

Call for Proposals 03/2003–Measures to support the participation of European works and professionals in film festivals organised in third countries **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 setting out clearly all expenditure and income relating to the project according to the costs categories listed in the Budget Summary Form (Annex III);**

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.

General Rules applicable to the calculation and presentation of the budget and Final Accounts.

This Financial Guide sets out the necessary procedures to follow in order to complete the Budget Summary Form.

1. Budget Summary Form

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

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

Any costs, included in this budget and exceeding 10,000 Euro must be broken down in detail within the Budget Summary Form itself or on attached sheets. Equally applicants must indicate the quantities (number of meetings, number of persons, number of days, quantity and scale of publicity materials, etc...) and the average price(s) when applicable.

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

The provisional budget must be balanced.

2. Eligible Costs

2.1. Duration of the eligible costs

Only those costs incurred by the beneficiary for the execution of the project during the following periods shall be considered as eligible : 2 months before the start of the project – and in any case not before 10th August 2003 - and 2 months after the ending dates of the project.

2.2. Transfers between budget headings

The amounts indicated by the applicant under the different headings of the budget are considered indicative, the applicant may therefore apply changes to the budget,; as long as these transfers do not affect the basic purpose of the operation and the financial impact is limited to a transfer between headings of the budget involving an increase of less than 10 % of the amount entered under a heading. If the financial impact foreseen involves an increase of more than 10 % of the amount entered under a 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 considered as eligible are those which are:

- Directly linked to the project,
- Actually incurred by the applicant (office activities and costs incurred for the implementation of the three Actions of the scheme),
- 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, in particular cost-effectiveness.

The beneficiary of a community support is obliged to maintain a clear analytical accounting of the costs for 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 an eventual financial contribution. This independent audit of all final accounts is mandatory.

No cost may be assigned in the project budget in a given category if it has already been assigned to another category of costs.

3. Costs considered as “Contributions in kind.”

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

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

- Directly linked to the project concerned
- Identifiable and verifiable on the basis of supporting documents which clearly indicate the project, its date and an estimated value of the contribution, certified by the partner

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.

N.B Costs incurred by festivals or local theatrical distributor for the execution of the project and not re-invoiced to the applicant may be considered as in kind contributions.

4. 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)
- Financial costs (bank charges and fees, interest on loans, exchange fees, etc. saving those costs directly attributable to any Bank Guarantee required by the Commission)
- Debts,
- Bad debts,
- Exchange losses,
- Accumulated losses.

5. Income

For Part A of the Provisional Budget, relating to the project, the Financing Plan of the budget must include :

- The applicant's own investment ;
- Contributions from private sources (in cash),
- Contributions from public funds other than the European Commission (in cash),
- The financial contribution requested from the MEDIA Programme of the European Commission

For Part B of the Provisional Budget, relating to the project, the Financing Plan of the budget may include :

- The contribution in kind from any third party bodies.

The specifications of the Section 3 of the current Financial Guide are relevant.

6. Exchange rates

6.1. Provisional budget :

Applicants from States which are members of the Euro zone must present all budget in Euro (€) only.

Applicants from States which are not members of the Euro zone must present all budgets in both Euro (€) and their national currency. Currency conversions in the Budget Summary Form should be calculated using the official exchange rates announced at the beginning of the month in which this call for proposals is published to five decimal places. This exchange rate 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.

6.2. Intermediary and final budgets

The nature of the project implies a high volume of invoices using national currencies other than Euro (€).

At the intermediary and final budget stages, any currency conversions should be calculated using the official exchange rates (to five decimal places) announced at the beginning of the months in which the intermediary and final reports are 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 rates used should be specified within the space provided on the Budget Summary Form.

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 arrangements to be agreed 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 end date.

The beneficiary shall also undertake to ensure that any subcontractors (including the festivals and local theatrical distributor) 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 on the spot.

Specific Guidelines for the calculation and presentation of the budget and Final Accounts.

1. Administrative Costs.

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

1.1.2. *Office expenses* 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...)...

1.2. *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).

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.

1.3. *Third Party Assistance* : the same detail should be applied to all Third Party Assistance included in the budget.

2. Travel and Subsistence Expenses.

Either for *personnel* or for *third party assistance*, 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).

