



**Call for Proposals – EACEA n° 03/2006**

**i2i AUDIOVISUAL**

**GUIDELINES FOR THE SUBMISSION OF PROPOSALS TO OBTAIN FINANCIAL SUPPORT**

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**1. Introduction**

## 1.1 **Legal basis**

This Call for Proposals is based on Council Decision (2000/821/EC) concerning the implementation of a programme encouraging the development, distribution and promotion of European audiovisual works (MEDIA PLUS Development, Distribution and Promotion 2001-2005) adopted by the Council on 20<sup>th</sup> December 2000 and published in the Official Journal of the European Communities no L13 of January 17, 2001, as amended by Decision 846/2004/EC of the European Parliament and of the Council of 29 April 2004 (OJ L 157, 30.4.2004, as corrected by OJ L 195, 2.6.2004, p. 2). See also Commission report COM (2003) 725 final

The Education, Audiovisual & Culture Executive Agency hereafter referred to as "the Agency", is the service responsible for implementing this Call for Proposals.

This Call for Proposals is aimed at European organisations whose activities contribute to the realisation of the objectives of the MEDIA PLUS Programme as described in this Council Decision. It explains how to submit a proposal with a view to obtaining a financial contribution from the Community.

## 2. **Objectives**

### 2.1 Objectives of the Programme

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.

### 2.2 Objectives of the support scheme: "i2i Audiovisual"

"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**

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 – 60% for countries with low audiovisual capacity – the maximum amount awarded will be € 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 – 60% for countries with low audiovisual capacity. The maximum amount awarded will be € 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 € 50 000 per project.

### **3. Calendar**

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

**10 July 2006** for projects which start between the **1<sup>st</sup> January and 30<sup>th</sup> June 2006**

See Section 13 of this Call for Proposals for a detailed description of the methodology to follow when submitting an application.

Applicants will be informed normally within 4 months of the submission deadline whether or not the Agency has decided to grant them a financial contribution. This decision will be final.

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 regards to the criteria established in this Call for Proposals.

Successful applicants will be offered an agreement to be concluded with the Agency as soon as possible, at the latest 5 months after the submission deadline. (The payment schedule anticipated is set out in **section 9.1** below.)

The period of eligibility of costs to be included in the project budget is limited to costs incurred starting from the date of the signature of the contract with a bank or financial institution (insurance company, or completion guarantor) or from the date when the first payment relevant to these contracts was made, and will end at the latest 30 months after that date. Under no circumstances can the period of eligibility of costs start before the 1<sup>st</sup> of January 2006.

Final Financial Reports subsequent to agreements concluded with successful applicants must be presented as soon as possible after the end of the action and no later than three months after the final date of the period of eligibility of costs as defined in the agreement with the Agency.

### **4. Available Budget**

The maximum budget available for co-financing projects under this Call for Proposals will be 1.4 M €  
The Agency reserves the right not to allocate the entire budget.

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

The maximum contribution available under this Call for Proposals is € 50 000 per project, and € 100 000 per company. A company may apply with a maximum of two projects under this Call for Proposals.

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 selection and award criteria.

### **5. Eligibility Criteria**

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

### 5.1 . Eligible Companies

#### **Independent production company**

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 PLUS programme.

#### **European Production Company**

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 PLUS 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.

### 5.2 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 PLUS Programme (Iceland, Liechtenstein, Norway, and Switzerland)
- Countries that satisfy the conditions laid down in Article 11 of Decision N° 2000/821/EC (currently Bulgaria)

**NB: All countries participating in the MEDIA Programme are considered as having a low audiovisual production capacity, except: France, Germany, Italy, Spain and the United Kingdom.**

### 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 PLUS Programme

and

- the work must be produced with the significant participation of professionals who are nationals/residents of countries participating in the MEDIA PLUS programme. 'Significant participation' is defined as having 10 or more points on the basis of the table below, (or the biggest share of points if the total is less than 19 in the case of documentaries or animation films):

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

TOTAL	19
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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.

**Furthermore the following eligibility criteria will be applied:**

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

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

The applicant must present a signed insurance contract covering the pre-production, production or post-production phase of the project, for a minimum of €10 000. 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 a minimum of €10 000.

#### **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:

- either from a partner establishment of the EIB (See Annex VIII),
- or from any bank or financial institution for production companies benefiting from MEDIA PLUS Development Slate Funding, and/or for projects from countries with low audiovisual capacity,

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.).

