



CALL FOR PROPOSALS – EACEA/04/06

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| <p>GUIDELINES FOR THE SUBMISSION OF PROPOSALS TO OBTAIN FINANCIAL SUPPORT</p> |
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“Measures to support the participation of European works and professionals in film festivals organised in countries not members of the MEDIA programme”

Contents:

- 1. Introduction**
- 2. Objective(s) – Theme(s) – Priorities**
- 3. Calendar**
- 4. Available Budget**
- 5. Eligibility Criteria**
- 6. Exclusion Criteria**
- 7. Selection Criteria**
- 8. Award Criteria**
- 9. Financial Rules**
- 10. Sub-contracting and Acquisition of External Services**
- 11. Publicity**
- 12. Application procedure**

Annexes:

- I. Application Form**
- II. Model Contract**
- III. List of Mediadesks & Antennae**

1. INTRODUCTION

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, published in the Official Journal of the European Communities n° 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).

2. OBJECTIVE(S) - THEMES(S) - PRIORITIES

2.1 Objectives

Among the objectives of the above mentioned Council Decision are:

- To facilitate and encourage the promotion and movement of European audiovisual and cinematographic works at trade shows, fairs and audiovisual festivals in Europe and around the globe, insofar as such events may play an important role in the promotion of European works and the networking of professionals (**art. 4**) ;
- To encourage the networking of European operators, by supporting joint activities on the European and international markets by national, public or private promotion bodies (**art. 4**);
- To foster the wider trans-national dissemination of non-domestic European films, on the European and international markets, through incentives to stimulate their distribution and their screening in cinemas, inter alia by encouraging coordinated marketing strategies (**art.3**).

The objectives of this Call for Proposals are to facilitate and **improve the promotion and circulation of European audiovisual and cinema works in those countries not members of the MEDIA Programme**. It is aimed at building-up of an economic partnership between countries inside and outside the MEDIA programme and facilitating better mutual knowledge and understanding.

2.2. Actions to be implemented.

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

The “[Education, Audiovisual and Culture Executive Agency](#)” (EACEA) has officially taken over the operational management of the MEDIA programme as of 1 January 2006.

The specific objective of this Call for Proposals is to provide an efficient mechanism of support in order:

- to improve the conditions governing access by European works and professionals to audiovisual markets outside Europe and foster dialogue with the local audiovisual sector;
- to promote and support the participation of European films to film Festivals organised in third countries (countries outside the EU, the EEA and the associated countries members of MEDIA);
- and, finally and in the context of an effort to encourage trade, economic partnership, and creative exchanges with the audiovisual sector of these countries, to facilitate local distribution and screenings of the European films after their presentation at the Festivals.

2.3 Priorities

Support will be given to one or more European organisations, or networks of European organisations, that will produce, implement and deliver the following Actions:

Action 1. Assistance to festivals for the programming of European films

Action 1 will provide support to activities aimed at encouraging the dialogue between professional from the MEDIA countries and those from the other countries in order to facilitate the programming of European films by the Film Festivals organised in Third Countries towards the European cinema.

The operators will describe its plan of activity (i.e. operational plan, methodology, rules and guidelines) supporting the specific costs outlined:

- a professional advice and assistance in the programming of recent European films with good potential on the respective local market, including guidelines and information on right owners and export sales agents,
- access to a package of rights-cleared films, “film festival package” (including a section of prime interest films– like the ones awarded by national/European film academies). These films festival packages may tour in Festivals in specific regions.

Action 2. Promotion of the participation of European Films

The selected applicant will have to facilitate the participation of EU works and professionals to eligible Festivals. The operators will describe their plan of activity supporting the costs outlined below (for eligible Festivals and eligible films) by clearly describing the festivals targeted and the reasons for the choice, operational plan, methodology, rules and guidelines.

The eligible costs specific to this Action shall be those costs related to the actual participation of the films in the Festival together with the costs for the provision of this support.

The costs covered in relation to the participation of the films shall be:

- the duplication of prints, transport of copies and related expenses
- subtitling and dubbing
- the production of promotional and advertising materials
- publication costs
- public relations activities
- the travel and subsistence costs of the professionals attached to the films selected, in particular talent (director, producer, actors etc...) and sales agents.

The costs of possible screening fees charged by the licensor of the films shall not be eligible.

Promotional activities, such as the organisation of Round-Tables, may be eligible under Action 2, provided that these activities reinforce the promotional aspects of the European films to be selected and presented at the Festival(s). The themes of Round-Tables must clearly be in relation to the European A/V works, industry or policy and targeted at local professionals or officials of the A/V industry. Moreover, operators will have to produce reports and results on the impact of such Round-Tables, which might be made available to the public and the Executive Agency (EACEA).

Action 3. Follow-up measures

Action 3 will support the costs of facilitating the wider public distribution of those European films successfully programmed in the Festivals hosting Actions supported under this present Call for Proposals.

The eligible costs specific to this Action shall be those costs related to the actual theatrical distribution of the European films programmed in the Festivals together with the costs for the provision of this support.

The costs covered in relation to the distribution of the films shall be:

- the duplication of prints, transport of copies and related expenses
- subtitling and dubbing
- the production of promotional and advertising materials
- publication costs
- public relations activities
- screenings related to the launching of the films
- the travel and subsistence costs of the professionals i.e. talent attached to the films selected.

The costs for the acquisition of the rights for the distribution of the film shall not be eligible.

The Actions undertaken by the successful applicants (beneficiaries) will concern Festivals and Films that fulfil the following criteria:

Festivals

- The Festival shall be based in countries which do not participate in the MEDIA Programme.
- The Festival can be organised by a local public or private body (i.e. a commercial or any non-profit body, such as an association), an EU Delegation or one or more Cultural or Film Institute from a Media member state.
- The programming of the Festival must contain a minimum of 35% of European films in at least three different European languages. The programming of the Festival should contain a significant and clearly identified European section programming recent European films.
- The absolute majority of the European films presented in the Festival under Action 2 and 3 will have to be recent ones (with their original Copyright established on or after 2001).
- The programming of the Festival should contain a presentation of local films from the country or region where the Festival is taking place.
- The Festival must include both a strong promotional element and events intended to encourage exchanges in audiovisual goods and services.
- The Festival must target the general audience as well as the local film professionals.
- Priority will be given to well established International Film Festivals with a clear promotional potential. Very commercial Festivals which do not necessarily comply with all the requirements set above, might be eligible in particular in regards to Action 2, provided that applicants can justify their potential added-value to the present scheme.

