



Call for Proposals – DG Information Society and Media n° 03/2005

i2i AUDIOVISUAL

GUIDELINES FOR THE SUBMISSION OF PROPOSALS TO OBTAIN FINANCIAL SUPPORT

Contents:

- 1. Introduction**
- 2. Objectives**
- 3. Calendar**
- 4. Available Budget**
- 5. Eligibility Criteria**
- 6. Exclusion Criteria**
- 7. Selection Criteria**
- 8. Award Criteria**
- 9. Financial Conditions**
- 10. Sub-contracting and Acquisition of External Services**
- 11. Publicity**
- 12. Legal Status**
- 13. Application procedure**

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 20th December 2000 and published in the *Official Journal of the European Communities* no L13 of January 17, 2001.

The Commission service responsible for implementing this Call for Proposals is Unit A.2 of Directorate General Information Society and Media.

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 involved in 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 Commission by the following deadlines (the postmark will be taken as proof of timely sending):

15th July 2005 for projects which start between **1st January and 30th June 2005**

16th January 2006 for projects which start between **1st July 2005 and 31st December 2005**

(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 as soon as possible (normally within twelve weeks of the submissions 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 Commission 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 Commission as soon as possible, at the latest 5 months after the relevant 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 1st January 2005.

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 Commission.

4. Available Budget

The maximum budget available for co-financing projects under this Call for Proposals will be 2.7 M € (1.4 M€ available under the 1st deadline and 1.3 M€ under the 2nd deadline).

The Commission reserves the right not to allocate the entire budget.

Commission 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 have been generated in co-operation with a single broadcaster.

The Commission 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 from 1st January 2006)
- 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

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 as one-off projects or series.

Furthermore the following eligibility criteria will be applied:

For Module 1: Insurance Costs

Applicants eligible for Module 3 (applicants must have a credit agreement for the project) 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, for production companies benefiting from MEDIA PLUS Development Slate Funding, and/or for projects from countries with low audiovisual capacity, from any bank or financial institution.

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

This Call for Proposals concerns projects with production budgets that are at least 50% financed by European sources.

The production of the project must start at the earliest in 2005, i.e. the 1st day of principal photography must not have taken place before 1st January 2005. Costs associated with insurance contracts, completion guarantees and credit agreements for projects starting in 2005 but which were signed in 2004, will only be eligible from 1st January 2005.

In the case of a co-production, the applicant company should be the majority co-producer. If the applicant company is not the majority co-producer, then it must be the company concluding the relevant contract(s)

with financial institution(s). In all cases of co-production, the other co-producers must nominate the applicant company to conclude any eventual agreement with the European Commission.

Projects that have received Community support under the 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 25th 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 Commission 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 complete and signed declaration of honour certifying their financial and operational capacity to successfully implement 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 Commission 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 European Commission will decide to 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 or 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 network	0-5
---	-----

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 Commission and the beneficiary, by which the beneficiary shall undertake to allow Commission 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 Commission may be subject to confidentiality arrangements to be agreed between the Commission and the beneficiary.

The beneficiary shall also agree to the European Commission and the Court of Auditors of the European Communities verifying the use to which the financial contribution is put, in accordance with the Financial Regulation of 25th 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 European 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 Commission 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 Commission 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 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 only, 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 members 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/infocoreuro/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 Commission and the selected applicants. Regarding the Forecast Production Budget, applicants must pay particular attention to their cost estimates. Cost estimates that are excessive will not be accepted.

Any Commission 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 beneficiary shall inform the Commission in writing of any transfers between the eligible costs headings in the Budget that vary more than 15%.

The beneficiaries undertake to inform the Commission 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 Commission.

9.1 Payment Procedure

Should an application be approved by the Commission, a financial agreement (in Euro) specifying the conditions of the grant and the level of Commission financing will be concluded between the Commission and the beneficiary. Original copies of this agreement must be signed and returned to the Commission 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 European Commission and the production company;
- the balance upon presentation to and approval by the Commission 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 Commission 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.

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 Commission 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 Commission, 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,
- 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 European Institutions during the first six months of the following financial year, after the completion of the audit of the budget under which they were granted. This information may also be published in any other appropriate publication, for example, the Official Journal.

With the permission of the successful applicant (unless such information threatens their security or harms their business interests), the Commission will publish the following information:

- the name and address of the beneficiary,
- the subject of the grant,
- the title of the project,
- 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 the Commission.

Should this condition not be respected, the amount of the Commission contribution provisionally allocated may be cancelled.

12. Legal Status

The Commission can only offer agreements to successful applicants on the basis of the approval of documents confirming the legal status of the 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) complete 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_fr.htm ;
- A copy of the company's registration certificate from 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 Commission 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 Commission on the organisation's behalf must be provided.

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 Directorate General of Information, Society and Media's website at the following address:

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 15th July 2005 at the latest** for projects starting between 1st January and 30th June 2005, i.e. projects for which **contracts with banks or financial institutions are signed between 1st January and 30th June 2005**. Should such contracts have been signed in 2004, the relevant costs will be eligible from 1st January 2005.

- **by January 16th 2006 at the latest** for projects starting between 1st July and 31st December 2005, i.e. projects for which **contracts with banks or financial institutions are signed between 1st July and 31st December 2005**.

In any case the production of the project must start in 2005 at the earliest, i.e. the 1st day of principal photography must not have taken place before 1st January 2005.

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 with the Application Forms.

Applications must be submitted in duplicate (2 separate copies).

Incomplete applications (including applications which do not provide all documents requested in the checklist included with 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 03/2005 – i2i AUDIOVISUAL".

All applications must be sent by registered post or express courier or hand-delivered (with proof of timely delivery in both the latter cases) to the following address:

European Commission
DG INFSO / A.2 MEDIA Programme and media literacy
Mr. Costas DASKALAKIS
Acting Head of Unit
Office: B100 – 4/27
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 Commission. Nevertheless, the Commission 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 Commission contribution. Applicants 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. This decision will be final.

Selected applications will be subject to a financial assessment. In this context the Commission 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 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.)
- 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.

13.5 Contacts

For any further information please contact:

European Commission

Mr. Costas Daskalakis

Constantin.Daskalakis@cec.eu.int

MEDIA Programme Technical Assistance Office

i2i Audiovisual

Rue Colonel Bourg 135-139

B-1140, Evere

Tel. +32 2 743 20 81 or 85

Fax: +32 2 743 22 45

eleni.chandrinou@d-and-s.com

National Contacts:

MEDIA Desks and Antennae:

www.europa.eu.int/comm/avpolicy/media/desk_en.html