complete up to date list of company directors / share holders / board members, indicating their function and nationality.
- If the name of the company's legal representative does not appear on the official registration documents provided, a proof of his/her nomination is also required (signed minutes of the Board).
- Where the person authorised to sign any agreement with the Agency is not the Statutory Legal Representative, a letter of proxy (signed by the Statutory Legal Representative or a member of the Board) granting the authority to sign agreements with the Agency on behalf of the organisation is mandatory.
- The company statutes.
- A copy of the VAT registration including the VAT number.

## 5.2. *Eligible countries*

Only countries participating in the MEDIA Programme are eligible:

- Member States of the European Union,
- Member States of the European Economic Agreement participating in the MEDIA Programme (Iceland, Liechtenstein and Norway),
- Switzerland and Croatia.

## 5.3. *Eligible activities*

This call for proposals only concerns festivals starting between **1<sup>st</sup> May 2009 and 30<sup>th</sup> April 2010**.

Only applications submitted by eligible entities organising audiovisual festivals in countries participating in the MEDIA Programme will be accepted.

A minimum of 70% of the eligible programming<sup>2</sup> presented to the public during the festival must be European. The European programming must represent at least 10 countries participating in the MEDIA Programme.

Festivals focussing on works that are not considered as eligible within the framework of this call for proposal and festivals focussing on archaeology or anthropology, medicine, ornithology, science, environment, tourism, sport, commercials, live-broadcast events, music videos and videogames are not eligible.

## 5.4. *Eligible proposals*

To be eligible, the applications must:

- be submitted using the official application forms (Annex I and II),
- include **all** the official forms, duly **completed** and **signed** by the applicant's legal representative,
- be sent to the Agency by the relevant deadline (postmark will be taken as proof of timely sending),
- include a signed, detailed, balanced and correctly calculated budget complying with all the conditions set out in this call for proposals, and
- include all documents requested in the checklist (Annex I)

Applications must include a detailed description of the festival as well as statistics for the entire event for which financial support is requested. Applications for a "European section" as part of a more general event will not be accepted.

To facilitate the assessment of your application, **a French or English translation** of the documents relevant to the assessment of the festival (annex 1) shall be submitted.

Should different festivals be organised by the same organisation, separate applications must be submitted for each individual action under the same call for proposals.

An incomplete application can be rejected for ineligibility reasons.

The assessment is made solely on the basis of the documents sent by the relevant deadline. Nevertheless, the Agency reserves the right to request additional information from the applicant.

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<sup>2</sup> Cfr. définition, section 1.2

## 6. EXCLUSION CRITERIA

Applicants must state that they are not in any of the situations described in Articles 93 and 94 of the Financial Regulation applicable to the general budget of the European Communities (Council Regulation (EC, Euratom) No 1605/2002) and set out below.

Applicants will be excluded from participating in the 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) following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

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

- (a) are subject to a conflict of interests;
- (b) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the grant award procedure, or fail to supply this information.

In accordance with Articles from 93 to 96 of the Financial Regulation, 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 contract award procedure.

To comply with these provisions, applicants must sign a declaration on their honour certifying that they are not in any of the situations referred to in Articles 93 and 94 of the Financial Regulation.

This declaration is included in the Application Forms provided in Annex I.



## 7. SELECTION CRITERIA

Applicant must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out. They must have the professional competencies and qualifications required to complete the proposed action or work programme.

Applicants must submit a declaration on their honour, completed and signed, attesting to their status as a legal person and to their financial and operational capacity to complete the proposed activities.

### 7.1. *Operational Capacity*

Applicants must have sufficient professional qualifications and experience to successfully complete the proposed action. To enable assessment of operational capacity, applicants must provide the following documents as part of their application:

- the curriculum vitae of the legal representative of the company,
- the curriculum vitae of the person(s) in charge of the action and of the key staff involved in its implementation (for example programmers, administrative staff, education officers, etc ),
- a summary of the activities of the applicant over the last three years.

### 7.2. *Financial Capacity*

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out.

#### 7.2.1 Applications for a Single Grant Agreement

In signing the form B of Annex I, the applicant declares on the honour to have financial and operational capacity to implement the action for which support is requested.