Films

- Support will only be given to the participation of films originated from the MEDIA countries.
- Films to be selected by applicants under Action 1 and 2 will have to represent at least three European languages.

- Films to be selected by applicants will have to be recent films (with original Copyright established on or after 2002).
- Priority will be given to the support of the participation of films coming from country with a low audio-visual production capacity.
- The film Festival package to be supported will be defined by the beneficiary according to the above criteria and priority, while ensuring the greatest variety of European countries of origin of the films supported.

The applicant will have to define a precise list of Festivals proposed for hosting the support foreseen in Action 1 and 2. The Executive Agency (EACEA) reserves its right to approve or not the proposed list at the time of the evaluation of the proposals received. Any change in the list of Festivals after the signature of the contract shall be notified in written by the beneficiary to the Executive Agency (EACEA), which reserves the right to approve or not such change(s).

3. CALENDAR

Applications must be sent to the Executive Agency (EACEA) by the following deadlines (See Point 12. of this Call for Proposals for a detailed description of the methodology to follow when submitting an application):

Deadline for submission of applications : 03rd July 2006

This Call for Proposals only concerns projects taking place from 1st January 2007 to 31st December 2007.

Projects must end before 31/12/2007.

The maximum duration for projects is 12 months.

No application will be accepted if the project extends over a longer period of time than that specified in the present Call for Proposals.

No extension of this 'eligible period' is possible.

Applicants will be informed as soon as possible (normally within 16-18 weeks of the submissions deadline), whether or not the Commission has decided to grant them a financial contribution. This decision will be final.

4. AVAILABLE BUDGET

The amount of the financial contribution awarded by the Executive Agency (EACEA) is determined in consideration of the cost and nature of projects.

The maximum budget available for co-financing projects under this present Call for Proposals will be 700 000 Euros. A majority of the available funds will be allocated to Action 2 and 3.

The award granted to each beneficiary and for each proposed project will normally be limited to 50% of the total costs. Projects which highlight European linguistic and cultural diversity (i.e. through a special focus upon works from countries with a low production capacity – see 5.2) may apply for a grant of 60% of the total costs. The final percentage of the financial contribution to be awarded will be determined by the Executive Agency (EACEA) in consideration of the nature of the project.

The beneficiary must guarantee the remaining funds.

N.B. “In kind” contributions and expenses cannot be supported by the MEDIA Plus Programme, but are taken into account when assessing the budget and must therefore be included in the appropriate sections of the Budget Summary Form.

The Executive Agency (EACEA) reserves the right not to allocate the entire budget.

5. ELIGIBILITY CRITERIA

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

5.1. Eligible Organisations

Public bodies and private companies (including non-profit organisations) of the audiovisual sector are eligible according to the terms of the present Call for Proposals.

This Call for Proposals is open to companies registered in and owned by nationals from the Member States of the European Union and countries of the European Economic Agreement participating in the MEDIA Plus Programme defined in the point 5.2. of the present Call for Proposals and which is owned and continues to be owned, whether directly or by majority participation, by nationals from these countries. (Applicants MUST provide up to date copies of their statutes and certificate of registration including copies of all amendments and a complete up to date list of all shareholders / directors / management board members, etc. which certifies the nationality of such persons).

The Applicant must be a European body as defined under point 5.2.

5.2. Eligible Countries

This Call for Proposals is open to companies registered in and owned by nationals from one of the Member States of the European Union and of the countries of the European Economic Area participating in the MEDIA Plus Programme (Iceland, Liechtenstein, Norway), Switzerland, as well as those other countries that satisfy the conditions laid down in Article 11 of Decision N° 2000/821/EC (Bulgaria).

For the purposes of this Call for Proposals, the following countries will be considered as countries with a low audiovisual production capacity: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, Greece, Hungary, Ireland, Iceland, Latvia, Liechtenstein, Lithuania, Luxembourg, Norway, Netherlands, Poland, Portugal, Slovakia, Slovenia, Switzerland and Sweden.

5.3. Eligible Actions

Only those applications corresponding to at least one of the 3 Actions described under the present Call for Proposals will be considered eligible.

To be considered eligible according to the present Call for Proposals, the Festivals must be an event aimed at showcasing a substantial number of European films (at least 35%) to a significant audience. The Festival may be organised by a local organiser (a commercial establishment or any non-profit bodies), an EU Delegation or one or more Cultural or Film Institutes from a MEDIA member state.

For the purposes of the present Call for Proposals, the National film/cultural institutes are defined as follows:

Public, semi-public or private bodies or associations from a MEDIA participating country that are entrusted with the mission of promoting their national culture abroad and that participate in the implementation of public policy measures.

Sales agents are defined, under the present Call for Proposals, as a European-based company responsible for the sale, distribution and promotion of European films.

The definition of a « European work » should be understood in the sense of Article 6 of Council Directive 89/552/EEC of 3rd October 1989 on the co-ordination of certain provisions, legislative, regulatory or administrative, in the Member States concerning the pursuit of television broadcasting activities as amended by European Parliament and Council Directive 97/36/EC of 30th June 1997.

This include all films produced by a majority of producer(s) registered in and owned by nationals of a State participating into the MEDIA Programme or having ratified the Convention "Television without frontiers" of the Council of Europe.

Recent Films are defined under the present Call for Proposals as Films with original Copyrights on or after 2002.

5.4. Eligible Applications

Only those applications submitted using the official Application Forms provided in Annex I, fully completed and duly signed and received within the relevant deadline (the postmark will be taken as proof of timely sending) will be considered.

The application forms must include all documents requested in the Checklist in Annex I, in particular those regarding its financial and operational capacity to carry out the project.

