

ANNEX I: Application Forms

- **Annex I a:** **Application Form + Check-List**
- **Annex I b:** **Budget Form**

ANNEX III a: Application Forms

(To be completed and signed in two original copies)

The applicant company/organisation [insert company/organisation name], hereby applies for a community grant within the framework of call for proposals EACEA08/06, and certifies:

- that it is not in one of the exclusion cases listed in point 6. of the guidelines of Call for Proposals EACEA/08/06;
- that it is a European company as defined in the guidelines applicable to this Call for Proposals ;
- that it is familiar with the guidelines “Support for the networking of cinemas screening European films” of this Call for Proposals and that it accepts and observes the conditions and procedures specified therein, particularly regarding matching funds;
- that the amounts and details declared in the Budget Summary Form are accurate and necessary for the implementation of the project and fall within the definition of eligible costs specified in the guidelines and financial guide relevant to this current Call for Proposals;
- that the information contained in this application form are true and verifiable;
- that the person signing this application has been duly authorised by the company to do so;
- that it agrees with the publication of information about the grant awarded, should its application be successful;
- that it has read the checklist below and supplied all of the documentation requested.

In my capacity of the applicant company's legal representative, I am fully aware that my organisation is not entitled to receive more than one grant from the Agency for the action covered by this application. I undertake to withdraw any other application for any other grants from the Commission should this application be successful, or to withdraw this application should any other application be successful.

Signature of legal representative: Date:

Name of legal representative: Position in the Company:

Annex I.a.i. Identification of the company (Legal entity)

LEGAL ENTITIES

PRIVATE COMPANIES & NON-PROFIT ORGANISATIONS

TYPE OF COMPANY																																				
NAME(S)																																				
ABBREVIATION																																				
OFFICIAL ADDRESS (Head Office)																																				
POSTAL CODE											P.O. BOX																									
CITY																																				
COUNTRY																																				
VAT																																				
PLACE OF REGISTRATION																																				
DATE OF REGISTRATION	D D			M M			Y Y			Y Y																										
REGISTRATION N°																																				
PHONE																FAX																				
E-MAIL																																				
CONTACT PERSON																																				

This "Legal entity" form should be filled in and returned together with:

** A copy of any official document (e.g. official gazette, register of companies etc...) showing the company's name and official address, as well as the registration number given to it by the national authorities;*

** A copy of the VAT registration document if applicable, and if the VAT number does not appear on the official document referred to above.*

DATE :	STAMP
NAME AND FUNCTION OF THE AUTHORISED REPRESENTATIVE	
SIGNATURE	

Please use the form relevant to the nature and place of registered address of the applicant organisation.
Forms must be downloaded from the following website:

http://ec.europa.eu/budget/execution/legal_entities_fr.htm#et_el_en

ANNEXE I.A.II
BANK IDENTIFICATION FORM

IDENTIFICATION OF THE APPLICANT COMPANY	
FULL LEGAL NAME:	
SHORT NAME OR ACRONYME (WHERE APPLICABLE) :	
VAT NUMBER :	
CONTACT:	TEL:
EMAIL:.....	FAX:

BANK DETAILS	
ACCOUNT HOLDER:	
ADDRESS OF ACCOUNT HOLDER AS REGISTERED IN BANK'S RECORDS: STREET: TOWN: POSTCODE: COUNTRY:	
NAME OF THE BANK:	
NAME OF THE BRANCH:	
ADDRESS OF THE BRANCH: STREET: TOWN: POSTCODE: COUNTRY:	
ACCOUNT NUMBER:	
BRANCH CODE:	SWIFT CODE (BIC):
IBAN CODE:	

BANK STAMP + SIGNATURE OF BANK REPRESENTATIVE (Both Obligatory)(1)	DATE + SIGNATURE ACCOUNT HOLDER : (obligatory)
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(1) The bank stamp and signature of its representative are not required if this form is accompanied by a copy of a bank statement insofar as this statement indicates the IBAN number, the name and the address of the account holder. The signature of the account holder is obligatory in all cases.

ANNEX I.A.III.

INFORMATION CONCERNING THE APPLICANT ORGANISATION

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Annex I.a.iv..

Information concerning the Applicant's financial capacity

Applicant certifies that it has enclosed the following document with the application:

Complete annual accounts (balance sheet, profit and loss accounts and, if available, all relevant annexes) of the applicant company

Approved by :

Board

General Assembly

Other (please specify).....

Date:..... Signed by:.....

Position:.....

Certified by :

independent Chartered Accountant, in compliance with the 8th Directive 84/253/CEE

Name:.....