#### 7.2.2 Framework Partnership Agreement

The evaluation of the financial capacity will be based on the following documents:

- Complete annual accounts of the applicant organisation (profit and loss account, balance sheet and annexes) for the last 2 financial years available.
- The form concerning the financial capacity included in the application form duly signed and correctly filled in, on the basis of the applicant's annual accounts of the last 2 financial years available.

If the Agency considers that financial capacity has not been proved or is not satisfactory, it may:

- reject the application
- ask for further information
- offer a grant agreement without pre financing.

The verification of financial capacity does not apply to public bodies.

### **7.3.    *Audit***

#### **7.3.1 Single grant agreement for an Action**

*Not Applicable*

#### **7.3.2 Framework Partnership Agreement**

In the case of partnerships, the application shall be accompanied by an external audit report produced by an approved auditor, certifying the accounts of the applicant for the last 2 financial years available.

This obligation does not apply to public bodies.

## 8. AWARD CRITERIA

The Work Programme (for all applications) and the Global Action Plan (only for partnership applications) of the eligible proposals will be ranked according to the award criteria defined and weighted below. Within the limit of the available budget, actions obtaining the highest scores will be selected.

<b>1. The European dimension of the programming</b> Will be taken into account: the proportion of programming devoted to European films.	15%
<b>2. Cultural and geographic diversity of the programming</b> Will be taken into account: the proportion of programming devoted to films originating from other MEDIA states countries, the actions implemented to promote films originating from MEDIA countries of a low audiovisual production capacity and the number of MEDIA states represented in the programming.  <i>(All countries that are participating in the MEDIA programme, with the exception of France, Germany, Italy, Spain and UK are considered as low audiovisual production capacity countries)</i>	20%
<b>3. Quality and innovative nature of the programming</b> Will be taken into account: the scale, the nature and originality of the programming with regard to other European festivals, the programme structure, the diversity of genres highlighted by the festival, as well as the innovative aspect of actions carried out in terms of the development of the applicant's festival with regard to other European festivals.	10%
<b>4. Audience impact</b> Will be taken into account: the scale of the audience, the actions implemented towards the audience in order to promote European audiovisual productions to the public and the initiatives in place to promote media literacy, notably film education.	30%
<b>5. Impact on the promotion and circulation of European audiovisual works</b> Will be taken into account: the sales record, the mechanisms implemented by the festival to facilitate market access for European young professionals and to encourage the promotion and distribution of featured European works, the actions implemented to promote the programming beyond the event and the level of co-operation developed with other European festivals.	15%
<b>6. Film professionals' participation</b> Will be taken into account: the size, the nature and the diversity of professional attendance.  <i>(Only accreditation lists indicating the name, nationality, occupation and company of participants will be taken into account)</i>	10%

## 9. FINANCIAL CONDITIONS

Acceptance of an application does not constitute an undertaking to award a financial contribution equal to the amount requested by the beneficiary. The allocated amount may not exceed the amount requested.

### Co-financing

Community grants are incentives to implement actions and are based on the principle of co-financing. They complement the applicant's financial contribution and/or national, regional or private financial contributions that have been obtained elsewhere.

All external funding declared in the financing plan must be substantiated by copies of co-financing letters obtained from partners. If part of the financial support is not confirmed for the edition for which a MEDIA contribution is sought, the applicant must provide proof of financial support on the previous edition and/or letter of intent for the upcoming edition from all partners declared in the financial plan.

In case of selection and whatever the outcome of the requests for funding to third parties, the beneficiary undertakes, by signing Form B "declaration on the honour", to match the full amount of the Community funding.

### Exchange rate

Grant applications must include a detailed estimated budget in which all prices are given in euro. Applicants from countries outside the euro zone must use the conversion rate preceding the month of submission (**September 2008** for actions submitted under deadline 1 and **March 2009** for actions submitted under deadline 2), as published in the Official Journal of the European Union, series C (Cfr. Section 9.5).