Applications must respect these guidelines and be correctly and fully completed. Applications must present a detailed, balanced and correct budget and the Community co-financing applied for cannot exceed 50% of total costs. Projects which highlight European linguistic and cultural diversity (i.e. through a special focus upon works from countries with a low production capacity) may apply for a grant of 60% of the total costs.

The proposal must contain draft rules and guidelines providing a clear framework for the Action or Actions outlined in Point 2.3. above and conforming to the criteria set out therein.

All the other conditions detailed in Point 12 of the present Call for Proposals must be respected.

6. EXCLUSION CRITERIA

1) 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 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 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.

2) Applicants shall be excluded from the participation at this Call for Proposals if:

- (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 I.

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 and to contribute to the financing of the project 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.

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 person (s) in charge of the project and of the key staff involved in its implementation (for example programmers, administrative staff, education officers, etc) and, when applicable, of any partner organisation;

- a summary of the activities of the applicant (and of its partners, when applicable) over the previous three years and a business development plan for the project over the next three years.

The Executive Agency (EACEA) will take into consideration during the selection process the results achieved by applicants under the previous Call for Proposals.

7.2 Financial Capacity

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

- The most recent certified, audited copy of the complete annual Profit and Loss accounts, including a copy of the balance sheet and all other relevant annexes if available. The accounts must have been certified by an independent authorized chartered accountant/auditor;
- The bank identification form (form I.a.ii. of Annex I) 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;
- The form concerning the applicant's financial capacity (form I.a.iv.), duly and carefully completed. The information provided (figures) will be based on those from the most recent complete certified accounts, provided with the application. The applicant certifies that these figures are accurate and verifiable. This information will be necessary to the evaluation of applicant's financial solidity and co-financing capacity.

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

- Reject the application
- Require additional information
- Require a Guarantee (See point 9.3.)
- 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 event.)

7.3 Audit

For applicants requesting a contribution of more than 300,000€ the certified accounts must be accompanied with an external audit report done by an authorized chartered accountant/auditor¹.

¹ The chartered accountant/auditor must be authorized according to the terms of the Eight directive 84/253/CEE of the Council of 10th April 1984 based on article 54 paragraph 3 point g) of the CEE treaty, regarding the authorization of the individuals in charge of the legal control of accounting documents (JO n° L 126 of 12/05/1984 p.éà)

This report certifies the accounts of the last or most recent fiscal year and gives an opinion about the Applicant's financial capacity to carry out the project to its end.

The Executive Agency (EACEA) reserves the right not to select proposals submitted by applicants who have not fulfilled their obligations in the framework of contracts signed in the framework of the MEDIA I, MEDIA II and MEDIA Plus Programmes, or of other Community programmes.

Applicants who fail to provide the requested documents or who, on the basis of the documents submitted, are judged not to meet the selection criteria, will be excluded.

8. AWARD CRITERIA

The award criteria make it possible to assess the quality of the proposals submitted in the light of the objectives and priorities set out in the present Call for Proposals. The Executive Agency (EACEA) will decide to award grants within the limit of the budgetary resources available on the basis of the following criteria. The resources are allocated to the scheme as a whole; yet a majority of the available funds will be allocated to Action 2 and 3.

The criteria will be given the weighting indicated below:

- The European dimension of the project(s) (20%)
In terms of number and greatest variety of origins of European films shown at the specific Festivals and themes of the activities organised around the Festival.
- Impact on the promotion and circulation of European audiovisual works (20%)
The quality and clarity of the need analysis and the response strategy (including a clear explanation of the choice for the types of country/festival/companies targeted) to be implemented in order to improve the circulation of European audiovisual works outside Europe.
- The quality of the plan of activities within the proposal (20 %)
The quality and clarity of the operational guidelines and rules proposed for the execution of the various Action lines.
- Cost-effectiveness (20%)
The cost/efficiency ratio in relation to the services offered, respecting the principle of sound financial management, particularly according to overhead and personnel costs. (The Executive Agency EACEA has the right to inspect the amount of those costs.)

• Inter-cultural dialogue (10%)

Projects including a strong dimension of inter-cultural dialogue and promoting works from countries or regions with low production capacity and/or a restricted geographical and linguistic area.

• Quality of the Festivals targeted (10%)

Well-established Festivals ensuring better visibility for the European works in the specific area and/or country should be targeted; the general/professional audience, number and diversity of films programmes in previous editions, in particular European films will be as well taken into consideration.

9. FINANCIAL CONDITIONS

The Executive Agency (EACEA) is not bound, by sole act of selecting a particular applicant, to agreeing to the level of financial support requested.

The amount of the financial contribution awarded by the Executive Agency (EACEA) is determined in consideration of the cost and nature of projects.

The award of a contribution does not infer any right to a grant in subsequent years.

Community Subsidies exist to encourage the implementation of projects which could not be carried out without EACEA support and which operate thanks to the principle of co-financing. The Executive Agency (EACEA) completes financing undertaken by the applicant, national, regional, etc, public funding and private sponsorship.

Under no circumstances may the amount awarded be greater than that applied for.

Applicants from States which are members of the Euro Zone must present their budget and reports exclusively in Euro. All other applicants must present their budget in both Euro and their national currency. Currency conversions in the Budget Summary Form should be calculated using the official exchange rate announced at the beginning of the month in which the present Call for Proposals is published. These exchange rates can be obtained from the national MEDIA Desks and Antennae and from the European Commission website:

<http://europa.eu.int/comm/budget/inforeuro/index.cfm?Language=en>

The exact rate used should be specified within the space provided on the Budget Summary Form.

Applicants should note that currency conversions must be made on an item by item basis and the sub-totals and totals of each budget sub-category calculated from the converted euro amounts for each item (and not simply converted from the equivalent subtotal in a national currency), so that both national currency and euro budgets are coherent and totally correct.

Applicants are strongly advised to re-check all automatic calculations with a simple calculator.

The Summary budget must be balanced and clearly indicate the costs for which a Community co-financing is requested.

