



**MEDIA 2007 (2007-2013) \***  
**i2i Audiovisual**  
**CALL FOR PROPOSALS EACEA 28/2008**  
**GUIDELINES**

\* Décision N° 1718/2006/CE  
of the European Parliament and the Council.

NB: The implementation of this Call for proposals in 2009 is subject to the adoption of the European Union budget for the year 2009 by the budgetary authority

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## 1. Introduction

The current call for proposals and attached guidelines (hereafter: "Call for Proposals") are 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).<sup>1</sup>

The total budget for the MEDIA Programme 2007-2013 amounts to EUR 754,95 million.

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 hereafter "the Agency" manages the MEDIA Programme on behalf and under the control of the European Commission.

The MEDIA programme unit of the Education, Audiovisual and Culture Executive Agency is responsible for the implementation of this call for proposals.

This call is aimed at European organisations whose activities contribute to the achievement of the objectives of the MEDIA Programme as described in the Council Decision 1718/2006/EC.

These guidelines explain how to submit a proposal with a view to obtaining a community financial contribution.

NB: The implementation of this Call for proposals in 2009 is subject to the adoption of the European Union budget for the year 2009 by the budgetary authority.

## 2. Objectives & Priorities

### **2.1 Global objectives of the Programme**

The global objectives of the MEDIA 2007 programme are to:

- Preserve and enhance European cultural and linguistic diversity and its cinematographic and audiovisual heritage, guarantee its accessibility to the public and promote intercultural dialogue;
- Increase the circulation and viewership of European audiovisual works inside and outside the European Union, including through greater cooperation between players;
- Strengthen the competitiveness of the European audiovisual sector in the framework of an open and competitive European market favourable to employment, including by promoting links between audiovisual professionals.

### **2.2 Specific objectives of the support scheme: "i2i Audiovisual"**

In the development field the specific objectives of the programme shall be as follows:

- (a) to promote, by providing financial support, the development of production projects (dramas for cinema or television, creative documentaries, animated films for television or cinema, works exploiting the audiovisual and cinematographic heritage) submitted by independent enterprises, in particular small and medium-sized, and aimed at the European and international markets;
- (b) to promote, by providing financial support, the development of production projects that make use of new creation, production and dissemination technologies.

"i2i Audiovisual" aims to help audiovisual production companies to access financing from banks and other financial institutions, by supporting some of the costs of guarantees required by such institutions and/or part of the costs of bank financing.

### **2.3 Priorities of this Call for Proposals:**

**Module 1:** Support for "Insurance" costs

<sup>1</sup> Published in the Official Journal of the European Communities on the 24th of November 2006 (OJ L327, pp 12-29).

Specific film and audiovisual insurance policies are additional guarantees for banks and financial institutions against the risks associated with audiovisual production.

The aim of this module is to co-finance the costs of these insurance policies by subsidising some of the premiums required, thus facilitating access to financing from banks and financial institutions.

Maximum Community subsidy rate:

50% of the insurance costs per project or 60% for countries with low audiovisual capacity – the maximum amount awarded will be EUR 50,000 per project.

#### Module 2: Support for “Completion Guarantee” costs

Obtaining a completion guarantee is often the key element in a bank or financial institution's decision on whether to provide financing for a film and/or audiovisual project. For banks/financial institutions and investors, these guarantees reduce the risk of financing an audiovisual work. As a result, they facilitate access to bank financing.

The aim of this module is to co-finance the cost of a completion guarantee, thus facilitating access to financing from banks and financial institutions.

Maximum Community subsidy rate:

50% of the cost of the completion guarantee or 60% for countries with low audiovisual capacity. The maximum amount awarded will be EUR 50,000 per project.

#### Module 3: Support for “Financial Costs”

The aim of this module is to reduce the (financial) costs linked to financing from banks and financial institutions. The amount of the subsidy will be calculated according to the conditions in the bank financing agreement and the estimated eligible financial costs.

Maximum Community subsidy rate:

The total Community contribution under Module 3 may not exceed 50% of the eligible financial costs actually paid by the company, or 60% for countries with low audiovisual capacity. The maximum amount awarded will be EUR 50,000 per project.

### **3. Timetable**

Applications must be sent to the Agency by the following deadlines (the postmark will be taken as proof of timely sending):

- February 2, 2009 for projects which start between July 1, 2008 and February 2, 2009.
- July 7, 2009 for projects which start between January 1 and July 7 2009.

The maximum duration of the action is 30 months.