### Audit

If the action is selected, an agreement will be signed between the Agency and the beneficiary, by which the beneficiary shall undertake to allow staff from the Agency, the Commission, OLAF and the Court of Auditors of the European Communities, and persons authorised by them, appropriate access to the sites or premises where the action is being carried out, and to all documents relating to the technical and financial management of the operation. Access by persons authorised by the Agency may be subject to confidentiality arrangements to be agreed between the Agency and the beneficiary.

### Profit

The budget for the action / the operating budget attached to the application must have revenue and expenditure in balance and show clearly the costs which are eligible for financing from the Community budget.

The applicant must indicate the sources and amounts of any other funding received or applied for in the same financial year for the same action.

The Commission grant may not have the purpose or effect of producing a profit for the beneficiary. Profit is defined as a surplus of receipts over costs. The part of any eventual profit to be recovered (deducted from any final payment) by the Agency will be calculated pro rata, multiplying the total profit for the action by the ratio of the actual eligible costs in the actual total costs.

The account or sub-account indicated by the beneficiary must make it possible to identify the funds transferred by the Agency. If the funds paid into this account give rise to interest or equivalent profits in accordance with the legislation of the country where the account is held, such profit or interest will be recovered by the Agency where it results from the prefinancing payment above EUR 50,000.

### **9.1      *Payment Procedure***

In the event of definitive approval by the Commission, a financial agreement, drawn up in euro and detailing the conditions and level of funding, will be entered into between the Agency and the beneficiary. This agreement (the original) must be signed and returned to the Agency immediately. The Agency will sign it last.

As a general rule, payments will be made as follows:

- A pre-financing payment of 75% will be transferred to the beneficiary within 45 days of the date when the last of the two parties signs the agreement (or specific agreement) and all the possible guarantees are received. Pre-financing is intended to provide the beneficiary with a float.
- The Agency will establish the amount of the final payment to be made to the beneficiary on the basis of the final reports. The amount of this final contribution depends on actual costs incurred by the beneficiary within the period of eligibility of costs. The final contribution cannot exceed 50% of the actual eligible costs. Where applicable, the beneficiary will be required to repay any excess amounts already transferred under the pre-financing payment.

### **9.2      *Certificate on the financial statements and underlying accounts***

A certificate on the financial statements and underlying accounts, produced by an approved auditor or in case of public bodies, by a competent and independent public officer, may be demanded by the authorising officer responsible in support of any payment on the basis of his assessment of risks.

In the case of a grant for an action or of an operating grant, the certificate shall be attached to the request for payment. The certificate shall certify, in accordance with a methodology approved by the contracting authority, that the costs declared by the beneficiary in the financial statements on which the request for payment is based are real, accurately recorded and eligible in accordance with the grant agreement.

Except in the case of lump sums and flat rate financing, the certificate on the financial statements and underlying accounts shall be compulsory for interim payments per financial year and for payments of balances in cases of grants for an action of EUR 750 000 or more, and operating grants of EUR 100 000 or more.

### **9.3      *Guarantee***

The Agency may require any organisation which has been awarded a grant to provide a guarantee first, in order to limit the financial risks linked to the prefinancing payment.

The purpose of this guarantee is to make a bank or a financial institution stand as irrevocable collateral security for, or first-call guarantor of, the grant beneficiary's obligations.

This financial guarantee, in euro, shall be provided by an approved bank or financial institution established in one of the Member State of the European Union. When the beneficiary is established in a third country, the authorising officer responsible may agree that a bank or financial institution established in that third country may provide the guarantee if he considers that the bank or financial institution offers equivalent security and characteristics as those offered by a bank or financial institution established in a Member State.

The guarantee shall be released as the pre-financing is gradually cleared against interim payments or payments of balances to the beneficiary, in accordance with the conditions laid down in the grant agreement.

### **9.4.     *Double financing***

Subsidised actions may not benefit from any other Community funding for the same activity.

## 9.5 *Eligible costs*

All costs declared in the application must:

- be necessary for the implementation of the action, be included in the estimated budget attached to the agreement, necessary and reasonable for the completion of the action, and consistent with the principles of sound financial management, in particular in terms of value for money and cost-effectiveness,
- be incurred during the lifetime of the action as defined in the agreement,
- actually be incurred by the beneficiary, be recorded in the beneficiary's accounts in accordance with the applicable accounting principles, and be declared in accordance with the requirements of the applicable tax and social legislation, and
- be identifiable and verifiable and be backed up by original supporting documents.