The Applicant company must provide the following figures, based on the most recent complete certified accounts enclosed with this application :

Fiscal Year :

Currency:

I – BALANCE SHEET

Assets

Formation expenses:

Total assets:

Liabilities

Capital and reserves:

Capital and reserves + creditors:

(=)

II – PROFIT AND LOSS ACCOUNT

Depreciation (recognised as operating expenses):

Operating profit or loss¹:

Total costs²:

(operating costs + financial charges + extraordinary charges + taxation charges)

Profit or loss for the financial year after tax:

Name of the Applicant company's legal representative:

Date and signature :

¹ Operating Profit is the difference between the Operating Income (excluding financial and extraordinary income) and the Operating Costs (excluding financial and extraordinary charges). Please indicate whether or not this amount is positive (« + ») or negative (« - »).

² Total costs = total of operating costs, financial charges, extraordinary charges and taxation charges.

Annex I.a.v INFORMATION CONCERNING THE CINEMAS BELONGING TO THE NETWORK**Geographical breakdown of cinemas and evolution of the network**

	2005		2006		2007 (estimate)		2008 (estimate)	
	Cinemas	Screens	Cinemas	Screens	Cinemas	Screens	Cinemas	Screens
Austria								
Belgium								
Bulgaria								
Cyprus								
Czech Republic								
Denmark								
Estonia								
Finland								
France								
Germany								
Greece								
Hungary								
Ireland								
Iceland								
Italy								
Latvia								
Liechtenstein								
Lithuania								
Luxembourg								
Malta								
Netherlands								
Norway								
Poland								
Portugal								
Romania*								
Slovakia								
Slovenia								
Spain								

Sweden								
Switzerland								
United Kingdom								
TOTAL								

Please enclose the application form “cinema” (Annex Ia vi) duly filled and signed by the cinema’s legal representative for at least 100 cinemas representing 20 different countries

NB : Subject to confirmation of the Romania's membership to the EU (and therefore to the MEDIA programme) as of 1 January 2007 cinemas established in Romania shall be eligible as of 1 January 2007. Romanian cinemas can be integrated to the beneficiary network by way of addendum to the agreement. Candidate networks can integrate Romanian cinemas in the budget included in their proposal

ANNEX I a vi
APPLICATION FORM CINEMA

(Please enclose this form duly filled and signed by the cinema's legal representative for at least 100 cinemas representing 20 different countries)

Name of the company:
Name of the cinema(s) :
Address of the company :
Telephone : Fax :
Legal representative of the company :
Person in charge of the programming of the cinema :
Number of screens / auditoria : Number of seats :

Programming 2005:
Total Number of screenings :
Total number of first-run screenings :
Total Number of admissions :
Gross Box Office :

Programming 2005 (Number of screenings)	Number of screenings	% of the total number of screenings
Non-European Films		%
European Films		%
European non-national Films		%
Total number of screenings		100 %

Results 2005 (number of admissions)	Number of admissions	% of the total number of admissions
Non-European Films		%
European Films		%
European non-national Films		%
Total number of admissions		100 %

Date : Signature :

Promotional activities forecast in 2007-2008 :

Screenings for school and young audiences :

- Mailings /newsletter ☐
- Education Documents ☐
- special screening ☐

Premières Conferences – debates ☐

Festivals / Heritage films ☐

Publications / Advertising ☐

Other (please specify) ☐

.....

Investment forecast by the cinema in the screenings and promotion of European films in 2007-2008

Cinema's forecast investment in the programming
and promotion of European films in 2007 €

Cinema's forecast investment in the programming
and promotion of European films in 2008 €

Participation to the networks common activities

Cinema's forecast financial contribution to the
Common activities of the network in 2007 €

Cinema's forecast financial contribution to the
Common activities of the network in 2008 €

Mandate to the coordinating entity

In the framework of the call for proposal EACEA/08/06, the representative of the above mentioned cinema, member of the network [*name of the network*] gives mandate to the network coordinating entity [*name of the entity*] to act in its name vis a vis the Education, Audiovisual and Culture Executive Agency and sign, on its behalf, the grant agreement between the Agency and the network resulting from the above mentioned call.

Signature of the statutory legal representative of the company

Date : Signature :

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Description of the common activities foreseen by the coordination entity in 2007 and 2008 including : educational and raising awareness activities for young audience and strategy to accompany and encourage digital cinema among exhibitors

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Annexe I.b. FORECAST BUDGET AND FINANCING PLAN (in EURO)

A. ADMINISTRATIVE COSTS RELATED TO THE MONITORING OF THE NETWORK BY THE COORDINATION ENTITY from 01/04/2007 to 31/03/2008 and from 01/04/2008 to 31/03/2009³.

