



A programme of the European Union



MEDIA 2007 – AUDIOVISUAL FESTIVALS

CALL FOR PROPOSALS EACEA 09/2007

MEASURES TO SUPPORT PROMOTION AND MARKET ACCESS:
AUDIOVISUAL FESTIVALS

GUIDELINES FOR THE SUBMISSION OF PROPOSALS TO OBTAIN FINANCIAL SUPPORT

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1. INTRODUCTION

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.

2. OBJECTIVES

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, ¹
- 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. CALENDAR

Applications must be sent to the Agency by 11th May 2007 (the postmark will be taken as proof of timely sending). Please read carefully section 12 of this call for proposals concerning the procedures for submitting applications.

This call for proposals only concerns projects starting between 1st November 2007 and 30th April 2008. No extension of this eligibility period is possible.

Applicants will be informed within two weeks following the Commission's decision. For selected projects, an agreement will be signed between the beneficiary and the Agency.

Should an application be unsuccessful, the Agency will inform the applicant 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 payment schedule is set out in section 9.1 below.

The final reports need to be presented as soon as possible after completion of the project and no later than 5 months after the end date of the event.

4. AVAILABLE BUDGET

The maximum amount available under this call for proposals is € 1,2 million. The maximum contribution per project under this call for proposals is € 35,000. Contributions for approved applications will normally be no less than € 10,000. Community contributions per project cannot exceed 50% of the total eligible costs (as defined in Section 9.3 below).

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 project, assessed on the basis of the application and the selection and award criteria.

¹ All **MEDIA countries** with the exception of France, Germany, Italy, Spain and UK

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.

5. ELIGIBILITY CRITERIA

Only the applications which fulfil all of the following criteria will be considered eligible and assessed.

5.1. Eligible organisations

This call for proposals only concerns European organisations. "European organisations" are understood to include private companies, non-profit organisations, associations, charities, foundations, municipalities/Town Councils, etc., registered in an eligible country and detained directly or by majority participation, by nationals from such countries.

Applicants MUST provide up to date copies of their statutes and certificate of registration (including copies of all amendments) and a complete up to date list of all shareholders / directors / management/board members, indicating function and nationality.

5.2. Eligible countries

Only countries participating in the MEDIA Programme are eligible:

- Member States of the European Union as of 1st January 2007 (including Romania and Bulgaria).
- Member States of the European Economic Agreement participating in the MEDIA Programme (Iceland, Liechtenstein and Norway).
- Switzerland²

5.3. Eligible activities

Only applications submitted by European organisations implementing audiovisual festivals in countries participating in the MEDIA Programme (See 5.2) will be accepted.

"Audiovisual festivals" are defined as events programming original audiovisual works (feature and short length films, documentaries, animations, in all formats including new media). Festivals focussing on subjects such as archaeology or anthropology, medicine, ornithology, science, environment, tourism, sport and advertising as well as events programming live-broadcast events, music videos and videogames are not considered as eligible.

This call for proposals only concerns projects starting between 1st November 2007 and 30th April 2008.

² Subject to the conclusion of a new cooperation agreement with this country in the framework of the MEDIA programme.

This call for proposals only concerns audiovisual festivals devoting a minimum of 70% of their entire festival programme to European films. These films must represent at least ten states participating in the MEDIA Programme.

European films are understood to be those of the Member States and European third States that are party to the European Convention on Transfrontier Television of the Council of Europe (CETS N°132)³. An updated list can be found on the following website:

<http://conventions.coe.int/Treaty/Commun/ChercheSig.asp?NT=132&CM=8&DF=&CL=ENG>

5.4. Eligible applications

To be eligible, the applications must:

- be sent to the Agency by the relevant deadline (postmark will be taken as proof of timely sending),
- respect these guidelines and be correctly and fully completed,
- be submitted using the official application forms (Annex I and II),
- include a signed, detailed, balanced and correctly calculated budget complying with all the conditions set out under section 9 and 12 of this call for proposals,
- include all the official forms, duly completed and signed, 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 project (annex 1) should be submitted.

Should different festivals be organised by the same organisation, separate applications must be submitted for each individual project 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.

³ Cfr Article 6 of Council Directive 89/552/EEC of 3/10/1989 on the co-ordination of certain provisions, legislative, regulatory or administrative, in the Member States concerning the pursuit of television broadcasting activities as amended by the European Parliament and Council directive 97/36/EC of 30th June 1997

6. EXCLUSION CRITERIA

Applicants must certify that they are not in any of the situations described in Articles 93 & 94 of the Financial Regulations applicable to the budgets of the European Communities (EC Council Regulation, Euratom-n° 1605/2002 25 June 2002.) These situations are set out below.