**If by the nature of the action it is required, and if the applicant makes the request** (see last page of eligible costs budget), costs incurred before the signing date of the grant agreement can be eligible. In any case, the eligibility period for costs can only start at the earliest, on the date of the submission of the proposition (postmark will be proof of timely sending) and will end at the latest, 2 months after the end date of the event.

The beneficiary's internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the action with the corresponding accounting statements and supporting documents.

Support under this call for proposals will be allocated following the procedure of *focussed management*.

Under this procedure, although grant's decision is given on the basis of an assessment of the whole action, the MEDIA contribution only covers the following categories of cost:

- Costs related to the presentation of **European** films
  - Print traffic
  - Subtitling and translation
  - Screening fees
- Professionals accompanying a **European** film
  - Travel costs
  - Accommodation
- Official catalogue and brochure
  - Development
  - Translation
  - Printing

## 9.6 *Ineligible costs*

The following costs shall not be considered eligible and must be excluded from **all** sections of the official budget forms:

- return on capital,
- debt and debt service charges,
- provisions for losses or potential future liabilities,
- interest owed,
- doubtful debts,
- exchange losses,
- VAT, unless the beneficiary can show that he is unable to recover it,
- costs declared by the beneficiary and covered by another action or work programme receiving a Community grant, and
- excessive or reckless expenditure.

Contributions in kind do not constitute eligible costs.

### 9.7. *Presentation of the official budget forms*

The following budget forms must be provided:

1. the **global budget** for the entire action, including a financing plan (Annex II.a and II.b)
2. the **budget of eligible costs to be cofinanced by MEDIA**(Annex II.c)

Applicants from States which are members of the Euro Zone must present their budget and reports exclusively in EUR. All other applicants must present their budget in their **national currency and indicate the appropriate conversion rate** (September 2008 for actions submitted under deadline 1 and **March 2009** for actions submitted under deadline 2), as published in the Official Journal of the European Union, series C. The exchange rates to use can be obtained from the national MEDIA Desks and Antennae and from the European Commission web site: (<http://ec.europa.eu/budget/inforeuro/index.cfm?fuseaction=home&Language=en>). Conversion into EUR will be calculated automatically in the budget form on the basis of exchange rate indicated by the beneficiary.

**ONLY BUDGETS USING THE OFFICIAL BUDGET FORM IN ANNEX II WILL BE ACCEPTED.** The forms must be filled in before printing. The 3 separate worksheets allow the applicant to detail the financing plan, the overall provisional costs for the action and the provisional eligible costs. The formulas and protection in place in this form should not be circumvented; they have been set to help the applicant to fill out the budget form consistently and correctly. If an error message remains when you have finished encoding your data, you are requested to check and solve the problem before printing.

The **three** budget forms must be dated and signed by the company's legal representative. All pages must be initialled. No annex will be treated.

The global budget for the action attached to the application must have revenue and expenditure in balance.

Expenses related to the purchase of equipment (new or second hand) can appear in the budget as long as they are depreciated using the relevant accountancy principles. Only depreciation over the cost eligibility period can be considered as eligible.

#### CATEGORIES OF COSTS (annex IIb)

##### **PART A - costs not co-financed by the MEDIA contribution**

#### 1. Personnel costs

##### *1.1 - Personnel expenses*

The cost of staff assigned to the action, comprising actual salaries plus social security charges and other statutory costs included in their remuneration, provided that this cost does not exceed the average rates corresponding to the usual remuneration policy of the beneficiary or, where applicable, its partners. NB: this cost must be actual cost incurred by the beneficiary, staff cost of other organisations is eligible only if it is paid directly or reimbursed by the beneficiary. Staff costs calculations must be based on the duration of work required for the action.

##### *1.2 - Travel and subsistence costs of personnel*

Subsistence allowances for staff taking part in the action  
Travel allowances for staff taking part in the action

#### 2. Third Party assistance

##### *2.1 - Third party assistance*

Services provided during the action by persons who are not employees of the applicant's organisation or company.