Applicants may apply with a maximum of 2 projects under this Call for Proposals, including both deadlines.

Please read carefully section 13 for a detailed description of the methodology to follow when submitting an application.

Applicants will be informed normally within 5 months of the submission deadline whether or not the Commission has decided to grant them a financial contribution. This decision will be final.

Should an application be unsuccessful, the Agency will inform the applicant in writing of the reasons for its decision with regards to the criteria established in this Call for Proposals.

Successful applicants will be offered an agreement to be concluded with the Agency at the latest 5 months after the submission deadline.

#### **4. Available Budget**

The maximum budget earmarked for co-financing actions is estimated at 3,000,000 EUR allocated as follows:

Deadline 1: 02/02/2009 EUR 1,500,000

Deadline 2: 07/07/2009 EUR 1,500,000

Community contributions per action cannot exceed 50% (or 60% for countries with low audiovisual capacity) of the total eligible costs as defined in Section 9 below.

The minimum contribution will be EUR 5,000 and the maximum contribution will be EUR 50,000 per action and EUR 100,000 per company.

The amount of the financial contribution to be awarded will be determined within the limits of the available budgetary resources and with regards to the eligibility, selection and award criteria.

The Agency reserves the right not to distribute all the funds available.

#### **5. Eligibility Criteria**

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

##### **5.1 Eligible Companies**

Only independent European production companies are eligible under this call for proposals.

- An independent production company is an audiovisual production company which does not have majority control by a television broadcaster, either in shareholding or commercial terms. Majority control is considered to occur when more than 25% of the share capital of a production company is held by a single broadcaster (50% when several broadcasters are involved) or when over a three-year period; more than 90% of a production company's revenues are generated in co-operation with a single broadcaster.

The Agency reserves the right to apply these criteria taking into account the specific characteristics of the audiovisual production industry of individual countries participating in the MEDIA programme.

- European Production Company is defined as a company whose main activity is audiovisual production and which is registered in one of the Member States of the European Union or the countries participating in the MEDIA Programme as defined in section 5.2 below and which is owned and continues to be owned, either directly or via majority participation by nationals from these countries.

##### **5.1.1 Legal Entity**

The Agency can only offer agreements to successful applicants on the basis of approval of documents confirming the legal status of the applicant organisation – whether they are legal entities or individuals.

In order to demonstrate its existence as a legal person, the applicant must supply up-to-date copies of the following documents (including copies of all recent amendments either to the registration documents or to the elected shareholders, directors, board members or other legal representatives).

- A complete bank identification form signed by both the applicant's legal representative and a representative of the bank (Annex i.b.). Applicants should check that all details included in this form are a) completed and b) correct and consistent with information certified in the relevant legal documents
- A complete signed copy of the 'Legal Entity,' Form (Annex i.c.). These forms can be downloaded in the official languages of the Commission from the following website:  
[http://ec.europa.eu/budget/execution/legal\\_entities\\_en.htm](http://ec.europa.eu/budget/execution/legal_entities_en.htm)

- A copy of the company's registration certificate for the relevant authority (e.g. Companies register, Official Journal, etc.), including a copy of VAT registration, and statutes (including proofs of the company registration number, the full legal title of the company, the registered address, the date and place of registration). (See Annex VIII)

Moreover, where the person authorised to sign any agreement with the Agency is not an individual specified in the documents mentioned in the previous paragraph, the following document must be provided:

- A letter or proxy (signed by one of the aforementioned individuals) giving them the authority to sign agreements with the Agency on the organisation's behalf.

## **5.2 Eligible Countries**

European production companies are understood to be legal entities established in (and being controlled by a majority of individuals / shareholders from) one of the following countries:

- Member States of the European Union
- Countries of the European Economic Area participating in the MEDIA 2007 Programme (Iceland, Liechtenstein, Norway)
- Countries fulfilling the terms set out in Article 8 of Decision 1718/2006/EC including Switzerland and Croatia.

The following countries participating in the MEDIA Programme are considered as having a low audiovisual production capacity: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, Greece, Hungary, Ireland, Iceland, Liechtenstein, Latvia, Lithuania, Luxembourg, Malta, Norway, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Sweden and Switzerland.

