

## How and when apply?

**The applicant must submit in the following way:**

**I – 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](http://ec.europa.eu/culture/media/programme/producer/develop/index_en.htm)**

Online submission must be sent by 29 November 2010 12:00 Central European Time (midday Brussels time) for the 1<sup>st</sup> deadline and by 11/04/2011 12:00 Central European Summer Time (midday Brussels time) for the 2<sup>nd</sup> deadline.

Before submitting, the e-mail address of the contact person must be carefully checked. Submission confirmation will be received right after the electronic submission

eForm is from part A to E. Please see pdf sample of relevant visual eForms.

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

### **1. Detailed description of the project(s) (in Word or Pdf format)**

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

*If Drama:* a treatment of at least 10 pages + minimum one dialogue scene or a first draft preliminary script.

*If 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 Animation:* literary bible or treatment including the description of the subject, the narrative structure, the characters and the visual approach.

**For Interactive Work** this should be 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). Treatment must include information concerning interactivity, visual, sound and graphic elements, the interface conception, the interaction model, the digital technologies and software to be used, the studio work needed in order to complete the project and the key innovation aspects of the project compared to the existing.

**For Slate Funding/Slate Funding 2<sup>nd</sup> stage** this should comprise artistic material for EACH project of the slate sequentially in a single Word or pdf document; the synopsis of the project in English; the note of artistic intent by the author/director AND

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

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

*If Animation:* literary bible or treatment including the description of the subject, the narrative structure.

If scripts (for Slate Funding/Slate Funding 2<sup>nd</sup> stage) and pictures/drawings (in particular for animation projects) are included in your attachment "Detailed description of the project(s)", this may result in a large-sized document. This could result in your application exceeding 5MB limit. If this happens, you can 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 pictures/drawings as visual material.

**Any visual material (shorts, previous works, promo-reel etc)** considered useful for the evaluation of the submitted project should be found on an internet address. Please provide the relevant URL address and the password to access the website.

## 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](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 one of the projects (max.6) as well as total slate.

## II Application package

The application package is sent by registered mail or private courier by 29 November 2010 (for the 1<sup>st</sup> deadline) and by 11/04/2011 (for the 2<sup>nd</sup> 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:

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: <a href="http://ec.europa.eu/culture/media/programme/producer/develop/index_en.htm">http://ec.europa.eu/culture/media/programme/producer/develop/index_en.htm</a>	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: <a href="http://ec.europa.eu/culture/media/programme/producer/develop/index_en.htm">http://ec.europa.eu/culture/media/programme/producer/develop/index_en.htm</a>	1 original	<input type="checkbox"/>
5	<b>For Single Project/Interactive Work</b> - Document showing that the previous work has been distributed during the period between 1 January 2008 and the date of submission. <b>For Slate Funding (n/a for Slate Funding 2<sup>nd</sup> stage)</b> - Document(s) showing that the previous work(s) had been distributed internationally in the 5 years preceding the application. <b>Please also provide for Single Project/Interactive Work/Slate Funding</b> - If the reference work is a creative documentary: supporting evidence (author's statement of intent, press article, festivals participation etc) - 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) - 1 DVD copy of the previous work(s)	1 copy	<input type="checkbox"/>
6	<b>For each submitted project</b> - 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.  <b>AND in case of adaptation</b> - 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	1 copy	<input type="checkbox"/>

	the applicant company.  - Co-development/co-production agreement(s) <i>only if applicable</i>		
7	<i>Optional</i> Letters of interest for co-development/co-production/ pre-sale/distribution and/or respective agreements	1 copy	<input type="checkbox"/>
8	<i>Only if applicable for the automatic points</i> - Evidence that the project supported by MEDIA Development is completed - Certificate of participation in a MEDIA training activity clearly mentioning the title of the project which has been the subject of training	1 copy	<input type="checkbox"/>

The application package must be sent to the following address:

**Education, Audiovisual and Culture Executive Agency (EACEA)**

*Constantin Daskalakis*

BOUR 3/29

Avenue du Bourget, 1

BE-1140 Brussels

Belgium

Please indicate on the envelope the Call of Proposals/ Category (Single Project/Slate Funding/slate Funding 2<sup>nd</sup> stage/Interactive Work)/ Country of origin **and** the submission number of the application, received right after the electronic submission.