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 Commission. For car travel, the eligible amount shall be limited to the amount corresponding to the price of a 1st class train ticket.

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

Country

Country	Maximum in €	Country	Maximum in €
BE Belgium	150	IS Iceland	183
DK Denmark	179	LI Liechtenstein	174
DE Germany	127	NO Norway	171
GR Greece	113	BG Bulgaria	157
ES Spain	141	CZ Czech Republic	214
FR France	130	EE Estonia	129
IE Ireland	165	CY Cyprus	100
IT Italy	130	LV Latvia	174
LU Luxembourg	143	LT Lithuania	126
NL The Netherlands	148	HU Hungary	136
AT Austria	122	MT Malta	86
PT Portugal	143	PL Poland	227
FI Finland	156	RO Romania	185
SW Sweden	157	SI Slovenia	148
UK United Kingdom	199	SK Slovakia	164

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 impose a lower limit than the amounts detailed in the above table, the former must be used as a basis of calculation.

3. Costs for Action 1 : integrated services to festivals

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 bill-boards 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).

Promotion :

Expenditure linked to the promotion of the activities carried out by the office within relevant professionals groups.

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.

3.2. Professional meetings : transport of professionals

The applicant shall detail this sub-item indicating the place of the meetings, the number of professionals among other things.

In order to facilitate financial assessments and financial verification by the Commission and the beneficiary regarding the transport costs of professionals, the Commission wishes that a system of fees be implemented. This system shall be integrated in the guidelines between the beneficiary and its sub-contractors (festival and local theatrical distributors). Please refer to the section 8 of the current guide for the fees table.

3.3. Professional meetings : subsistence of professionals

The applicant shall detail this sub-item indicating the place of the meetings, the number of professionals, the duration of the stay among other things.

In order to facilitate financial assessments and financial verification by the Commission and the beneficiary regarding the subsistence costs of professionals, the Commission wishes that a system of fees be implemented. This system shall be integrated in the guidelines between the beneficiary and its sub-contractors (festival and local theatrical distributors). Please refer to the section 8 of the current guide for the fees table.

3.4. Copyrights

Any fees charged by the licensors of the films for the touring of the films packages.

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

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. 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, “dédouanement” costs. 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 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.

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

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 Commission.
- For car 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 mentioned in section 8 of this Financial Guide.

4.7. *Subsistence of professionals* : The applicant shall detail this sub-item indicating the number of professionals foreseen by festival, 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 mentioned in section 8 of this Financial Guide.

5. 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 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* : 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 Commission.
- For car 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 mentioned in section 8 of this Financial Guide.

5.8. *Subsistence of professionals* : 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 mentioned in section 8 of this Financial Guide.

6. 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 Commission.

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

7. 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.

8. Travel and subsistence fees

a) Transport

For one person coming from Media Member Countries going to	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) Subsistence costs

Please find below the maximum subsistence costs allowed by the Commission. Please pay attention to the specificities stipulated on page 17.

DESTINATION	Maximum daily per-diem in €	Maximum hotel costs in €
Afghanistan	50	75
South Africa	50	145
Albania	50	160
Algeria	85	85
Angola	105	175
Anguilla	75	140
Antigua and Barbuda	85	140

Netherlands Antilles	90	185
Saudi Arabia	85	195
Argentina	75	210
Armenia	70	210
Aruba	80	185
Australia	75	135
Azerbaijan	70	200
Bahamas	75	115
Bahrain	80	195
Bangladesh	50	140
Barbados	75	140
Belarus	90	135
Belize	50	135
Benin	50	100
Bermuda	70	140
Bhutan	50	130
Bolivia	50	100
Bonaire	90	185
Bosnia and Herzegovina	65	135
Botswana	50	135
Brazil	65	180
Brunei	60	165
Burkina Faso	55	90
Burundi	50	115
Cayman Islands	60	135
Cambodia	50	115
Cameroon	55	105
Canada	65	165
Cape Verde	50	75
Central African Republic	60	80
Chile	70	175
China	55	155
Cyprus	50	110
West Bank and Gaza Strip	60	110
Colombia	50	120
Comoros	50	85
Congo, Dem. Rep.	105	140
Congo	70	115
Cook Islands	50	135
D.P.R of Korea	50	180