Among these countries, the following countries are considered "New Member States" or "enlargement countries": Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Romania, Slovakia and Slovenia

## **5.3 Eligible Actions**

Fiction, animation, or creative documentary projects complying with the following conditions:

- the work must be majority produced by companies established in one or more countries participating in the MEDIA Programme

and

- the work must be produced with the significant participation of professionals who are nationals/residents of countries participating in the MEDIA programme. 'Significant participation' is defined as having more than 50% of the points on the basis of the table below, ( e.g. having 10 or more points in the case of a work of fiction or the biggest share of points if the total is less than 19 as is normally the case for documentaries or animation films where all of the categories are not usually included in the credits) :

+	Points
Director	3
Scriptwriter	3
Actor 1	2
Actor 2	2
Actor 3	2
Composer	1
Artistic Director / Production Designer	1
Director of photography	1
Editor	1
Sound	1
Shooting location	1
Laboratory	1
TOTAL	19

Audiovisual works consisting of advertising, pornographic, racist material or advocating violence are not eligible for support.

### Categories of work

The following categories of project are eligible:

- Fiction with a minimum duration of 50 min;
- Animation with a minimum duration of 24 min;
- Creative documentaries with a minimum duration of 25 min.

for TV or theatrical release, one off projects or series.

This Call for Proposals concerns projects with production budgets that are at least 50% financed by European (countries participating in the MEDIA Programme) sources.

The applicant's attention is drawn to the following:

Financial costs related directly to tax shelter operations are not eligible.

Only one application per project may be submitted to the scheme (i.e. re-application regardless of Deadline, Call or Year are not permitted).

Projects that have received Community support under the MEDIA Television Broadcasting Scheme are not eligible.

Furthermore the following eligibility criteria will be applied:

### **For Module 1: Insurance Costs**

Applicants eligible for Module 3 may also apply for insurance costs.

Projects from countries with low audiovisual capacity which are not eligible for Module 3 are eligible for module 1 provided that they present a signed insurance contract covering the pre-production, production or post-production phase of the project.

### **For Module 2: Completion Guarantee**

The applicant must present a signed completion guarantee for the project.

### **For Module 3: Financing Costs**

The applicant must have a credit agreement in order to finance the project:

For the purposes of this Call for Proposals, 'Credit agreement' is defined as any financing agreement concluded with a bank or financial institution (for example discounting, gap financing etc.).

N.B. The amount requested should be at least EUR 5,000. Applications requesting amounts lower than EUR 5,000 will be considered ineligible.

- For projects submitted by 02/02/2009:

The production of the project must start at the earliest on 01/07/2008, i.e. the 1<sup>st</sup> day of principal photography must not have taken place before 01/07/2008 and at least one of the contract(s) with a bank or financial institution must have been signed between 01/07/2008 and 02/02/2009. Costs associated with insurance contracts, completion guarantees and credit agreements for projects starting after 01/07/2008 but which were signed before that date, will only be eligible from July 1, 2008.

- For projects submitted by 07/07/2009:

The production of the project must start at the earliest on 01/01/2009, i.e. the 1<sup>st</sup> day of principal photography must not have taken place before 01/01/2009, and at least one of the contract(s) with a bank or financial institution must have been signed between 01/01/2009 and 07/07/2009. Costs associated with insurance contracts, completion bond and credit agreements for projects starting after 01/01/2009 but which were signed before that date, will only be eligible from January 1, 2009.

In case of co-production, the applicant company should be the majority producer. Under these conditions costs incurred by the co-producers may be eligible. If the applicant is not the majority producer, then it must

be the one concluding the relevant contract(s) with the financial institution(s). In any case the co-producers must delegate the applicant company to conclude an agreement with the Agency.

#### **5.4 Eligible Applications**

Only proposals submitted using the official application form, completed in full, signed (original signatures required) and received by the specified deadline, will be considered.

The application form must be accompanied by documents attesting to its financial and operational capacity, and all the other documents referred to in the application form.

Applicants must submit a budget that is balanced in terms of expenditure and revenue and must comply with the ceiling for Community cofinancing.

#### **6. Exclusion Criteria**

Applicants must state that they are not in any of the situations described in Articles 93(1), 94 and 96(2)(a) of the Financial Regulation applicable to the general budget of the European Communities and set out below.

Applicants will be excluded from participating in the call for proposals if they are in any of the following situations:

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
- c) they have been guilty of grave professional misconduct proven by any means which the 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 in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- 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) they are subject to an administrative penalty referred to in Article 96(1) of the Financial Regulation.

Applicants will not be granted financial assistance if, on the date of the grant award procedure, they:

- (a) are subject to a conflict of interests;
- (b) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the grant award procedure, or fail to supply this information.
- (c) find themselves in one of the situations of exclusion, referred to in art 93(1) of the Financial Regulation, for this grant award procedure;

In accordance with Articles from 93 to 96 of the Financial Regulation, administrative and financial penalties may be imposed on applicants who are guilty of misrepresentation or are found to have seriously failed to meet their contractual obligations under a previous contract award procedure.

