



## **ANNEX I**

### **BUDGETARY AND FINANCIAL GUIDE**

**Applicants should read the following explanations carefully before drafting their budgetary presentation. The following explanations are valid for both the presentation of the provisional and the final budget.**

**Please note that you must submit as part of your application:**

- a completed version of the Budget Summary Form attached to this Call for Proposals (Annex III) as well as:-**
- a detailed budget breakdown, signed by the director of the applicant organisation or company setting out clearly all expenditure and income relating to the project according to the costs categories listed in the Budget Summary Form.**

**The same budget summary and detailed budgetary breakdown per category of costs should be used for the presentation of the final accounts.**

**The Commission reserves the right to request additional information and supporting documentation concerning expenditure and income foreseen.**

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



## **General Rules applicable to the calculation and presentation of the Budget and Final Accounts.**

### **1. Budget Summary Form.**

All requests for financial support within the current Call for Proposals must be made using the application forms attached at Annex III.

Applicants must pay particular attention to the evaluation of the provisional costs.

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.

Administration and personnel costs must be kept to a minimum and in any case cannot exceed 40% of the total cost of the project.

The provisional budget expenditure and income must be in balance.

### **2. Eligible Costs.**

#### **2.1. Duration of the eligible costs.**

The period of the eligibility of costs will be applied according to the nature of the projects, as well as their duration (preparation, implementation and follow-up), and may either:

- start 10 months before the beginning of the event(s) and end 2 months after its (their) completion

OR

- start 3 months before the beginning of the event(s) and end 2 months after its (their) completion.

Candidates should indicate clearly in the application the nature of the project and the starting and ending date for the incurrence of expenditure. Candidates applying for annual projects which currently have the financial support of the scheme must ensure that the period of eligible costs for the new application does not overlap with the existing period.

#### **2.2. Variations in the eligible costs and transfers between budget headings.**

The total amount of the project and the amounts indicated under the different headings specified in the attached Budget are considered indicative. The applicant may therefore apply changes to the budget provided that these changes do not affect the basic purpose of the operation and the overall change is limited to 15% of the total budget or relevant budget heading. If the change foreseen involves an increase of more than 15% in the total



budget or a given heading, the applicant shall seek the prior written approval of the Commission before applying the amendment.

### 2.3. Categories of eligible costs.

Only Cash costs identified in the Budget Summary Form will be eligible costs.

The categories of eligible costs are clearly identified in the Budget Summary Form attached to the present Call for Proposals.

Costs which are considered as eligible are those which are:

- directly linked to the project,
- actually incurred by the applicant,
- identifiable and verifiable on the basis of justifying documents,
- registered in the beneficiary's accounts or financial records,
- reasonable and in conformity with the principles of sound financial management and cost-effective.

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 necessary for the payment of the financial contribution. The independent audit of all final accounts is mandatory.

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.

### **3. Costs considered as "Contributions in kind".**

Any cost which will not result in any financial expenditure by the beneficiary are considered as being "in-kind" costs.

"In-kind" costs are taken into consideration within the total costs of the project when calculating any community support. These costs should be included in the budget provided that they are:-

- directly linked to the project concerned,
- and either 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,
- or can be demonstrated to be of an equivalent value to the established market price.

### **4. Ineligible Costs.**

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

In addition the following costs are considered ineligible:

- costs not directly linked to the project,
- unidentifiable or unverifiable costs,
- unjustifiably high expenses,
- capital investment costs,
- contingency provisions ( for debts, future losses 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 for late recovery (if applicable).

## **5. Income.**

Applicant should provide full details and justifying documents for the categories set out in the Budget form. A clear distinction between cash and “in-kind” contribution must be made. Applicants should provide guarantees for any unsupported income declared.

## **6. Exchange Rates.**

Applicants from States which are members of the Euro zone must present their budget and reports in Euro only.

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 this Call for Proposals is published to five decimal places. For the Final Costs the exchange rate used should be the official exchange rate announced at the beginning of the month in which the report is drawn up. These exchange rates can be obtained from the national MEDIA Desks and Antennae and from the European Commission web site (<http://europa.eu.int/comm/budget/inforeuro/files.htm>) The exact rate used should be specified within the space provided on the Budget Summary Form.

These applicants should note that the conversion should be made on an item by item basis and the sub-totals and totals recalculated from the converted euro amounts for each item so that both national currency and euro budgets are coherent and total correctly. Applicants are strongly advised to re-check all automatic calculations with a simple calculator.

## **7. Verification and Audit.**

Should the project be 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 agreements to be drawn up between the Commission and the beneficiary.

The beneficiary shall also agree to the Commission 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 ending date.

The beneficiary shall also undertake to ensure that any subcontractors accept the same obligation.

Checks by the Commission or the Court of Auditors of the European Communities may be carried out on the basis of documents or spot checks.

## **8. General Provisions.**

Applicants should attach an explanatory note to both the Budget and Final Costs setting out in detail the necessary breakdowns and giving such explanations as may be required for the justification of the various expenditures.

Applicants submitting more than one proposal shall have to prove that no expenses are being accounted for more than once. This applies in particular for overhead costs.

Both the activity and financial report should be presented as soon as possible after the event.

Both the activity and financial report shall have to be signed and initialled. The financial report and supporting evidence must be certified by an independent chartered accountant. The cost for this service may be included in the budget of the project.

The presentation of the final accounts shall only be deemed acceptable if presented in the format of the Commission as featured in Annex III.