Republic of Korea	100	200
Costa Rica	50	140
Côte d'Ivoire	60	130
Croatia	60	120
Cuba	75	150
Djibouti	65	170
Dominican Republic	60	170
Dominica	75	140
Egypt	65	140
El Salvador	55	125
United Arab Emirates	70	195
Ecuador	50	140
Eritrea	50	80
USA (others)	80	200
USA (New York)	100	275
Ethiopia	50	145
Fiji	50	120
Gabon	75	115
Gambia	50	120
Georgia	80	215
Ghana	70	140
Grenada	75	140
Guadeloupe	65	115
Guam	60	135
Guatemala	50	125
Equatorial Guinea	60	85
Guinea	50	135
Guinea-Bissau	50	90
Guyana	50	160
French Guiana	55	140
Haiti	65	125
Honduras	50	125
Hong Kong	60	205
Hungary	50	165
India	50	195
Indonesia	50	145
Indonesia - East Timor	50	110
Iran	55	145
Iraq	60	85
Israel	105	210

Jamaica	60	170
Japan	130	275
Jordan	60	135
Kazakhstan	70	175
Kenya	60	165
Kyrgyzstan	75	180
Kiribati	60	145
Kuwait	85	195
Lao, People's Dem. Rep.	50	145
Lesotho	50	100
Lebanon	70	190
Liberia	85	150
Libyan Arab Jamahiriya	50	175
Macao	55	95
TFYR of Macedonia	50	160
Madagascar	50	105
Malaysia	50	200
Malawi	50	165
Maldives	50	135
Mali	60	95
Malta	60	115
Northern Mariana Islands	70	135
Morocco	75	130
Marshall Islands	50	135
Martinique	70	110
Mauritius	60	140
Mauritania	50	75
Mayotte	50	110
Mexico	70	185
Micronesia	55	135
Republic of Moldova	80	170
Mongolia	70	90
Montserrat	55	140
Mozambique	60	140
Myanmar	50	75
Namibia	50	85
Nauru	50	135
Nepal	50	135
Nicaragua	50	135
Niger	50	75

Nigeria	50	185
Niue	50	135
New Caledonia	55	135
New Zealand	60	125
Oman	70	135
Uganda	55	180
Uzbekistan	75	155
Pakistan	50	130
Palau, Republic of	50	135
Panama	50	160
Papua New Guinea	55	135
Paraguay	50	140
Peru	75	135
Philippines	60	150
French Polynesia	60	135
Puerto Rico	65	140
Qatar	65	135
Reunion	60	90
Romania	60	170
Russian Federation	90	275
Rwanda	65	160
Saint Kitts and Nevis	85	185
Saint Lucia	75	140
St. Vincent and the Grena.	75	190
Solomon Islands	50	120
Samoa	50	135
American Samoa	70	135
Sao Tome & Principe	60	95
Senegal	65	135
Seychelles	85	140
Sierra Leone	55	135
Singapore	75	150
Slovenia	60	110
Somalia	50	125
Sudan	55	215
Sri Lanka	50	105
St Marteen	90	185
Switzerland	80	140
Suriname	55	125
Swaziland	50	90

Syrian Arab Republic	80	145
Tajikistan	75	110
Taiwan	55	200
Tanzania, United Rep. of	50	200
Chad	65	145
Thailand	60	145
East Timor	50	110
Togo	60	95
Tokelau Islands	50	135
Tonga	50	105
Trinidad and Tobago	60	115
Tunisia	60	85
Turkmenistan	80	150
Turks and Caicos Island	55	135
Turkey	55	165
Tuvalu	50	135
Ukraine	80	190
Uruguay	55	160
Vanuatu	60	110
Venezuela	85	125
Virgin Islands (USA)	55	140
Virgin Islands (UK)	75	140
Viet Nam	50	205
Wallis & Futuna Islands	50	135
Republic of Yemen	60	165
Yugoslavia	80	140
Zambia	50	135
Zimbabwe	50	115
Other country	60	145

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.

Annexe II – MEDIA DESKS & ANTENNAS**BELGIË/BELGIQUE/BELGIEN***Vlaamse Gemeenschap:*

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 Vlaamse Gemeenschap
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