To comply with these provisions, applicants must sign a **declaration on their honour** certifying that they are not in any of the situations referred to in Articles 93 and 94 of the Financial Regulation.

This declaration is included in the Application Forms provided in Annex III.



## 7. Selection Criteria

The selection criteria shall be such as to make it possible to assess the applicant's ability to complete the proposed action.

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out or the year for which the grant is awarded and to participate in its funding. They must have the professional competencies and qualifications required to complete the proposed action.

Applicants must submit a declaration on their honour, completed and signed, attesting to their status as a legal person and to their financial and operational capacity to complete the proposed activities.

A model declaration is included in the Application Forms in Annex III.

### 7.1 Operational Capacity

In order to permit an assessment of their operational capacity, organisations must submit, together with their applications:

- the curriculum vitae of the legal representative of the company
- the curriculum vitae of the main collaborators of the company and for the project
- track record of the company over the last two years.

### 7.2 Financial Capacity

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

In signing the Declaration Annex III, of the application form, the applicant declares on their honour to have the financial and operational capacity to implement the action for which support is requested.

If the Agency considers that financial capacity has not been proved or is not satisfactory, it may:

- reject the application
- ask for further information
- offer a grant agreement without pre financing.

## 8. Award Criteria

The Commission will award grants on the basis of the following criteria which will be given the points indicated below.

Step 1: All applications that satisfy the Eligibility and the Selection Criteria will be ranked on the basis of assessments made with regards to these award criteria.

Projects benefiting from MEDIA Single Project for big countries and/or State Funding for countries with low audiovisual capacity	10
Projects with a credit agreement	10
Projects from countries with low audiovisual capacity	10
Projects from the new Member States and the enlargement countries (Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Romania, Slovakia, Slovenia).	5
Projects with a European dimension: co produced by more than one country participating in the MEDIA Programme	3

Within the limits of the budget available projects with the maximum points on the basis of the above table will be awarded a grant.

Step 2: In the event that, at the conclusion of the above process, more than one project has the same number of points the following criteria will be examined for those projects only:

Co production covering more than one country participating in the MEDIA Programme:	1 point per country
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Within the limits of the budget available projects with the maximum points on the basis of the above table will be awarded a grant.

Step 3: In the (unlikely) event that at the conclusion of the above process (Step 2) more than one project has the same number of points the following criteria will be examined for those projects only:

International Distribution Potential	0-5
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NB: For the purposes of this Call for Proposals the following countries participating in the MEDIA Programme are considered as having a low audiovisual production:

Austria, Belgium, Bulgaria, Cyprus, Croatia, Czech Republic, Denmark, Estonia, Finland, Greece, Hungary, Ireland, Iceland, Liechtenstein, Latvia, Lithuania, Luxembourg, Malta, Norway, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Sweden and Switzerland.

The MEDIA programme reserves the right to recourse to external expert(s) during the selection procedure.

## 9. Financial Conditions

Community grants are incentives to carry out projects which would not be feasible without the MEDIA programme's financial support, and are based on the principle of co-financing. They complement the applicant's own financial contribution and/or national, regional or private assistance that has been obtained elsewhere.

Acceptance of an application by the Agency does not constitute an undertaking to award a financial contribution equal to the amount requested by the beneficiary. The awarding of the grant does not establish an entitlement for subsequent years.

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 conversion rates published in the Official Journal of the European Union, series C, on the date of submission of the application. These exchange rates 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>).

The budget for the action 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 amount of the own resources indicated in the revenue part of the estimated budget is regarded as secured, and the amount as a minimum, must be entered in the revenue section of the final account. The allocated amount may not exceed the amount requested.

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.

The Community 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 beneficiary shall also agree that the Agency, the Commission and the Court of Auditors of the European Communities and persons authorised by them may verify the use to which the financial contribution is put, in

accordance with the Financial Regulation applicable to the general budget of the European Communities, throughout the duration of the granted action and for five years after its end date.

Checks by the Agency, the Commission or the Court of Auditors of the European Communities, or any person authorised by them, may be carried out on the basis of documents or on site. The beneficiary undertakes to ensure that any partner accepts the same obligation.