Applicant must specify in the budget all sources and values of contributions anticipated / sought for the project during the same financial year either concerning the same action or other actions implemented as part of the organisation's activities.

Under no circumstances may the contribution of the Executive Agency (EACEA) give rise to a profit for the beneficiary. Profit is defined as having achieved greater revenues than costs. Any profit will result in a proportionate reduction to the contribution finally awarded.

The bank account specified in the Application forms must enable any Executive Agency (EACEA) contribution to be identified. If the contribution paid into this account generates any interest or equivalent profit (under the relevant national law of the country in which the account is based), the beneficiary must, upon submission of the Final report, declare this interest resulting from any pre-financing. The interests or equivalent profit must be recovered by the Executive Agency (EACEA) when the contribution balance is paid.

The beneficiary is committed to carrying out the project as presented in the application form.

9.1 Payment Procedure

The financial support 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.

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

The payment of the Community's contribution will be normally made as follows, in three instalments:

- a first pre-financing payment of 40% of the total financial support on signature of the contract between the Executive Agency (EACEA) and the beneficiary;
- a second pre-financing payment of 40% of the total financial support following the acceptance by the Executive Agency (EACEA) of a Mid-Term Activity Report and a Mid-term Financial Statement giving a breakdown of the costs and revenues of the

project and certified by the beneficiary. The Financial Statement must detail expenditure of a minimum of 100% of the first pre-financing payment;

- the remaining part of the financial support following the presentation and acceptance by the Executive Agency (EACEA) of the Comprehensive Activity Report and a Final Financial Statement giving detailed breakdowns of the final costs and revenues of the project and duly certified by an approved independent chartered accountant or auditor, as well as all proper accounting documents for the expenses made following the EACEA's requirements. The amount of this contribution depends on real costs incurred by the beneficiary and the levels of co-financing ultimately obtained.

Should actual expenses incurred by the beneficiary for the implementation of the project be lower than the costs foreseen in the provisional application budget, the Executive Agency (EACEA) will apply the financing rate set out in the contract. If appropriate, the beneficiary will be required to reimburse any surplus already paid by the Executive Agency (EACEA) as pre-financing payments.

9.2 Audit of Accounts

An external audit of the applicant's accounts (carried out by an approved independent chartered accountant/auditor) may be required to ensure payment completion in case of any 'management risks.' In such cases, the auditors report should be annexed to the request for payment in order to certify that the accounts concerned are truthful, accurate and supported by adequate justifications.

Should the project be selected, an agreement shall be signed between the Executive Agency (EACEA) and the beneficiary, by which the beneficiary shall undertake to allow Commission/Executive Agency (EACEA) 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/Executive Agency (EACEA) may be subject to confidentiality arrangements to be agreed between the Commission/Executive Agency (EACEA) and the beneficiary.

The beneficiary shall also agree to the Commission/Executive Agency (EACEA) and the Court of Auditors of the European Communities verifying the use to which the financial contribution is put in accordance with the Council Regulation 1605/2002 of 25 June 2002 and the Commission Regulation 2342/2002 of 23 December 2002 applicable to the general budget of the Commission, as amended, throughout the duration of the agreement and for five years after its end date.

The beneficiary shall also undertake to ensure that any subcontractors (including the festivals and local theatrical distributor in third countries) accept the same obligation.

Checks by the Commission/Executive Agency (EACEA) or the Court of Auditors of the European Communities may be carried out on the basis of documents or on the spot.

9.3 Guarantee

The Executive Agency (EACEA) may request any beneficiary to produce a guarantee before any payment in order to reduce the financial risks involved in the payment of pre-financing contributions.

This guarantee aims to make the guarantor liable for all obligations of the beneficiary of a EACEA contribution.

This financial guarantee, which must be made in Euro, is to be provided by a recognised financial or banking institution established in any of the European Union's Member States.

This guarantee can be replaced by the personal liability of a third party or the beneficiary involved in the agreement concerning the project.

The financial guarantee will be returned once the pre-financing has been covered by the further payments (including final payment) made to the beneficiary conforming to the conditions set out in the agreement.

9.4 Double-funding

One project may give rise to the award of only one grant from the Community budget to one beneficiary. The project proposed by the applicant cannot receive double funding.

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

9.5 Eligible Costs

Only those costs incurred by the beneficiary for the execution of the project during the following period shall be considered as eligible:

2 months before the starting date of the project and 2 months after the ending date of the project.

Candidates should indicate clearly in the application the nature of the project and the starting and ending date for the incurrence of expenditure. Candidates shall mention such period of eligibility of costs foreseen on the provisional budget attached in Annex I. Candidates which currently have financial support under a previous or another MEDIA

scheme and Call for Proposals must ensure that the period of eligible costs for the new application does not overlap with the existing period, in particular with regards to Administrative and Staff/Personnel costs.

Costs incurred prior to the beginning of the period of eligibility of costs considered will not be accepted.

Only Cash costs identified in the Budget Summary Form attached to the present Call for Proposals (Annex I b) will be considered eligible costs.

Eligible expenses may only be charged to the project over the duration of the period of preparation, implementation and follow-up of the project.

Costs which are considered as eligible are those which are:

- necessary for the implementation of the action/project and directly linked to it, written in the provisional budget attached in the agreement, reasonable and in conformity with the principles of sound financial management and cost-effective;
- generated during the eligible period of costs as defined in the agreement;
- actually incurred by the applicant, registered in the beneficiary's accounts in accordance with the relevant accountancy principles, and have been declared according to national financial and social security regulations;
- identifiable and verifiable on the basis of justifying documents.

Administration and personnel costs must be kept to a minimum and in any case cannot exceed 40% of the total costs of the project. For the purposes of this calculation, the following budget headings are defined as Administrative and Staff/Personnel costs:

1.1.1. Premises and related expenses', '1.1.2. Office expenses', '1.1.3 consumables' and '1.2.1 Personnel costs' (including labour charges).

No costs may be assigned to different category of costs in the final accounts if it has previously been assigned to a different category in the budget.