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

The production of the project must start at the earliest in 2006, i.e. the 1<sup>st</sup> day of principal photography must not have taken place before 01/01/2006. Costs associated with insurance contracts, completion guarantees and credit agreements for projects starting in 2006 but which were signed in 2005, will only be eligible from the 1<sup>st</sup> January 2006.

In case of co production, the applicant company must be the majority producer. 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.

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

### **5.4 Eligible Applications**

Applications must be sent by the relevant deadline. (The postmark will be taken as proof of timely sending.)

Only those applications submitted using the official Application Forms including the Summary Forecast Production Budget and Financial Plan provided in Annexes V.a. and V.b. will be considered.

Should a company apply with two projects under the same Call for Proposals, separate applications must be submitted for each individual project.

Applications must:

- respect these guidelines and be correctly and fully completed,
- present a detailed, balanced and correct budget respecting all conditions set out in sections 9 and 13 of this Call for Proposals,
- include all declarations concerning legal and financial information,
- include all documents requested in the Checklist.

## 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 if:

- (a) they are bankrupt or entering bankruptcy proceedings, 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 project 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) 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 their contractual obligations.

Applicants cannot receive any 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 Agency on applicants who are 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 that they are not in any of the situations set out in Articles 93 & 94. This declaration is included in the Application Forms provided in Annex III.

## 7. Selection Criteria

The Selection Criteria assess the applicant's capacity to complete the project for which support is requested:

Applicants must possess stable and sufficient financing to maintain their activity throughout the period necessary for the implementation of the project for which support is requested;

Applicants must have sufficient professional qualifications and experience to successfully manage the project for which support is requested;

Applicants must submit a declaration of honour (complete and signed) certifying their financial and operational capacity for the purposes of the successful implementation of the project for which support is sought. A model declaration is included in the Application Forms in Annex III.

### 7.1 Operational Capacity

To enable the assessment of its operational capacity, the applicant must provide the following documents as part of their application:

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

### 7.2 Financial Capacity

To enable the assessment of its financial capacity, applicants must provide the following documents as part of their application:

- The most recent, complete, audited accounts including balance sheet and Profit and Loss Account;
- A correct and complete Financial Capacity Form (Form II.b.) including figures based on those from the most recent available complete and certified accounts. The applicant certifies that these figures are accurate and verifiable. This information is used for the evaluation of applicant's financial stability and co-financing capacity;
- The bank identification form (provided in Form I.b.) duly completed by the applicant and certified by the bank. This form must include original signatures of both the applicant's and the bank's representatives.

N.B: If, on the basis of documents provided, the Agency finds the Applicant's financial capacity to be unsatisfactory, it may:

- reject the application;
- require additional information;
- request a bank guarantee;
- offer a contract which includes a financial contribution, but with no pre-financing payment (i.e. which foresees the payment of the total contribution following the approval of Final Reports to be submitted after the end of the action).



## 8. Award Criteria

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

All eligible 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 PLUS Development Slate Funding for big countries and/or Single Projects and/or New Talents for countries with low audiovisual capacity	10
Projects with a credit agreement from an EIB partner for big countries or projects with a credit from any bank for small countries	10
Projects from countries with low audiovisual capacity	10
Projects from the 10 new Member States and Bulgaria	5
Projects with a European dimension: more than one country involved in the production	3
Co production covering more than one linguistic territory:	2 points per official language

Within the limits of the budget available projects with the maximum points on the basis of the above table will be awarded a grant. In case that more than one project have the same number of points the following criteria will be examined by the evaluation committee:

Marketing strategy and distribution channel	0-5
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**NB: For the purposes of this Call for Proposals: all countries participating in the MEDIA Programme (as defined in Section 5.2) are considered as having a low audiovisual production capacity, except: France, Germany, Italy, Spain and the United Kingdom.**

## 9. Financial Conditions

Financial contributions granted in the framework of this Call for Proposals will take the form of subsidies as defined in Article 6 of Council Decision 2000/821/EC. Community Subsidies exist to encourage the implementation of projects which operate thanks to the principle of co-financing.

If the project is selected, an agreement shall be signed between the Agency and the beneficiary, by which the beneficiary shall undertake to allow Agency staff, staff from 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.

The beneficiary shall also agree that the Agency 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 of 25 June 2002 applicable to the general budget of the European Communities as amended, throughout the duration of the project and for five years after its end date.

The beneficiary undertakes to ensure that any partner accepts the same obligation.