#### Combination of modules per project

The amount of the financial contribution awarded by the MEDIA programme to each selected project will be determined according to the costs incurred and the nature of the project as a function of the criteria below:

- the conditions in the credit agreement, the insurance policies and the completion guarantee;
- the production budget, financing plan and timetable for the project.

The producer may request a combined subsidy for the same project under Module 1, Module 2 and Module 3. When it is possible to obtain the maximum of EUR 50,000 under one module, the combination of modules will not be possible.

### **9.1 Payment Procedure**

In the event of definitive approval by the Agency, 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 original agreement must be signed and returned to the Agency immediately. The Agency will sign it last.

The account or sub-account indicated by the beneficiary must make it possible to identify the funds transferred by the Agency. 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 interest will be recovered by the Agency where it results from the prefinancing payment if this payment exceeds EUR 50,000.

The payment of the Community's contribution will be normally made in two instalments:

- A **pre-financing payment** of 70% 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. Pre-financing is intended to provide the beneficiary with a float.
- The Agency will establish the amount of the **final payment** to be made to the beneficiary on the basis of the final reports including invoices and/or a statement of expenditures certified by the concerned organisation (insurance company, credit establishment or guarantor).  
If the eligible costs actually incurred by the organisation during the action are lower than anticipated, the Agency will apply its rate of funding to the actual costs, and the beneficiary will, where applicable, be required to repay any excess amounts already transferred by the Agency under the pre-financing payment.

In order for the Agency to agree to the payment, additional information may be requested from applicants when the final reports are submitted.

Verification will be made on a project-by-project basis.

### **9.2 Certificate on the financial statements and underlying accounts**

Not applicable.

### **9.3 Guarantee**

Not applicable.

### **9.4 Double-funding**

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

Applicants must indicate (within the application form) any other applications for financial support they have submitted or will be submitting to the European Communities during the same year, indicating for each support the Community Programme concerned and the amount of the support.

## **9.5 Eligible costs**

Eligible costs of the action/project are costs actually incurred by the beneficiary, which meet the following criteria:

- they are incurred during the duration of the action/project as specified in the grant agreement, with the exception of costs relating to final reports and certificates on the action/project's financial statements and underlying accounts;
- they are connected with the subject of the agreement and they are indicated in the estimated overall budget of the action/project;
- they are necessary for the implementation of the action/project which is the subject of the grant;
- they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost-accounting practices of the beneficiary;
- they comply with the requirements of applicable tax and social legislation;
- they are reasonable, justified, and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

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.

The categories of eligible costs are clearly identified in headings 7.1 (Insurance), 7.2 (Completion Guarantee) and 7.3 (Financial Costs) of the "production budget" section of the application form (Annex V.a.).

The period of eligibility of costs to be included in the project budget is limited to costs incurred starting from:

- July 1, 2008 and will end at the latest 30 months after that date for the deadline of 02/02/2009
- January 1, 2009 and will end at the latest 30 months after that date for the deadline of 07/07/2009

Applicants' attention is drawn to the following points for the completion of the "production budget" document:

- Under heading 7.1 – Insurance: only those insurance policies related to the specific project for which support is requested for work (pre-production, production, E&O, post-production) are eligible. Third-party liability insurance for the company in general is not eligible.
- Under heading 7.3 – Financing costs (related to bank financing): only those costs which are directly linked to bank financing for the submitted project are considered eligible.

## **9.6 Ineligible Costs**

The following costs are ineligible:

- return on capital,
- debt and debt service charges,
- provisions for losses or potential future liabilities,
- interest owed (for purposes other than the financing of the project),
- 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,
- excessive or reckless expenditure.

All costs other than those indicated under headings 7.1, 7.2 and 7.3 of the production budget, Financial costs related directly to tax shelter operations are not eligible.

## **10. Sub-contracting and award of procurement procedures**

Not applicable.

## **11. Publicity**

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:

- name and address of the beneficiary,
- subject of the grant,
- amount awarded and rate of funding.

Beneficiaries must clearly acknowledge the European Union's contribution and display clearly the name and logo of the MEDIA Programme and mention "*With the support of the MEDIA Programme of the European Union*" in all publications or in conjunction with activities for which the grant is used.

Furthermore, beneficiaries are required to give prominence to the name and logo of the European Commission on all their publications, posters, programmes and other products realised under the co-financed project.

If this requirement is not fully complied with, the beneficiary's grant may be reduced.

## **12. Data Protection**

All personal data (such as names, addresses, CVs, etc.) will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

Your replies to the questions in the application form are necessary in order to assess your grant application and they will be processed solely for that purpose by the department responsible for the Community grant programme concerned. On request, you may be sent personal data and correct or complete them. For any question relating to these data, please contact the Agency. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time.