Applicants are excluded from participation in this call for proposals for the following reasons:

- (a) they are bankrupt or entering bankruptcy proceedings, their business is administered by the courts, they have entered into an arrangement with creditors, they have suspended business activities, are the subject of proceedings concerning these matters, or are in a similar situation arising from an analogous procedure provided for in national legislation or regulations;
- (b) they have been convicted of an offence concerning professional conduct by a judgment which has the force of res judicata;
- (c) they have been guilty of a serious offence proven by any means which a 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 where they are established or with those of the country of the contracting authority or of the country where the project is to be implemented;
- (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 grant award procedure or procurement procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with contractual obligations.

Applicants cannot receive a contribution if they are in one of the following situations while the grants procedure is in progress:

- (a) they are subject to a conflict of interest;
- (b) they are guilty of misrepresentation in supplying the information required by the Commission as a condition of participation in the relevant call for proposals or fail to supply this information.

Administrative and financial penalties may be imposed by the Commission on applicants found guilty of false declarations or who admit to a serious breach of their contractual obligations under a previous contract or call for tender, in accordance with the provisions of Articles 93 to 96 of the Financial Regulation.

In order to respect these criteria, the applicant must sign a declaration of honour stating not to be in any of the situations set out in Articles 93 & 94. This declaration is included in the Application Forms provided in Annex I.

7. SELECTION CRITERIA

The selection criteria are aimed at assessing the applicant's operational and financial capacity to complete the proposed action.

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 project and of the key staff involved in its implementation (for example programmers, administrative staff, education officers, etc),
- details of the activities of the applicant over the last three years and a development plan detailing the artistic, organisational and financial strategies to be implemented over the following years in order to sustain and develop the capacity and impact of the event.

7.2. Financial Capacity

Applicants must possess stable and sufficient sources of funding to carry out their project.

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

This declaration will be substantiated by proof of co-financing signed by the partners referred to in the financing plan. If proof of financial support is not secured for the edition for which support is sought, the applicant is requested to provide proof of financial support on a previous edition and/or a letter of intent for the upcoming edition.

8. AWARD CRITERIA

The eligible applications will be ranked according to the award criteria defined and weighted below. Within the limit of the available budget, projects obtaining the highest scores will be selected.

<p>1. The European dimension of the project</p> <p>Will be taken into account: the proportion of programming devoted to European films.</p>	15%
<p>2. Cultural and geographic diversity</p> <p>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.</p> <p><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></p>	20%
<p>3. Quality and innovative nature of the programme</p> <p>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.</p>	10%
<p>4. Audience impact</p> <p>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.</p>	30%
<p>5. Impact on the promotion and circulation of European audiovisual works</p> <p>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.</p>	15%
<p>6. Film professionals' participation</p> <p>Will be taken into account: the size and the diversity of professional attendance.</p> <p><i>(Only accreditation lists indicating the name, nationality, occupation and company of participants will be taken into account)</i></p>	10%

9. FINANCIAL CONDITIONS

The selection of a particular applicant does not signify agreement to the level of financial support requested. The awarding of a grant does not establish an entitlement for subsequent years.

The allocated amount may not exceed the amount requested.

Co-financing

Community grants are incentives to implement projects 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 has 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 *at least* 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 March 2007 conversion rate published in the Official Journal of the European Union, series C. (Cfr. Section 9.6).

Audit

If the project 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 project 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 and credit interest

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 or for any other action and for routine activities.

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 amount of the grant will be reduced by the amount of any surplus.

The account or sub-account indicated by the beneficiary must enable any Community contribution to be identified. 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 interests will be recovered by the Executive Agency where it results from the prefinancing payment.

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 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 and all the possible guarantees are received. This payment is an instalment designed to provide cash flow for the beneficiary.
- 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 and the levels of co-financing ultimately obtained. Where applicable, the beneficiary will be required to repay any excess amounts already transferred under the pre-financing payment. The final payment will be made within 45 days following approval by the Agency of the final reports accompanying the request for payment of the balance.

9.2. Double funding

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

Applicants must indicate in their application under the present call for proposals, any other applications for financial support they have submitted or will be submitting to the European Institutions during the same year, indicating for each application for support, the Community Programme concerned and the amount of the support.