The amounts indicated by the applicant under the different headings of the budget are considered indicative. The applicant may therefore adjust the budget submitted provided that this adjustment of expenditure does not affect the basic purpose of the operation and the financial impact is limited to a transfer between items that does not exceed 15% of the amount of relevant budget heading. If the adjustment foreseen involves a variation of more than 15 % of the amount entered under a heading, the applicant shall seek the prior written approval of the Executive Agency (EACEA) before applying the amendment.

A beneficiary of a community support is obliged to maintain a clear analytical accounting system for the costs of the supported project. This accounting and classification system will facilitate the verification and certification of the final costs by the independent chartered accountant/auditor necessary for the payment of the financial contribution. The independent audit of all final accounts is mandatory.

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 the organisation's accounts.

9.5.1 Direct Eligible Costs

Direct eligible costs are those which respect the general conditions of eligibility set out in the previous paragraph, are necessary for the implementation of the action/project and can be directly attributed to it.

The following direct costs are considered eligible, as long as they meet the following criteria:

- Costs relating to the purchase of equipment (new or second hand) are eligible as long as they are depreciated using the relevant and commonly accepted accountancy principles. Only the amortised cost relating to the duration of the project/action is eligible.
- Costs derived from other contracts undertaken by the beneficiary or its partners to carry out the project/action, as long as the conditions set in Article II.9. of the agreement are met.
- All the following described direct costs are eligible:

(as quoted in the provisional Budget Stand Form of Annex I b)

1. ADMINISTRATIVE COSTS

1.1 Running costs

1.1.3 Consumables relate to the purchase, production, repair or use of any materials, goods or equipment which do not have a life expectancy greater than the duration of the period of project.

Each item must be detailed separately according to its unit cost and the period during which it has been charged to the project.

1.1.4 Computing costs relate to :

- internal computing costs, including hardware (and amortization),
- costs related to connect time to on-line services where this is necessary for the proper implementation of the project.

1.1.5 Database costs relate to the development, production and maintenance of software and data-bases necessary for the proper implementation of the project.

- These costs may be charged to the project in so far as such costs are not specifically charged under any other category of cost:
- on the basis of the time actually devoted to such work defined in the application; and/or,
- with reference to the actual costs incurred in the development, production and maintenance of any software or data-bases, where the costs of such equipment and software have not been included in the overheads.

Each item must be detailed separately according to its unit cost and the period during which it has been charged to the project. Computing and data-base costs (including amortization) may only be charged to the project over the duration of the period of preparation, implementation and follow-up of the project.

1.2. Personnel

1.2.1 Personnel costs consist of the costs relating to employees of the applicant's organisation and should be calculated with reference to the actual time undertaken by personnel on the project and on the basis of the actual gross salary or wages together with any labour costs and other charges directly relating to the employment of personnel (e.g. social security contributions).

Records of the time devoted to the project by personnel should be detailed according to the type of staff allocated to the project (e.g. management, executive, administrative or secretarial level), the number of staff per category, the period during which they have been charged to the project and their cost per head.

Individual staff members should be named where possible and in other cases the function clearly specified in the application.

1.2.2. Travel and Accommodation/Subsistence Expenses of Personnel.

Travelling and accommodation/subsistence costs should be detailed according to the number of journeys foreseen by individual members of staff and the cost per head of each trip (including any daily allowances paid to them for subsistence).

The costs specified under this Budget Sub-Heading shall relate to journeys directly linked to the Project and corresponding to specific and clearly identifiable activities. For air travel, the eligible amount shall be limited to the cost of economy class, unless duly justified and authorised by the Executive Agency (EACEA). For train and car travel, the eligible amount shall be limited to the amount corresponding to the price of a 1st class train ticket. For all other types of travel (e.g. use of private vehicles, car hire, taxi expenses), these costs shall be considered as allowable costs as long as they are necessary to the proper performance of the project and duly justified.

For accommodation and subsistence costs, the maximum amounts per person and per day, as stated in the charts mentioned under Point 8 hereunder, shall be considered eligible.

2. THIRD PARTY ASSISTANCE

2.1. Costs for Third Parties consist of the costs relating to the provision of services by persons who are not employees of the applicant's organisation. The costs should be calculated with reference to the actual time undertaken by third parties on the project and on the basis of the actual fees charged.

Records of the time devoted to the project by third parties should be detailed according to the type of work, the number of people involved per type of work, the period during which they have been charged to the project and their cost per head.

2.2. Costs for Travel and Accommodation/subsistence of third parties

Travelling and accommodation/subsistence costs should be detailed according to the number of journeys foreseen for each third party and the cost per head of each trip (including any daily allowances paid to them for subsistence).

The costs specified under this Budget Sub-Heading shall relate to journeys directly linked to the Project and corresponding to specific and clearly identifiable activities. For air travel, the eligible amount shall be limited to the cost of economy class, unless duly justified and authorised by the Executive Agency (EACEA). For train or car travel, the eligible amount shall be limited to the amount corresponding to the price of a 1st class train ticket. For all types of travel (e.g. use of private vehicles, car hire, taxi expenses), these costs shall be considered as allowable costs as long as they are necessary to the proper performance of the project and duly justified.

For accommodation and subsistence costs, the maximum amounts per person and per day, as stated in the charts mentioned under Point 8 hereunder, shall be considered eligible.

3. SPECIFIC COSTS FOR ACTION 1: ASSISTANCE TO FESTIVALS FOR THE PROGRAMMING OF EUROPEAN FILMS

3.1. Publication, communication & promotion:

Publication costs:

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

Each item must be detailed separately according to the type of expenditure foreseen. For publication costs, details should also be given of the number of copies to be printed/made.

Advertising costs:

Expenditure linked to the design, lay-out and publication of advertisements (including billboards and sign-posting) as well as the buying of advertising space and covering the cost of running possible press campaigns during the period of implementation of the project (mention number, items, units).

3.2. Copyrights

Any fees charged by the licensors of the films for the touring of the Films Festival Packages.

The applicant shall be broken down according to the schedule of film packages touring foreseen in the application.

3.3. Copies of prints

The applicant shall communicate the foreseen number of prints.