##### *2.2 - Travel and subsistence costs for third parties*

Expenditure relating to travel and subsistence of invited third parties, **except travel and accommodation costs for guests attached to a European film presented** (see below).

#### 3. Indirect administrative overheads and related expenses

##### *3.1 - Indirect costs (max 7% of total direct costs)*

##### *3.2 - Consumables*

#### 4. Screening venue and equipment hiring

Hiring costs during the festival.

*4.1 - Rental of screening venues*

*4.2 - Hire of equipment*

#### 5. Communication and publication costs

*5.1 - Communication costs*

*5.2 - Publication costs – except costs related to the official catalogue and programme guide* (see below)

#### 6. Non European works

The following costs must relate to the presentation during the festival of the non-European or non eligible works detailed in the official catalogue

*6.1 - Print Traffic*

*6.2 - Sub-titling & translation*

*6.3 - Screening fees*

#### 7. Auditing costs

#### 8. Miscellaneous costs

Any other costs the applicant wishes to include in the budget which do not fall into any of the above-mentioned categories, but are related to the action. These costs should be in line with the principles as regards costs eligibility set out in this section.

### **PART B - costs co-financed by the MEDIA contribution**

#### 1. European films - Prints

The following costs must relate to the presentation during the festival of the eligible **European** works detailed in the official catalogue

*1.1 - Print traffic costs*

*1.2 - Sub-titling & translation costs*

*1.3 - Screening fees*

#### 2. European films - Guests

Costs incurred for guests invited by the applicant to present eligible **European** works during the festival

*2.1 - Travel costs*

*2.2 - Accommodation costs:* (within the limits approved annually by the Commission  
[http://europa.eu.int/comm/europeaid/perdiem/index\\_en.htm](http://europa.eu.int/comm/europeaid/perdiem/index_en.htm))

#### 3. Catalogue and programme guide

Costs relating to the development, translation and printing of the official printed catalogue and brochure.

### ELIGIBLE BUDGET (annex II c)

The categories of costs declared in Part B and that the candidates would like to be cofinanced by MEDIA must be detailed in Annex II.c.

The applicant must ensure that the total of each selected category of costs in the eligible budget does not exceed the total declared for that same category in the annex II b.

The annex IIc. will be annexed to the contract.



## 10. SUB-CONTRACTING AND AWARD OF PROCUREMENT CONTRACT

Where implementation of the action requires sub-contracting or the awarding of a procurement contract, the beneficiary and, where applicable, its partners must obtain competitive tenders from potential contractors and award the contract to the bid offering best value for money, observing the principles of transparency and equal treatment of potential contractors and taking care to avoid conflicts of interests.

## 11. PUBLICITY

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used. The name and logo of the programme as well as the mention “with the support of the MEDIA Programme of the European Union” must appear on all publications, posters, programmes and other products created in relation to the co-financed action, **including the festival's official website**.

In addition, the text as regards the Festivals Support Scheme must be included in all the catalogues published for the event. The above-mentioned logo and text are provided by the Agency. As per the agreement the beneficiary will sign with the Agency; compliance with the above will constitute a contractual obligation.

All grants awarded in the course of a financial year must be published on the Internet site of the Community institutions during the first half of the year following the closure of the budget year in respect of which they were awarded. The information may also be published using any other appropriate medium, including the Official Journal of the European Union.

With the agreement of the beneficiary (taking account of whether information is of such a nature as to jeopardise its security or prejudice its financial interests), the Agency will publish the following information: the name and address of the beneficiary, the subject of the grant, and the amount awarded and rate of funding.

## 12. DATA PROTECTION

All personal data (such as names, addresses, CVs, etc.) will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

Your replies to the questions in the application form are necessary in order to assess your grant application and they will be processed solely for that purpose by the department responsible for the Community grant programme concerned. On request, you may be sent personal data and correct or complete them. For any question relating to these data, please contact the Agency. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time.

## 13. APPLICATION PROCEDURE

### 13.1. Publication

The call for proposals is published in the Official Journal of the European Union and is accessible on the MEDIA programme website at the following address: <http://ec.europa.eu/media>.

### 13.2. Application forms

Applicants must use the official application forms, including the official budget form, (Annex I and II).

