

How to apply?

Two distinct procedures for the submission of applications

Proposals must be sent by the deadline using the official application form, which may be downloaded from the website of the MEDIA Programme.

The applicant must **choose between** one of these two distinct ways of submitting:

1- **EForm** : Online submission with an electronic form accompanied by a print out of the online submission sent by post mail

or

2- **Paper form** : Submission sent by post mail only

1-Eform - Online submission of the electronic eForm

In the case the applicant is submitting an electronic application:

a) the eForm must be downloaded from the MEDIA website

b) the eForm must be filled in

c) the attachments must be downloaded on the applicant's computer, filled in and attached to the eForm

Before submitting, the e-mail address of the contact person must be carefully checked.

d) the eForm must be submitted on-line on the relevant deadline at 12:00 pm at the latest (Brussels time)

e) after the submission on-line the eForm must be downloaded and printed

f) the PDF print out of the e form must be then sent by post mail to the EACEA postal address mentioned below, **together** with :

*the email message acknowledging receipt of the e form.

*the attached document(s): declaration of honour signed and dated + budget (distributors only)

*the additional documents requested in the eForm

*the company form if needed

The deadline for an eForm submission expires always at 12:00 pm (noon) Brussels time.

Where applicants elect to make an online submission using the e form they must also send 1 paper submission by post and this paper submission will be considered to be the master copy.

2-Paper form - Submission sent by post mail

Forms can be downloaded from the MEDIA Programme website.

Applications must be sent (or delivered) **by the relevant deadline:**

- (a) by registered post , date as postmark **(the deadline expires at 12:00 am (midnight))**;
- (b) in person, at the address above mentioned, in which case the evidence shall be constituted by a signed and dated receipt **(on the date of the relevant deadline at latest before 15h00)**
- (c) by courier service, date of receipt by the courier service.

Applications must be sent to :

Education, Audiovisual and Culture Executive Agency (EACEA)

Constantin Daskalakis

BOUR 3/66

Avenue du Bourget, 1

B-1140 Brussels

Belgium