9.3 Eligible costs

All costs declared in the application must:

- be necessary for the implementation of the project, be included in the estimated budget attached to the agreement, necessary and reasonable for the completion of the project, 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 project 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 project it is required, and the applicant makes the request (see last page of eligible costs budget), costs incurred before the project/event 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/project 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 support is allocated on the basis of an assessment of the whole project, the MEDIA contribution can only cover specific categories of cost (the eligible costs budget):

- Hire of Equipment (budget item 4.2)
- Communication and advertising costs (budget item 5.1)
- Publication costs (budget item 5.2)
- Print traffic costs (exclusively for copies to be screened during the festival) (budget item 6.2)
- Subtitling and translation costs (budget item 6.3)

9.4 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.

9.5 Legal entity

The Agency can propose an agreement only on the basis of acceptance of documents which make it possible to define the beneficiary's legal personality — legal entity, whether a legal person (public administration, private company, non-profit organisation, etc.) or a natural person (expert, interpreter, etc.).

The beneficiary 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.
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
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 for the relevant authority, 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.

9.6. Presentation of the official budget forms

The following budget forms must be provided:

1. the global budget for the entire project, including a financing plan (Annex II.a and II.b).
2. the budget of eligible costs selected by the applicant (Annex II.c).

Applicants from States which are members of the Euro Zone must present their budget and reports exclusively in euro. All other applicants must present their budget in their national currency and indicate the March 2007 conversion rate 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 € 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 project 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 coherently 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 Financing plan, the Global budget and the Eligible Cost budget must be dated and signed. All pages must be initialled. Make sure that you detail the eligible budget on the official form as annexes will not be accepted.

a) Global Budget (Annex II.a and II.b)

The global budget for the project 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.

The Following sections detail the nature of costs which are to be included in the official global budget form (Annex II.b – these costs do not have to be detailed beyond what is required in the form) and the nature of costs which are to be detailed in the official eligible costs budget form (Annex II.c).

Cost category 1.1 - Personnel expenses

Expenses related to employees of the applicant organisation or company. Personnel expenses must be calculated on the basis of the actual gross salary or wages including all social security charges or labour costs. Such calculations must be based on the duration of work required for this project.

Cost category 1.2 - Travel and subsistence costs of personnel

Travel and subsistence costs for personnel involved in the project may be charged in accordance with the internal rules of the applicant.

Cost category 2.1 – Third party assistance

Costs relating to services provided during the event by persons who are not employees of the applicant's organisation or company, such as interpreters, press attachés, publicists, hostesses, technicians, etc.

Cost category 2.2 - Travel and subsistence costs for third parties

Expenditure relating to travel and subsistence of third parties (commissioning editors, distributors, festival programmers, buyers, financiers, journalists, etc.) hosted by the project and in conformity with the rules set out in category 1.2 above.

Cost category 3.1 – Indirect costs

Expenditure relating to the applicant's premises (rent, insurance, administration and management costs, etc.) and office expenses (telephone, postal services, photocopies, database and IT costs, etc.)
Indirect costs must be kept to a minimum and should not exceed 7% of the total direct costs.

Cost category 3.2 – Consumables

Allowable expenditure for consumables must relate to the purchase, production, repair or use of materials, merchandising, goods or equipment which do not have a life expectancy greater than the duration of the period of project.

Cost category 4.1 – Rental of screening venues

Expenditure relating to the rental of cinemas and other venues during the event to which the project relates.

Cost category 4.2 – Hire of equipment

Costs relating to the rental of screening equipment, transport, additional structures required for housing the festival itself and additional office equipment required for use at the festival.

The following costs are excluded from this category:

- Costs for equipment required for general administration and costs for telephone calls (these costs should be included in the "indirect costs" category of the overall budget).
- Installation and maintenance costs (these costs should be included under the "third party fees" category of the overall costs budget).

If the applicant wishes to allocate the MEDIA contribution to these costs, these need to be detailed in the eligible cost budget form (Annex II.c): rental period, type of equipment, price per day and per unit.

Cost category 5.1 – Communication and Advertising costs

- Expenditure relating to the design, lay-out and publication of advertisements (including bill-boards and sign-posting) as well as the purchase of advertising space and all expenses of press campaigns during the period of implementation of the project (state total number, items and unit price).
- Expenditure relating to the elaboration and production of promotional material (e.g. video trailers) designed to enhance the exposure given to the activities of European audiovisual professionals participating in the project.
- Fees linked to services of Public Relations agencies in the run up to and during the festival (duration and nature of services rendered should be specified).
- Costs relative to website hosting, design and development including the online provision of databases / catalogues for industry professionals and / or the general public.

If the applicant wishes to allocate the MEDIA contribution to these costs, these need to be detailed in the eligible cost budget form (Annex II.c).