3.4. Subtitling and dubbing of prints

Actual costs for the translation and sub-titling and/or dubbing of the print of films participating in the festivals. The applicant shall mention the number of films concerned and the number of versions done by film.

3.5. Transport of prints and related expenses

Actual costs relating to transport costs, insurance for film prints, Customs charges. The applicant shall communicate the foreseen number of prints and the average price of transport.

4. SPECIFIC COSTS FOR ACTION 2: PROMOTION OF THE PARTICIPATION OF EUROPEAN FILMS

4.1. Duplication of prints: the applicant shall communicate the foreseen number of prints.

4.2. Transport of prints and related expenses:

Actual costs relating to transport costs, insurance for film prints, customs duty. The applicant shall communicate the foreseen number of prints and the average price of transport.

4.3. Subtitling and dubbing:

Actual costs for the translation and sub-titling and/or dubbing of the print of films participating in the festivals. The applicant shall mention the number of films concerned and the number of versions done by film.

4.4. Production of promotional and advertising materials, publication costs:

Each item must be detailed separately according to the type of expenditure foreseen. For the publication costs, details should also be given regarding the number of copies to be printed/made.

4.5. Public relations and promotional activities:

Expenditure relating to:

- the preparation, organisation and holding of any press conferences, professional meetings and in general all promotional activities, including social events, designed to enhance the exposure given to the activities of European audio-visual professionals participating in the project over the duration of the event to which the project relates. Specify the type of promotional event to be organised.
- the elaboration and production of promotional material (e.g. video trailers) designed to enhance the exposure given to the activities of European audio-visual professionals participating in the project.

Each item must be detailed separately according to the type of expenditure foreseen.

The cost-efficiency of these investments shall remain the first priority of the applicant when defining which actions will be carried out in this field. In any case, these investments shall remain limited.

4.6. Travel of professionals:

The applicant shall detail this sub-item indicating the number of professionals foreseen by festival.

These costs only apply to professionals attached to the film(s) presented or directly contributing (as speaker for instance) to public relation and promotional activities.

The travel costs for professionals will be ruled as follow:

- For air travel, the eligible amount shall be limited to the cost of economy class, unless duly justified and authorised by the Executive Agency (EACEA).
- For car and train travel, the eligible amount shall be limited to the amount corresponding to the price of a 1st class train ticket.

In any case, the actual costs cannot exceed the limit stated in the charts mentioned under Point 8 hereunder.

4.7. Accommodation/Subsistence of professionals:

These costs only apply to, professionals attached to the film(s) presented or those directly contributing (as speaker for instance) to public relation and promotional activities.

The applicant shall detail this sub-item indicating the place and duration of stay, the number of professionals travelling, the unit price per day/person etc...

The subsistence costs for professionals will be based on the actual costs. These costs will be limited to the limits stated in the charts mentioned under Point 8 hereunder.

5. SPECIFIC COSTS FOR ACTION 3: FOLLOW UP MEASURES

5.1. Duplication of prints:

The applicant shall communicate the foreseen number of prints.

5.2. Transport of prints and related expenses:

Actual costs relating to transport costs, insurance for film prints, Customs charges. The applicant shall communicate the foreseen number of prints and the average price of transport.

5.3. Subtitling and dubbing:

Actual costs for the translation and sub-titling and/or dubbing of the prints of films which distribution is supported.

5.4. Production of promotional and advertising materials, publication costs:

Each item must be detailed separately according to the type of expenditure foreseen. For the publication costs, details should also be given regarding the number of copies to be printed/made.

5.5. Public relations and promotional activities:

Any promotional activities for the European works programmed and / or European professionals that attend on site. Each item must be detailed separately according to the type of expenditure foreseen.

5.6. Screenings related to the launching of the films:

Any costs related to the premieres organised before the official release of the films in theatres (costs for screenings within the festival supported are excluded).

5.7. Travel of professionals:

These costs only apply to professionals attached to the film(s) presented or directly contributing (as speaker for instance) to public relation and promotional activities.

The applicant shall detail this sub-item indicating by film, by territory, the number of professionals foreseen for the promotion of the film on the territory.

The travel costs for professionals will be ruled as follow:

- For air travel, the eligible amount shall be limited to the cost of economy class, unless duly justified and authorised by the Executive Agency (EACEA).
- For car or train travel, the eligible amount shall be limited to the amount corresponding to the price of a 1st class train ticket.

In any case, the actual costs cannot exceed the limits stated in the charts mentioned under Point 8 hereunder.

5.8. Accommodation/Subsistence of professionals:

These costs only apply to, professionals attached to the film(s) presented or directly contributing (as speaker for instance) to public relation and promotional activities.

The applicant shall detail this sub-item indicating by film, by territory: the number of professionals foreseen for the promotion of the film, the duration of the stay among other things.

The subsistence costs for professionals will be based on the actual costs. These costs will be limited to the limits stated in the charts mentioned under Point 8 hereunder.

6. FINANCIAL COSTS

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

In the event that the agreement between the Executive Agency (EACEA) and any selected applicant should require the establishment of a Bank Guarantee then the associated costs should be clearly specified as eligible under this heading.

Bank Financing costs for the operation of the project may also be considered as eligible provided the following conditions are met :

The beneficiary should maintain a separate bank account for the payment of all of the expenditure of each individual project. All payments received for the project should be immediately transferred into said account upon receipt. Any financing charges related to an individual project should be debited to this account. The extracts of the account and accompanying explanatory note for the calculation of the charges should be sent separately with the Final Report.

7. OTHER COSTS

Any other costs which the applicant wishes included in the budget which do not fall into any of the above-mentioned categories, but are related to the project. These costs should be in line with the principles set out in this guide, clearly detailed and duly justified. The inclusion of such costs in a budget is at the sole discretion of the Executive Agency (EACEA).

In the event that the agreement between the Executive Agency (EACEA) and any selected applicant calls for the establishment of a Bank Guarantee then the associated costs should be clearly specified under this heading.