## **13. Application Procedure**

### **13.1 Publication**

The Call for Proposals is published in the Official Journal of the European Union and is accessible on the following website:

[http://ec.europa.eu/information\\_society/media/producer/i2i/index\\_en.htm](http://ec.europa.eu/information_society/media/producer/i2i/index_en.htm)

### **13.2 Application Forms**

Applications must be submitted using the official Application Forms (including the Budget and Financial Plan Forms, provided in Annex V.a. and V.b.), which can be downloaded from the website: [http://ec.europa.eu/information\\_society/media/producer/i2i/forms/index\\_en.htm](http://ec.europa.eu/information_society/media/producer/i2i/forms/index_en.htm). Only one copy of the form will be sent out per request.

Applications must be typed and should preferably be submitted in English or French.

### **13.3 Presentation of the Application**

Only applications submitted using the official Application Forms (Annexes I-VII) having been completed correctly and in full, dated and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation, including a complete and balanced Estimated Production Budget and Financial Plan, will be considered.

Applications should be presented:

- by February 2, 2009 at the latest for projects starting between July 1, 2008 and February 2, 2009, i.e. projects for which at least one of the contract(s) with the bank or the financial institution(s) is (are) signed between July 1 2008 and February 2, 2009. In any case the production of the project must start on 1/7/2008 at the earliest, i.e. the 1<sup>st</sup> day of principal photography must not have taken place before 1/7/2008.
- by July 7, 2009 at the latest for projects starting between January 1, 2009 and July 7 2009, i.e. projects for which at least one of the contract(s) with the bank or financial institution(s) is (are) signed between January 1, 2009 and July 7, 2009. In any case the production of the project must start on 1/1/2009 at the earliest, i.e. the 1<sup>st</sup> day of principal photography must not have taken place before 1/1/2009.

These signed and completed official application forms must be accompanied by copies of all additional documents specified in the checklist which is included in the Application Forms.

Applications must be submitted in one unbound copy.

Incomplete applications (including applications which do not provide all documents requested in the checklist included in the application form) and applications submitted after the relevant application deadline will be rejected.

All envelopes containing applications should be clearly marked:  
« CALL FOR PROPOSALS 28/2008 - i2i AUDIOVISUAL ».

All applications must be sent by registered post or express courier or hand-delivered (at the applicant's own expense) by the relevant deadline (as shown on the postmark) at the latest, to the following address:

Education Audiovisual and Culture Executive Agency (EACEA)  
MEDIA Programme  
CALL FOR PROPOSALS 28/2008 - i2i AUDIOVISUAL  
Office: BOUR 3/30  
Avenue du Bourget 1  
B-1140 Brussels  
Belgium

Proposals delivered by hand must arrive before 15.00 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 by the Agency. 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 will be informed of the receipt of their application within 10 working days.  
Ineligible applications will not be considered for a Community contribution and will receive letters stating the reasons for such rejection.

Applicants will be informed as soon as possible whether or not the Agency has decided to grant them a financial contribution. This decision will be final.

No file or document submitted will be returned to applicants at the end of the evaluation and award procedure.

#### **13.4 Applicable Rules**

- COUNCIL REGULATION (EC, Euratom) N° 1995/2006 of 13 December 2006 (OJ L 390/2006 of 30 December 2006); amending Council Regulation N° 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities (OJ L 248, 16.09.2002);
- COMMISSION REGULATION (EC, EURATOM) No 478/2007 of 23 April 2007 amending Regulation (EC, Euratom) No 2342/2002 laying down detailed rules for the implementation of Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities;
- Decision No 1718/2006/EC of the European Parliament and of the Council of 15 November 2006 (Official Journal L 327, 24/11/2006 P. 12 – 29) concerning the implementation of a programme of support for the European audiovisual sector (MEDIA 2007).

#### **13.5 Contacts**

For further information please contact:  
MEDIA Desks and Antennae:

[http://ec.europa.eu/information\\_society/media/overview/who/desks/index\\_en.htm](http://ec.europa.eu/information_society/media/overview/who/desks/index_en.htm)

Or:

EACEA  
Eleni Chandrinou  
BOUR 3/38  
Avenue du Bourget 1  
B-1140 Brussels  
Tel. +32 2 2980420  
Fax: +32 2 2985542  
[eleni.chandrinou@ec.europa.eu](mailto:eleni.chandrinou@ec.europa.eu)