

How and when apply ?

The applicant must submit the application in the following way:

STEP 1 – ONLINE SUBMISSION

Using the official electronic application form (eForm), which may be downloaded from the website of the MEDIA Programme:

http://ec.europa.eu/culture/media/programme/producer/develop/index_en.htm

Applications must be submitted through the eForm. The online submission is considered to be the master copy. **Please note that the online application is that part of the submission that will be evaluated by the experts.**

Online applications must be submitted using the eForm **by 23 November 2012 12:00 CET midday Brussels time** (for the 1st deadline) and by **12/04/2013 12:00 CEST midday Brussels time** (for the 2nd deadline). It is strongly recommended not to wait until the last minute to apply: **the system will not let you submit an application after 12:00 CET/CEST midday Brussels time on the final day of a particular deadline.**

Before submitting the application ensure that the e-mail address of the contact person is correct as the submission confirmation will be sent to this address immediately after a successful electronic submission.

The eForm is in 5 parts from A to E. The first page of the eForm and part A1 have to be filled in in order to visualise all the required information because the e-form unfolds according to the type of support being sought.

2 ANNEXES must be attached to the eForm (eForm and annexes cannot exceed 5MB):

ANNEX 1. Detailed description of the project(s) in Word or PDF format

For Single Project: the synopsis of the project (in English); the note of artistic intent by the author/director and:

if a Drama: a treatment of at least 10 pages and at least one dialogue scene or a first draft preliminary script.

if a Creative documentary: a treatment of at least 2 pages, comprising a description of the subject, the narrative structure, the visual approach and the creative nature.

if an Animation: literary bible or treatment including the description of the subject, the narrative structure, the characters and the visual approach. Key pictures/drawings should also be included.

For an Interactive Work: the synopsis of the project in English; the note of artistic intent by the author/director; a treatment and a preliminary version of the flow chart (diagram/architecture/map-flow). The treatment must include information concerning interactivity, the visual, sound and graphic elements, the interface concept, the interaction model, the digital technologies and software to be used, the studio work needed in order to complete the project and the key innovative aspects of the project compared to the existing ones.

For Slate Funding/Slate Funding 2nd stage: artistic material for EACH project of the slate sequentially in a single Word or PDF document **(single attachment per project is not possible)**.

Artistic material for each project: the synopsis in English; the note of artistic intent by the author/director AND

if a Drama: a full detailed synopsis or a treatment as well as information relating to narrative structure, characters and visual approach. Preliminary scripts may be included taking into account that the total size of the application cannot exceed **5 MB**.

if a Creative documentary: a treatment comprising a description of the subject, the narrative structure, the visual approach and the creative nature.

if an Animation: a literary bible or treatment including the description of the subject, the narrative structure.

If scripts and pictures/drawings (in particular for animation projects) are included in your attachment "Detailed description of the project(s)", this may result in a Word document that exceeds the 5 MB limit. You can try to reduce the size of the document by converting it to PDF format. If the total size of the application still exceeds 5 MB, please consider submitting pictures/drawings with the application package instead.

For all: Significant letters of intent and/or respective agreements (Optional):

Applicants may include letter(s) of intent for co-development or co-production, any letter showing pre-sales or possible distribution and/or respective agreements that they consider useful for the evaluation of the submitted project(s) taking into account that the total size of the application cannot exceed 5 MB. Expression of interest should be excluded.

ANNEX 2. Detailed budget(s) and sources of finance

The excel template document can be found on the website:

http://ec.europa.eu/culture/media/programme/producer/develop/index_en.htm

The budget form for Slate Funding applications includes a different work sheet for each of the projects (max.5) as well as total slate.

Cultural diversity (for Single Project/Interactive Work only):

MEDIA Programme's funding may be increased to 60% only for projects intending to promote European cultural diversity. Projects presenting an interest in promoting European cultural diversity are those which bring together different cultural identities national and/or regional within a framework of inter-cultural dialogue among at least two European countries. The project must be centred on the cultural specifics of the countries involved and highlight the values held by their populations.

If you consider that the submitted project presents an interest in this perspective, please justify it in the relevant section of the detailed budget document.