8. Travel and subsistence fees

a) Transport

| For one person coming from Media Member Countries going to : | Maximum Transport fee (in €) |
|--|------------------------------|
| Europe (rest of Europe) | 600 |
| Africa (Maghreb) | 800 |
| Africa (other areas) | 1200 |
| Asia | 1200 |
| Oceania | 1500 |
| America (north) | 800 |
| America (central and south) | 1500 |

b) Accommodation/Subsistence costs

The charts related to the maximum accommodation/subsistence costs allowed by the Executive Agency (EACEA) can be found on the following website:

http://europa.eu.int/comm/europeaid/perdiem/index_en.htm

Please pay also attention to the specificities stipulated hereunder.

The amounts specified in this table include all costs associated with the stay in the country concerned. If there is no overnight stay, the amounts are reduced by 50%.

Within these limits, the reimbursement of accommodation and subsistence expenses may be made on an actual or fixed cost basis. However, if the internal regulation of the institution of the person making the journey imposes a lower limit than the amounts detailed in the above table, the former must be used as a basis of calculation.

In the event the professional benefits from a lunch / diner for free, the maximum amount of subsistence is reduced as follow:

- 1) if the professional is given one meal free-of-charge, the maximum amount for the daily per diem is reduced by 25 % for the day concerned,
- 2) if the professional is given two meals free-of-charge, the maximum amount for the daily per diem is reduced by 50 % for the day concerned,
- 3) if the professional is given two meals and the breakfast free-of-charge, therefore the maximum amount for the daily per-diem corresponds to 40 % of the a.m. amounts.

9.5.2. Indirect Eligible costs (Overheads)

Overhead costs should be detailed according to the following two sub-categories:

a) *Premises and Related Expenses (1.1.1.)* must be clearly identified by category of expense and unit costs where applicable, for example: rent, insurance, taxes, common charges, cleaning, maintenance, water, electricity...

b) *Office expenses (1.1.2.)* must be clearly identified by category of expense and unit costs where applicable, for example : purchase / hire of office material (data computers, copy, fax machines...), internet provider, telephone, postal services, photocopies, consumables (paper...)...

Indirect costs must be kept to a minimum and in any case are only eligible for flat rate funding of 7% of the total direct costs eligible. For the purposes of this calculation, the following budget headings are defined as Indirect Costs: '1.1.1. Premises and related expenses', '1.1.2. Office expenses'.

The total direct costs eligible budget is defined as follows : (total cash budget) – (the sum of points 1.1.1. and 1.1.2).

- Overhead costs should be calculated in accordance with normal accounting conventions, policies and principles (for example for rent, on the basis of the costs per m2 over the duration of the project), in the knowledge that:
- they are subject to verification and shall not exceed the actual costs incurred;
- no items are included which are specifically charged under any other category of costs.

Indirect costs are eligible as long as they are not written in another category of the Summary Budget.

Indirect costs are not eligible when the beneficiary also receives an operating grant from the European Commission/Executive Agency (EACEA).

9.6 Ineligible costs

Any costs incurred by the beneficiary but re-invoiced to third parties are not eligible for inclusion in the budget.

In addition, the following costs are considered ineligible:

- Costs not directly linked to the project,
- Unidentifiable or not verifiable costs on the basis of supporting documents,
- Unjustifiably high expenses,
- Capital investment costs,
- Contingency provisions (for losses, future debts, etc),
- Debts,

- Bad debts,
- Exchange losses,
- Accumulated losses,
- VAT unless the beneficiary can show that he is unable to recover it,
- Interests owed by the beneficiary to the Commission/Executive Agency (EACEA) for late recovery (if applicable),
- Costs declared and supported in the framework of another action or under another Community grant,
- Costs of possible screening fees charged by the licensor of the films (for Action 2 only),
- Costs for the acquisition of the rights for the distribution of the films (for Action 3 only).

In the event that the applicant is unable to reclaim amounts of VAT related to the expenditure of the project, then these charges may be included in the budget summary form provided that they are detailed and duly justified. The Applicant must specify whether the amounts stated throughout the budget (revenue and expenditure) are calculated with or without VAT.

9.7. Costs considered as “In-Kind contributions/costs”

Eventual in-kind contributions are not considered as eligible. Any cost which will not result in any financial expenditure by the beneficiary are considered as being “in-kind” contribution/costs.

In-kind costs are taken into account within the total costs of the budget when calculating any Community contribution. These costs should be included in the overall budget provided that they:

- are directly linked to the project concerned,
- are identifiable and verifiable on the basis of supporting documents which should clearly indicate the project, its date and the value of the contribution and be duly certified by the relevant partner,
- can be demonstrated to be of an equivalent value to the established market price.

The same conditions and rules provided for the eligible contributions/costs, set out in the present Guidelines, in particular under Point 9.5, shall also apply to any contributions/costs in kind.

Credit notes, invoice or annual rebates, may be considered as contributions in kind, provided that they are supported by partnership agreements made for the execution of the relevant project. Any credit notes or rebates of a commercial nature between a supplier and the applicant cannot be considered as a contribution in kind.

In kind contributions concerning property are however to be excluded from all sections of the project budget.

9.8. Legal entity

The Executive Agency (EACEA) can only offer agreements to (successful) applicants on the basis of approval of documents enabling the legal status of applicant organisations – whether or not they are legal entities or individuals.

Applicants must therefore supply up to date copies of the following documents

Private companies, associations etc...:

- A complete bank identification form signed by both the applicant's legal representative and a representative of the bank. 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 copy of the organisation's registration certificate for the relevant authority, (e.g Companies register, Official Journal, etc.) and statutes (including proofs of the company registration number, the full legal title of the organisation, the registered address, the date and place of registration, all recent amendments either to the registration documents or to the elected shareholders, directors, board members or other legal representatives, and a list of company directors / share holders / board members including proofs of their nationality).
- A copy of the VAT registration including the VAT number (if the Company registration number is the same as the VAT number according to national law, only the organisation's registration certificate need be supplied).

Public bodies:

- A complete bank identification form signed by both the applicant's legal representative and a representative of the bank.
- A copy of the law or decree establishing the institution should be provided as 'copy of the organisation's registration certificate,' with proofs of the data specified in the previous paragraph.