EXPENSES					
1.	Personnel costs				
		N° of persons	N° of months	Cost/months	Total cost
1.1	Senior staff <i>(please identify nominally)</i>				
1.2	Technicians <i>(please identify nominally)</i>				
1.3	Clerical staff <i>(please identify nominally)</i>				
1	TOTAL PERSONNEL COSTS				
2.	Operating costs				
2.1	Travel and subsistence applicant's staff				
2.1.1	Travel	N° of persons	N° of trips	Price /trip	Total Cost
2.1.2	Subsistence		N° of days	Price / day	Total Cost
2.2	Expenses for seminars / experts groups				
2.2.1	Rental costs/purchase of materials		N. of meetings	Price/meeting	Total cost
2.2.2	Travel for experts	N° of persons	N° of trips	Price /trip	Total Cost
2.2.3	Subsistence of experts		N° of days	Price / day	Total Cost
2.2.4	Experts fee	N° of days	N° of persons	Cost / expert / day	Total Cost

³ Applicant must present a budget for each period

FORECAST BUDGET AND FINANCING PLAN (continued)**A. ADMINISTRATIVE COSTS RELATED TO THE MONITORING OF THE NETWORK BY THE COORDINATION ENTITY from 01/04/2007 to 31/03/2008 and from 01/04/2008 to 31/03/2009⁴. (continued)**

DEPENSES					
2.3	Cost for bank guarantee (if applicable)				
2	TOTAL OPERATING COSTS				
3.	Sub-contracting costs				
3.1	Translations, Printing, IT, etc				
3	TOTAL SUB-CONTRACTING COSTS				
4.	OVERHEADS				
4.1	Premises and related costs		Price / month	Nb of months	Total cost
4.2	Telecom and postal service				
4.3	Consumables				
4.4	Other ((<i>please specify</i>))				
4	TOTAL OVERHEADS				
TOTAL ADMINISTRATIVE COSTS in Euro (=1+2+3+4)					

INCOME ⁵	
Applicant's own investment	
Contributions from private sources (<i>please specify</i>)	
Contributions from public funds other than the European Commission (<i>please specify</i>)	
Contributions from Commission sources other than the MEDIA Plus Programme	
Contribution requested from the MEDIA Plus Programme (maximum 50 %)	
TOTAL (in EURO)	

⁴ Applicant must present a budget for each period⁵ Applicant must present a budget for each period

FORECAST BUDGET AND FINANCING PLAN (Continued)**B. NETWORK COMMON ACTIVITIES CARRIED OUT BY THE COORDINATION ENTITY (from 01/01/2007 to 31/12/2007 and from 01/01/2008 to 31/12/2008)⁶.**

Expenses					
1.	Personnel costs				
	<i>(please identify nominally)</i>	N° of persons	N° of months	Cost/month	Total Cost
1	TOTAL PERSONNEL COSTS				
2.	Operating costs				
2.1	Meetings of the members of the network				
2.1.1	Travel costs	N° of persons	N° of trips	Price / Trip	Total Cost
2.1.2	Subsistence		N° days	Price / day	Total Cost
2.1.3	Rental costs		N.of meetings	Cost/meeting	Total Cost
2.1.4	Purchase of Conference materials		Unit cost	quantity	Total Cost
2.1.5	Other <i>(please specify)</i>				
2.2	Information and communication for and between the members of the network				
2.2.1.	Promotional material for the member cinemas (pls specify)		Unit cost	quantity	Total Cost
2.2.2.	Information and communication between the member cinemas (Website, newsletter: pls specify)		Unit cost	quantity	Total Cost
2.2.3.	Dissemination of results of the common activities				Total Cost
	Design/production/dissemination				
2	TOTAL OPERATING COSTS				
TOTAL COMMON ACTIVITIES in Euro (=1+2)					

⁶ Applicant must present a budget for each period

FORECAST BUDGET AND FINANCING PLAN (Continued)**B. NETWORK COMMON ACTIVITIES CARRIED OUT BY THE COORDINATION ENTITY (from 01/01/2007 to 31/12/2007 and from 01/01/2008 to 31/12/2008)⁷. (continued)**

INCOME	
Applicant's own investment	
Contributions from private sources (<i>please specify</i>)	
Contributions from public funds other than the European Commission (<i>please specify</i>)	
Contributions from Commission sources other than the MEDIA Plus Programme	
Contribution requested from the MEDIA Plus Programme (maximum 50 %)	
TOTAL (en EURO)	

⁷ Applicant must present a budget for each period

C. PROGRAMMING AND PROMOTION OF EUROPEAN FILMS IN CINEMAS BELONGING TO THE NETWORK. (from 01/01/2007 to 31/12/2007 and from 01/01/2008 to 31/12/2008)⁸.