Checks by the Agency 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 Agency is not bound, by sole act of selecting a particular applicant, to agreeing to the level of financial support requested. The award of a contribution does not infer any right to a grant in subsequent years.

Under no circumstances may the amount awarded be greater than the amount requested.

The value of any amount included in the application budget as 'Producer's investment,' is understood as having been definitively secured.

The amount of the financial contribution awarded by the Agency 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;
- (if applicable) the good performance by the producer of previous contracts under the MEDIA II and MEDIA PLUS programmes (adherence to the production budgets presented).

The maximum amount awarded will be €50 000 per project. In all cases, the total contribution may not exceed 50%, or 60% for projects from countries with low audiovisual capacity, of the eligible costs respectively for Module 1, Module 2 and Module 3.

### **Combination of modules per 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 €50 000 under one module, the combination of modules will not be possible. The minimum amount of the financial contribution will remain at €5 000 per project.

### **Combination of projects per company**

The producer may submit a maximum of two projects. Any financial contributions will be calculated on a project-by-project basis.

The maximum financial contribution granted will be €100 000 per company.

### **Budget and Financing Plan**

All applicants must present their budget and reports in Euro.

Applicants from countries which are not member of the Euro zone should convert their budget and financial plan using the official exchange rate announced at the beginning of the month in which the application is submitted. These exchange rates can be obtained from the national MEDIA Desks and Antennae and from the European Commission web site (<http://europa.eu.int/comm/budget/inforeuro/files.htm>). For any Final Budget and Financial Plan to be submitted, the exchange rate used must be the official exchange rate

announced at the beginning of the month in which the report is drafted. The exact rate used should be specified within the space provided on the Budget Form.

All subtotals and totals calculated in Euro must be rounded to the nearest Euro (i.e. €300,000.49 = €300,000 and €300,000.50 = €300,001.)

The Forecast Production Budget and the Forecast Financial Plan must be balanced. The Forecast Production Budget and Financial Plan will be attached to the agreement signed between the Agency and the selected applicants. Regarding the Forecast Production Budget, applicants must pay particular attention their cost estimates. Cost estimates that are excessive will not be accepted.

Any Community contribution cannot generate any profit whatsoever for its beneficiary (Profit is defined as having achieved greater revenues than costs). Any profit will result in a proportionate reduction of the contribution finally awarded.

The applicant shall inform the Agency in writing of any transfers between the eligible costs items in the Budget that vary more than 15%.

### 9.1 Payment Procedure

Should an application be approved by the Agency, a financial agreement (in Euro) specifying the conditions of the grant and the level of Agency financing will be concluded between the Agency and the beneficiary. Original copies of this agreement must be signed and returned to the Agency who will be the last party to sign.

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

- 70% upon signature of the agreement between the Agency and the production company;
- the balance upon presentation to and approval by the Agency of the Final Financial Report including invoices and/or a statement of expenditures certified by the concerned organisation (insurance company, credit establishment or guarantor).

In order for the Agency to agree to a payment, additional information may be requested from applicants when the final production budget and financial plan are submitted.

The amount of this final contribution depends on actual costs incurred by the beneficiary. If appropriate, the beneficiary will be required to reimburse any surplus already paid as part of initial pre-financing. The beneficiary will have to prove the good performance of the action, giving the date of conclusion of the contract and certifying the amount paid for the action in question. The financial contribution awarded may not exceed €50 000 per project and 50% of the eligible costs respectively for Module 1, Module 2 and Module 3 (60% for countries with low audiovisual capacity).

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

The beneficiaries undertake to inform the Agency of any significant changes to the financing plan, the production budget and the timetable for the performance of the project throughout the duration of the contract with the Agency.

### 9.2 Double-funding

One project may give rise to the award of only one grant from the same Community budget to one beneficiary. The project proposed by the applicant cannot receive double funding for the same action. Applicants must indicate (within the application for support,) 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.

### 9.3 General Conditions concerning Eligibility of costs

In order to be included in the application and final budgets submitted to the Agency, in the context of this call for proposals, all costs must:

- be specified in the Forecast Production Summary Form (provided in Annex V.a. of this Call for Proposals);
- be reasonable and necessary for the implementation of the project, be in accordance with the principles of good financial management, notably concerning cost efficiency;
- be generated during the eligible costs period.