Individuals:

- A complete bank identification form signed by both the applicant's legal representative and a representative of the bank.
- A photocopy of the passport / Identity card.

The forms relating to the legal structure of the applicant company according to the country in which it is established must be provided with the application. The forms are available on the website:

http://europa.eu.int/comm/budget/execution/legal_entities_fr.htm

10. SUB-CONTRACTING AND ACQUISITION OF EXTERNAL SERVICES

Where the project proposed has resort to a significant element of external services then the applicant should provide for the establishment of a tendering process to select the relevant service provider. The beneficiary shall then award the contract to the tender offering best value for money, in compliance with the principles of transparency and equal treatment for potential contractors, care being taken to avoid any conflict of interests.

Beneficiaries should ensure that such service providers are subject to the same terms and conditions as set out in this Call for Proposals.

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 of the European Community.

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

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

In the event that the beneficiary does not agree to this, they should attach a detailed justification, which the Executive Agency (EACEA) will consider in the process of deciding on the award of the grant.

All successful applicants are required to mention clearly the support of the European Union/Executive Agency (EACEA)/MEDIA Programme 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.

Should this condition not be respected, the amount of the Executive Agency (EACEA) contribution provisionally allocated may be reduced.

12. APPLICATION PROCEDURE

12.1 Publication

The Call for Proposals is published in the Official Journal of the European Union and is accessible on the Directorate General of Information Society and Media 's website at the following address:

http://www.europa.eu.int/comm/avpolicy/media/promo_en.html

12.2 Application Forms

Applications must be submitted using the official Application Forms (including the Summary Budget Form).

Proposals should preferably be submitted in English or French and must be submitted in one (1) original copy. In order to accelerate and facilitate the evaluation process, all documents relevant to the assessment of the application submitted should be, when applicable, translated into English or French. The application must be signed, initialled and dated.

The applications forms must be typed. Only typed applications will be accepted.

Application forms can be downloaded from the following website:

http://www.europa.eu.int/comm/avpolicy/media/promo_en.html

12.3 Presentation of the Application

Only applications presented using the official Application Forms (Annex I), having been completed correctly and in full, including a complete, correct and balanced budget in compliance with the limits set in the present Call for Proposal, in particular in point 9.5. (for example the 40% limit regarding administrative and staff/personnel costs), having been signed and dated by the applicant's legally authorised representative and sent in duplicate will be accepted. Applicants must ensure that there are no currency conversion errors in their budgets.

The proposal must contain draft rules and guidelines providing a clear framework for the Action or Actions outlined in Point 2.3. and conforming to the criteria set out therein.

Any costs included in this budget and exceeding 10,000€ must be broken down in detail within the Summary Budget Form itself or attached sheets and explanatory note. Applicants must indicate the quantities (number of meetings, persons, days, quantity and scale of materials etc.) and the unit price and must clearly indicate the nature and duration of the work(s) carried out.

Applicants must provide full details and explanations/justifications for all costs mentioned in the budget. A clear distinction between cash and "in-kind" cost/contribution must be made.

All sources and amounts of revenue must be clearly specified and proved by copies of partnership agreements to be provided along with this application form. Should some of

these documents not be available by the deadline for applications, a guarantee letter signed by the applicant should be provided, covering all own investment and outstanding revenues.

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.

Deadline for sending proposals: 03rd July 2006

Proposals must be sent

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

Education Audiovisual Culture Executive Agency
Unit MEDIA Programme – P8
Mr Constantin DASKALAKIS
BOUR 03/30
Rue de Genève 1
B-1049 Brussels, Belgium

- by hand (date of delivery to the services of the Commission as proof of timely sending/delivery) or by express courier (date of delivery to the express courier services as proof of timely sending) to the following address:

Executive Agency – Unit MEDIA P8
BOUR 03/30
Rue de Genève, 1
B-1049 Brussels, Belgium

Proposals delivered by hand must arrive before 15.00 hours on the relevant deadline.

**All envelopes should be clearly marked:
« CALL FOR PROPOSALS EACEA/04/06 MEDIA –
FESTIVALS OUTSIDE MEDIA COUNTRIES »**

Applications sent by fax or email will not be accepted.

No amendments / modifications to the application will be accepted following its receipt by the Executive Agency (EACEA). Nevertheless, the Executive Agency (EACEA) reserves the right to request additional information clarifying elements of the application. Applicants should give full and prompt replies to any such request.

Applicants shall ensure to provide all the documents requested and mentioned in the check-list attached to the application forms of the present Call for Proposals.

NB. The Executive Agency (EACEA) reserves the right not to consider applications which:

- do not respect the requirements of the guidelines of the Call for Proposals,***
- are not correctly and fully completed and signed,***
- do not present a detailed, balanced, correct and complete financial form,***
- do not contain all the requested documents.***

Only applications which fulfil all of the eligible criteria will be considered eligible and assessed. Ineligible applications will not be considered for a Executive Agency (EACEA) contribution and will receive letters stating the reasons for such rejection.

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

Selected applications will be subject to a financial assessment. In this context the Executive Agency (EACEA) may request additional information or guarantees from applicants before taking any final decision on granting support.

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

12.4 Applicable Rules

- Council Regulation (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 - 2005), Official Journal of the European Communities n° L13 of January 17, 2001, as modified by decision 846/2004/CE of the European Parliament and Council of 29. April 2004 (JO L 157 of 30.04.2004), rectified by JO L 195 of 02.06.2004 p. 0002 – 0002 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);

- Financial Framework of MEDIA Plus Programme.

12.5 Contacts

For any further information please contact:

MEDIA Desks and Antennae (List contained in Annex III)

Or

Executive Agency (EACEA)
Mr. Arnaud PASQUALI
Unit MEDIA Programme – P8
BOUR 03/58
B-1049 Brussels, Belgium
Email : arnaud.pasquali@cec.eu.int

Annexes attached:

- I. Application Form
- II. Model contract
- III. List Mediadesks & Antennae