Please fill in the detailed table below (table C1).

EXPENSES	
Costs incurred by the member cinemas for the screening and promotion of European films in accordance with the network guidelines	
TOTAL (in EURO)	

INCOME	
Contribution requested from the MEDIA Programme (maximum 50 %)	
Own investment of the cinemas (minimum 50 %)	
TOTAL (in EURO)	

**TOTAL FINANCIAL CONTRIBUTION REQUESTED
FROM THE MEDIA Plus PROGRAMME**

For administrative and monitoring costs (A) <i>(Maximum 5.5 % of the total contribution requested)</i>	
For network common activities carried out by the Coordinating entity (B)	
For the member cinemas (C)	
TOTAL in Euro (A) + (B) + (C)	

NB : Subject to confirmation of the Romania's membership to the EU (and therefore to the MEDIA programme) as of 1 January 2007 cinemas established in Romania shall be eligible as of 1 January 2007. Romanian cinemas can be integrated to the beneficiary network by way of addendum to the agreement. Candidate networks can integrate Romanian cinemas in the budget included in their proposal

⁸ Applicant must present a budget for each period

TABLE C1 Programming and promotion of European films in cinemas belonging to the network.(from 01/01/2007 to 31/12/2008) (detailed)

Coun-try	City	Name of the cinema	Nb of screens	Cinema's investment in the screening and promotion of European films 2007(estimate)	Maximum potential support 2007 (€)	Cinema's own investment 2007(€)	Cinema's investment in the screening and promotion of European films 2008(estimate)	Maximum potential support 2008(€)	Cinema's own investment 2008 (€)
TOTAL									

Continue on another page if necessary

NB : Subject to confirmation of the Romania's membership to the EU (and therefore to the MEDIA programme) as of 1 January 2007 cinemas established in Romania shall be eligible as of 1 January 2007. Romanian cinemas can be integrated to the beneficiary network by way of addendum to the agreement. Candidate networks can integrate Romanian cinemas in the budget included in their proposal

CHECK LIST

**Applications failing to supply the necessary documents may be considered ineligible.
The following documents must be provided in 2 COPIES.**

I. Identification of the Applicant Company:

- ☐ The legal representative of the company must date and sign the section form I.a.i "Identification of the Applicant Company";
- ☐ Copy of all documents officially establishing the company, together with any subsequent amendments, including legal statutes/articles of association and copy of registration certificate;
- ☐ Only if form I.a.ii. has not been duly **stamped** by the bank: letter from the bank confirming the applicant company's bank account details;
- ☐ Curriculum vitae of the legal representative and the responsible of the project (if different);

II. Information concerning the coordinating entity:

- ☐ Form I.a.iii. duly completed;
- ☐ Financial position of the company (full audited accounts - balance sheet and complete profit & Loss Accounts - for the last fiscal year, certified by an independent chartered accountant or auditor);
- ☐ For newly created companies: a bank declaration (document delivered by the bank), confirming that the applicant company is the holder of an account which is properly operated;
- ☐ For applicants requesting a contribution of more than 300,000€, the certified accounts must be accompanied with an external audit report done by an approved independent chartered accountant/auditor⁹. This report certifies the accounts of the last or most recent fiscal year and gives an opinion about the Applicant's financial capacity to carry out the project to its end;
- ☐ Complete, correct Annex I.a.iv. including accurate and verifiable figures;

II. Information concerning the cinemas belonging to the network

- ☐ Annexe I.av and the application form « cinema » (Annex I.a.vi) duly completed and signed by the cinema's legal representative for at least 100 cinemas representing 20 countries.

III. Information concerning the coordination and activities of the network (annexe I.a.vii)

- ☐ Arrangements foreseen for the management of the network and the distribution of the financial contribution
- ☐ Common action including education activities and strategy to accompany and encourage digital cinema among exhibitors

IV. Budget Summary Form

- ☐ Annexe I.b.
- ☐ Summary table of forecast contributions to member cinemas in 2005 and 2006
- ☐ Documents confirming the forecast sources of financing mentioned in the financing plan.
- ☐ VAT declaration if necessary

⁹ In compliance with the 8th Council Directive 84/253/EEC of 10 April 1984 based on Article 54 (3) (g) of the EEC Treaty, concerning the approval of persons responsible for the statutory audit of accounting documents (*Official Journal n° L 126 of 12/05/1984 p. 20*)