STEP 2 - APPLICATION PACKAGE

The application package is to be sent by registered mail or private courier no later than 23 November 2012 (for the 1st deadline) and 12 April 2013 (for the 2nd deadline).

The postmark or date of receipt by the courier service will be taken as proof of timely sending.

The application package must include the documents listed in the following checklist (as part of the evaluation process applicants may also be required to provide additional details of their company's legal and financial status and its bank account details as provided for within the Guidelines):

CHECKLIST FOR APPLICATION PACKAGES			
	Document	Number of copies	Have you included them in your dossier?
1	Print out of official electronic application forms (part A to E) duly filled in	1 copy	<input type="checkbox"/>
2	Print out of detailed description of the project(s) (Attachment 1 of the eForm)	1 copy	<input type="checkbox"/>
3	Print out of detailed budget(s) and sources of finance dated and signed by the authorised signatory (Attachment 2 of the eForm). Excel template document can be found on the website: http://ec.europa.eu/culture/media/programme/producer/develop/index_en.htm	1 original	<input type="checkbox"/>
4	Declaration on the applicant's honour dated and signed by the authorised signatory. Word template document can be found on the website: http://ec.europa.eu/culture/media/programme/producer/develop/index_en.htm	1 original	<input type="checkbox"/>
5	<p>For Single Project/Interactive Work</p> <ul style="list-style-type: none"> - Document showing that the previous work has been distributed during the period between 1 January 2010 and the date of submission. <p>For Slate Funding (n/a for Slate Funding 2nd stage)</p> <ul style="list-style-type: none"> - Document(s) showing that the previous work(s) had been distributed internationally in the 5 years preceding the application. <p>Please also provide for Single Project/Slate Funding/Interactive Work</p> <ul style="list-style-type: none"> - Evidence demonstrating the status of delegate producer and/or major production company and/or on-screen personal credit - If the previous work has been produced by a company other than the applicant company: evidence of the position of the producer within the applicant company as Chief Executive or as shareholder (individual person) of the applicant company (extract of company's registration/memorandum of association or equivalent) or fulltime employee standing as producer for at least twelve months (in this case a proof of payments related to this period must be provided). <p><i>For Interactive works only: evidence that a member of the team attached</i></p>	1 copy	<input type="checkbox"/>

	<p><i>to the development of the submitted proposal has one of the relevant roles.</i></p> <ul style="list-style-type: none"> - 1 DVD copy of the previous work(s) - If the reference work can be a creative documentary: supporting evidence (author's statement of intent, press article, festivals participation etc) 		
6	<p>For each submitted project</p> <ul style="list-style-type: none"> - Option agreement(s) concerning the transfer of rights or contract transferring the rights from the author of the artistic material (concept, subject, treatment, script) to the applicant company. <p>AND in case of adaptation</p> <ul style="list-style-type: none"> - Option agreement(s) or contract(s) transferring the rights concerning the adaptation (with the author or the holder of the rights to the existing work) OR unilateral declaration of the transfer of rights to the applicant company where the author is the producer, shareholder or employee of the company OR a co-production or co-development agreement showing that the applicant company holds the majority of the rights at the date of the application. - Co-development/co-production agreement(s) <i>only if applicable</i> 	1 copy	<input type="checkbox"/>
7	<p><i>Optional</i></p> <p>Letters of intent for co-development/co-production/ pre-sale/distribution and/or respective agreements if not provided with the online application</p>	1 copy	<input type="checkbox"/>
9	<p><i>Optional</i></p> <p>Applicants should only provide supporting audiovisual material considered essential and relevant to the evaluation of the submitted project(s).</p> <p><i>For animation: applicants should only provide drawings/pictures that due to their size could not be included in the Annex 1 of the online application and that it is considered essential and relevant to the evaluation of the submitted project(s).</i></p>	3 copies	<input type="checkbox"/>

The application package must be sent to the following address:

Education, Audiovisual and Culture Executive Agency (EACEA)

Media Unit
BOUR 3/29
Avenue du Bourget, 1
B-1140 Brussels
Belgium

Please indicate on the envelope: Call for Proposals 31 or 32-2012/Category (Single Project/Slate Funding/Slate Funding 2nd stage/Interactive Work)/Country of origin and the submission number of the application, received by email after the electronic submission.