### 9.4 Eligible Costs

The only costs that are eligible are those which are:

- directly linked to the production of the work concerned;
- actually incurred by the beneficiary or the co-producers of the work;
- identifiable and verifiable with supporting documents;
- recorded in the beneficiary's or co-producers' accounts or tax documents;
- incurred during the period specified in paragraph 3.

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.). These costs are eligible starting from the date of signature of the relevant contract(s) or from the date when the first payment relevant to these contracts was made.

However, 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.

Beneficiaries of Community funding are also obliged to keep clear analytical accounts of the costs incurred for each project supported.

The beneficiary's accounting procedures must allow the reconciliation of costs and revenues declared in relation to the project supported, with the corresponding justifying evidence and with the company's accounts.

All costs other than those indicated under headings 7.1, 7.2 and 7.3 are ineligible.

### 9.5 Ineligible Costs

The following costs are ineligible:

- all costs other than those indicated under headings 7.1, 7.2 and 7.3.
- 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.

## 10. **Sub-contracting and Acquisition of External Services**

Should the implementation of the project require significant sub-contracting or tenders, the applicant and, where necessary, its partners must ensure the receipt of a competitive offer (i.e. the most cost efficient) respecting the principles of transparency and equal treatment of potential sub-contractors and ensuring that no conflicts of interest are incurred.

## 11. Publicity

All subsidies allocated during any one financial year must be published on the website of the MEDIA Programme during the first six months of the following financial year, of the budget under which they were granted. This information may also be published in any other appropriate publication, including the Official Journal.

With the permission of the successful applicants (unless such information threaten their security or harm their business interests), the Agency will publish the following information:

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

All successful applicants are required to mention clearly the support of the European Union in any publicity or during the activities for which a subsidy is granted.

Moreover, all successful applicants are required to display clearly the name and logo of the MEDIA PLUS Programme, on all publications and publicity materials produced for any project which has been allocated a co-financing contribution. Logos and a text concerning the MEDIA Programme's support will be provided by Agency. Should this condition not be respected, the amount of the Agency contribution provisionally allocated may be cancelled.

## 12. Legal Status

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

Applicants must therefore 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://europa.eu.int/comm/budget/execution/legal\\_entities\\_en.htm](http://europa.eu.int/comm/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 IX

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, 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.

## 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://europa.eu.int/comm/avpolicy/media/i2iav\\_en.html](http://europa.eu.int/comm/avpolicy/media/i2iav_en.html)

### 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 mentioned in 13.1.

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

### 13.3 Presentation of the Application

Applications should be presented:

- **by July 10, 2006 at the latest** for projects starting between the 1<sup>st</sup> of January and the 30<sup>th</sup> of June 2006, i.e. projects for which **the contract(s) with the bank or the financial institution(s) is (are) signed between the 1<sup>st</sup> of January and the 30<sup>th</sup> of June 2006**. Should such contracts have been signed in 2005; the relevant costs will be eligible from the 1<sup>st</sup> of January 2006.

In any case the production of the project must start in 2006 at the earliest, i.e. the 1<sup>st</sup> day of principal photography must not have taken place before 01/01/2006.

**Companies are strongly encouraged to apply as soon as they have signed the relevant contracts.**

Only applications submitted using the official Application Forms (Annexes I-VII) having been completed correctly and in full, including a complete and balanced Forecast Production Budget and Financial Plan, will be considered.

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 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 applications deadline will be rejected.

All envelopes containing applications should be clearly marked:

« CALL FOR PROPOSALS 03/2006 - i2i AUDIOVISUAL ».

All applications must be sent by registered post or express courier or hand-delivered (at the applicant's own expense) by 10/07/2006 (as shown on the postmark) at the latest, to the following address:

Education Audiovisual and Culture Executive Agency  
MEDIA Programme  
Mr. Constantin Daskalakis  
Office: BOUR 3/30  
Rue de Genève 1  
B-1049 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 an Agency 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.

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. Applicants must give prompt and full responses to any such requests.

Successful applicants are committed to carrying out the project as presented in the application form.

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°1605/2002 of 25<sup>th</sup> June 2002 concerning the Financial Regulations applicable to the budgets of the European Communities.
- Council Regulation (EC Euratom) n°2342/2002 of 23<sup>rd</sup> December 2002 (implementation rules concerning the Council Regulation.)
- Council Decision (2000/821/EC) concerning the implementation of a programme encouraging the development, distribution and promotion of European audiovisual works (MEDIA PLUS Development, Distribution and Promotion 2001 – 2006), Official Journal of the European Communities n° L13 of January 17, 2001.

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