Cost category 5.2 – Publication costs

Expenditure relating to the development, translation and publication, in printed and/or electronic form of brochures and catalogues intended for distribution and/or consultation during the period of implementation of the project.

Are excluded from category 5.2:

- Costs or merchandising and give-aways are excluded (these costs should be included under the budget heading "Consumables")

If the applicant wishes to allocate the MEDIA contribution to these costs, these need to be detailed in the eligible cost budget form (Annex II.c): number of copies, price per unit, per type of publication.

Cost category 5.3 – Public relations activities

Expenditure related to the organisation of press conferences, professional meetings and social events organised during the festival, designed to enhance the exposure given to the activities of European audiovisual professionals.

Cost category 5.4 – Competitions and Prizes

Expenditure related to rewards (cash or other prizes) incurred by the beneficiary in addition to expenses for ceremonies and galas.

Cost category 6.1 – Copyright / Screening fees

Costs related to obtain the right to screen works within the framework of the programme of the event for which support is requested.

Cost category 6.2 – Print Traffic

Expenditure for the return shipping of screening prints / copies both to and from the festival.

Are excluded from category 6.2:

- Costs for transporting preview copies for the purposes of selection (these costs should be included under the "indirect costs" category).

If the applicant wishes to allocate the MEDIA contribution to these costs, these need to be detailed in the eligible cost budget form (Annex II.c): average cost per shipment and estimated number of films to be transported.

Cost category 6.3 – Subtitling and translation

Costs for the subtitling and translation of works screened at the festival and meetings and debates held during the festival. Fees for simultaneous translation can be included in this category if such costs are for third party translators. The number of hours and languages for such services must be specified.

Are excluded from category 6.3:

- Hiring of equipment necessary for translation (these costs should be included in the eligible category of costs "hire of equipment").

If the applicant wishes to allocate the MEDIA contribution to these costs, these need to be detailed in the eligible cost budget form (Annex II.c): the number of hours, languages and types of translation must be specified.

Cost category 7 – Bank charges

In the case of the normal operation of the applicants Bank Account, fees incurred in the payment of the expenses of the project may be charged provided that they comply with the general rules set out above.

Bank financing costs for the operation of the project may also be included in the overall budget.

Cost category 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 project. These costs should be in line with the principles set out in this guide.

b) Eligible Budget (Annex II.c)

The applicant is free to select 1 to 5 categories of eligible costs. The selected categories must be indicated and detailed in Annex II.c, following the above rules.

Any amount equal or superior to 10.000€ must be detailed.

The applicant must ensure that the total of each selected category of costs in the eligible budget is equal to the total declared for that same category in the overall budget.

10. SUB-CONTRACTING AND AWARD OF PROCUREMENT CONTRACT

Where implementation of the action/project 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 project, 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. APPLICATION PROCEDURE

12.1. Publication

The call for proposals is published in the Official Journal of the European Union and is accessible on the Directorate General of Information Society' s website at the following address: <http://ec.europa.eu/media>.

12.2. Application forms

Applications must imperatively be submitted using the official application forms, including the official budget form, (Annex I and II), and signed by the applicant's legally authorised representative.

The official forms can be downloaded from the website mentioned in 12.1.

Only typed applications will be accepted.

A French or English translation of all documents relevant to the assessment of the project (annex 1) should be submitted.

12.3. 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,
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.

SUBMISSION DEADLINE: 11th May 2007

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

- By registered post (preferably) to the following address (the postmark will be taken as proof of timely sending):

Education Audiovisual Culture Executive Agency (EACEA)
Unit MEDIA Programme – P8
Call for proposals EACEA/09/2007 - Festivals
Mr Constantin DASKALAKIS
BOUR 03/30
Avenue du Bourget, 1
B-1140 Brussels, Belgium

- by hand (date of delivery to the services of the Commission as proof of timely receipt) or 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/09/2007 - 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.

12.4 Applicable Rules

- Council Regulation 1261/2005 of 20 July 2005 as modified by the Regulation of the Commission 1248/2006 of 7 August concerning the financial rules applicable to the general budget of the European Communities.
- Council Regulation (EC Euratom) n° 1605/2002 of 25th June 2002 concerning the Financial Regulations applicable to the budgets of the European Communities.
- Council Regulation (EC Euratom) n° 2342/2002 of 23rd December 2002 (implementation rules concerning the Council Regulation.)
- 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)

12.5. Contacts

For any further information please contact:

Media Desks & Antennas

http://ec.europa.eu/comm/avpolicy/media/desk_en.html

or

EACEA - Education, Audiovisual and Culture Executive Agency

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MEDIA Programme

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