**Specific Rules for the calculation and presentation of the budget and Final Accounts.**

**1. PERSONNEL COSTS**

**a) Costs relating to employees of the applicants organisation or company.**

- Personnel costs 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). Where several applications for funding have been submitted by the applicant in response to Call for Proposals 65/2003, personnel involved in more than one of these projects should be identified, such as to avoid any double funding of costs.
- 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.

**b) Travel and subsistence of personnel**

- Travelling and subsistence costs may be charged in accordance with the internal rules of the applicant and shall be considered as acceptable costs in so far as these are not higher than those indicated in the table below.
- Costs allowable shall be limited to the use of first class rail and economy class air travel, following the regulations applied by the Commission. 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.
- Travelling and 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).

For accommodation and subsistence costs the following amounts per person and per day shall be considered eligible:

<b>Country</b>	<b>Maximum €</b>	<b>Country</b>	<b>Maximum €</b>
Belgium	150	Iceland	183
Denmark	179	Liechtenstein	174
Germany	127	Norway	171
Greece	113	Bulgaria	157
Spain	141	Czech Republic	214
France	130	Estonia	129
Ireland	165	Cyprus	100
Italy	130	Latvia	174
Luxembourg	143	Lithuania	126



Netherlands	148	Hungary	136
Austria	122	Malta	86
Portugal	143	Poland	227
Finland	156	Romania	185
Sweden	157	Slovenia	148
United Kingdom	199	Slovakia	164

## **2. THIRD PARTY ASSISTANCE**

### **a) Costs relating to the provision of services by persons who are not employees of the applicant's organisation or company, for example:**

- Expenditure relating to persons taken on exclusively for the duration of the event, such as interpreters, press attaches, publicists, hostesses, etc.
- Any fees and expenditures relating to the provision of constancy services by experts in audio-visual matters to European professionals participating in the event to which the project relates.
- Costs should be calculated with reference to the amount of the remuneration paid to any third parties by the applicant.

Records of the time devoted to the project by third parties should be detailed clearly according to the type of service provided, the period during which they have been charged to the project and their cost per head (duration, number, individual cost).

### **b) Travel and subsistence of Third Parties, decision-makers and journalists**

Expenditure linked to travel and subsistence of:

- Decision-makers (commissioning editors, buyers, financiers, etc.), invited to take part in the event to which the project relates with the aim of fostering the financing of European productions presented at the event and their access to the market.
- Journalists and other persons invited to attend with the aim of enhancing the exposure given to the activities of the European professionals participating in the event to which the project relates.
- Costs relating to the travel and subsistence of third parties, decision-makers and journalists should be detailed under the present cost category and calculated according to the provisions of Section 1 above. In particular, expenditure must be detailed according to the number of such persons foreseen and their cost per head in terms of travel to and subsistence during the event.
- Costs related to decision makers outside of the European Union are not deemed acceptable and shall have to be deducted from the overall budget presentation, as



well as from the Media Programme's contribution, unless the necessity of their involvement within the proposal is duly justified.

### 3. ADMINISTRATIVE OVERHEADS AND RELATED EXPENSES

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

- a) **Premises and related expenses**, for example rent, insurance, administration and management costs, etc.
- b) **Office expenses**, for example telephone, postal services, photocopies, bank charges, etc.

Each item of overhead costs must be detailed separately according to its unit cost and the period during which it has been charged to the project. Overhead costs may only be charged to the project over the duration of the period of preparation, implementation and follow-up of the project (mention duration, units, surface area). The total amount of these overhead costs must not exceed 7 % of the total eligible costs.

- 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.

#### c) **Consumables**

Allowable expenditure on consumable must 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.

### 4. RENTAL OF SURFACE-AREA AND STAND COSTS

#### a) **Rental of surface-area:**

expenditure concerning the rental of spaces and/or venues during the event to which the project relates. The **size** of the surfaces rented should be **mentioned**.

#### b) **Stand costs:**

Expenditure relating to:





- the working and exhibition areas set aside for the promotion of the activities of European audio-visual professionals participating in the project over the duration of the event to which the project relates
- the logistic and professional service-structure provided by the applicant to such participants, in particular in the form of screening booths, projections rooms and promotional tools such as display units.
- expenditure linked to the design, construction, decoration and modification of any stands necessary for the implementation of the project as well as maintenance and storage costs of the stand over the duration of the project.
- furniture, furnishings, as well as audio-visual, computing and technical equipment and other items purchased or leased for the duration of the event to which the project relates may also be included under this heading in so far as such items have not been specifically charged under any other category of cost (e.g. as consumables).
- Costs relating to the rental of surface area must be detailed according to the total surface area, and the cost per square metre.
- For stand costs, each item must be detailed separately according to type of expenditure foreseen and the period during which it has been charged to the project.

## **5. ADVERTISING AND PROMOTION COSTS**

### **a) Advertising costs:**

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

### **b) 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.

### **c) Promotional and public relations 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.

## **6. COMPUTING AND DATA-BASE COSTS**

### **a) Computing costs:**

Expenditure relating to :

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

### **b) Data-base costs:**

expenditure related 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 Contract; 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 may only be charged to the project over the duration of the period of preparation, implementation and follow-up of the project.

## **7. FINANCIAL COSTS**

Applicants should note that following the revision of these guidelines, these costs may now be considered as eligible. 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.

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.

## **8. 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 in the accompanying explanatory note. The inclusion of such costs is at the sole discretion of the Commission.

## **9. ACQUISITION OF EXTERNAL SERVICES AND CHOICE OF THIRD PARTY SUPPLIERS.**

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.

In the event that the project is retained then the beneficiary shall 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 Budgetary and Financial Guide.



ANNEXE II  
**MEDIA DESK & ANTENNES**

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