**!!!** Make sure that you choose the application form that corresponds to the convention you would like to apply for:

- Single Grant Agreement for an Action, **OR**
  - Framework Partnership Agreement
- (do not submit both as only one application per applicant will be considered)**

The official forms can be downloaded from the website mentioned in 13.1.

Only typed applications will be accepted.

### 13.3. Submission procedure

The application must be submitted in **one unbound copy**.

The documents must be presented in the following order:

1. Annex I duly completed, dated and signed where requested by applicant's Legal representative.
2. Annex II (budget forms), with each section duly signed and dated and each page duly initialled, and
3. All the other documents required in the checklist, in the requested order.

Annexes to the application forms **will not** be taken into account in the assessment of the award criteria.

A **French or English translation** of all documents relevant to the assessment of the action (annex 1) shall be submitted.

#### SUBMISSION DEADLINES:

<b>31 October 2008 :</b>	for actions which start between 1st May 2009 and 31st October 2009 included
<b>30 April 2009 :</b>	for actions which start between 1st November 2009 and 30th April 2010 included

Proposals must be sent at the applicant's own expense before the deadline

- by registered post, (the postmark will be taken as proof of timely sending)
- by hand (date of delivery to the services of the Commission as proof of timely receipt)
- by express courier (date of delivery to the express courier services as proof of timely sending)

to the following address:

Education Audiovisual Culture Executive Agency (EACEA)  
Unit MEDIA Programme – P8  
**Call for proposals EACEA/18/2008 - Festivals**  
Mr Constantin DASKALAKIS  
BOUR 03/30  
Avenue du Bourget, 1  
B-1140 Brussels, Belgium

**Proposals delivered by hand must arrive before 15.00 hours on the relevant deadline.**

Applications sent by fax or email will not be accepted.

No amendments / modifications to the application will be accepted following its receipt. Nevertheless, the Agency reserves the right to request additional information clarifying elements of the application. Applicants should give full and prompt replies to any such request.

Applicants shall ensure to provide all the documents requested and mentioned in the check-list attached to the application forms of the present Call for Proposals.

**NB: Before applying, the applicants must ensure that their application:**

- respects the requirements of the guidelines of the Call for Proposals,
- is correctly and fully completed and signed,
- includes a detailed, balanced, correct and complete financial form,
- does contain all the requested documents.

Only applications which fulfil all of the eligible criteria will be considered eligible and assessed. Ineligible applications will not be considered for a contribution and will receive letters stating the reasons for such rejection.

Applicants will be informed as soon as possible whether or not the Commission has decided to grant them a financial contribution.

Selected applications will be subject to a financial assessment. In this context the Agency may request additional information or guarantees from applicants before taking any final decision on granting support.

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

### **13.4 Applicable Rules**

COUNCIL REGULATION (EC, Euratom) N° 1995/2006 of 13 December 2006 (OJ L 390/2006 of 30 December 2006); amending Council Regulation N° 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities (OJ L 248, 16.09.2002);

COMMISSION REGULATION (EC, EURATOM) No 478/2007 of 23 April 2007 amending Regulation (EC, Euratom) No 2342/2002 laying down detailed rules for the implementation of Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities;

Decision No 1718/2006/EC of the European Parliament and of the Council of 15 November 2006 concerning the implementation of a support Programme for the European audiovisual sector (MEDIA 2007)

### **13.5 Contacts**

For any further information please contact your mediadesk/antennas **first**:

[http://ec.europa.eu/comm/avpolicy/media/desk\\_en.html](http://ec.europa.eu/comm/avpolicy/media/desk_en.html)

#### **EACEA - Education, Audiovisual and Culture Executive Agency**

**Ms Gaële Broze** Project Manager – Audiovisual Festivals

MEDIA Programme - Avenue du Bourget 1 - BOUR - 03/17 - B- 1140 - Brussels

E-mail : [gael.broze@ec.europa.eu](mailto:gael.broze@ec.europa.eu) T: +32(0)2 298 04 18 F: +32(0)2 298 55 42

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#### **FOR PAIEMENTS AND FINAL REPORTS:**

**Mme Julie Vanherck** - Project Agent – Festivals audiovisuels

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