

"GROWTH AND AUDIOVISUAL: I2I AUDIOVISUAL"

CALL FOR PROPOSALS **EAC/32/2004**



GUIDELINES FOR THE SUBMISSION OF PROPOSALS TO OBTAIN FINANCIAL SUPPORT

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1. INTRODUCTION

1.1 Legal basis

This Call for Proposals is based on Council Decision (2000/821/EC) concerning the implementation of a programme encouraging the development, distribution and promotion of European audiovisual works (MEDIA PLUS Development, Distribution and Promotion 2001-2005) adopted by the Council on 20th December 2000 and published in the Official Journal of the European Communities no L13 of January 17,2001. See also Commission report COM (2003) 725 final.

1.2 Objective of the Programme

In the development field the specific objectives of the programme shall be as follows:

- (a) to promote, by providing financial support, the development of production projects (dramas for cinema or television, creative documentaries, animated films for television or cinema, works exploiting the audiovisual and cinematographic heritage) submitted by independent enterprises, in particular small and medium-sized, and aimed at the European and international markets;
- (b) to promote, by providing financial support, the development of production projects that make use of new creation, production and dissemination technologies.

1.3 Actions to be implemented

The “Growth and Audio-visual: i2i Audio-visual” is intended to help film and audio-visual production companies to access external funding from banks and other financial institutions, by funding some of the costs of the guarantees demanded by these banks or financial institutions and/or part of the cost of a loan for financing their project.

This call for proposals explains the criteria for obtaining a Community financial contribution and how to submit a proposal.

The assistance awarded must help to accelerate the funding of productions and reinforce the rights of independent production companies over these works, thus facilitating their future exploitation.

It should encourage independent European production companies to produce works of fiction (films or television programmes (and/or series)), cartoons and creative documentaries.

It is intended to facilitate access to the funding available from banks and financial institutions. In this context, three types of module are envisaged¹.

Module 1: Support for the “Insurance” item in a production budget

Specific film and audio-visual insurance policies are additional guarantees for banks and financial institutions wishing to cover themselves against the risks associated with film and audio-visual production.

¹ In certain circumstances, it may be possible to combine modules for a single project, see paragraph 5.

The aim of this module is to cut the cost of these insurance policies by subsidising some of the premiums required by the insurer, thus facilitating access to external funding offered by banks and financial institutions.

Maximum Community subsidy rate: 50% of the cost per insurance policy, 60% for countries with low audiovisual capacity.

Module 2: Support for the “Completion guarantee” item in a production budget

Obtaining a completion guarantee is often the key element in a bank or financial institution’s decision on whether to release funds for a film and/or audio-visual project. These guarantees take some of the risk out of funding a work for the bank/financial institution and for investors. Consequently, they provide access to cheaper loans.

The aim of this module is to cut the cost of these completion guarantees by subsidising some of the premium for the guarantee, thus facilitating access to external funding offered by banks and financial institutions.

Maximum Community subsidy rate: 50% of the cost of the completion guarantee, 60% for countries with low audiovisual capacity.

Module 3: Support for the “Costs of financial services” item in a production budget

The aim of this module is to reduce producers’ financial service costs by subsidising some of the interest on loan agreements with banks and financial institutions. The amount of the subsidy will be calculated according to the conditions in the loan contract and the estimated eligible financial costs.

The maximum Community subsidy rate may be up to:

- 4 % of the loan for cinema fiction and animations (maximum amount € 50.000);
- 3 % of the loan for documentaries (maximum amount € 50.000);
- 2 % of the loan for TV fiction (maximum amount € 50.000)

The total Community contribution under Module 3 may not exceed 50% of the eligible financial costs actually paid by the company, or 60% for countries with low audiovisual capacity.

In all cases:

- **the maximum amount per project will be € 50 000;**
- **the minimum financial contribution will be € 1 500 (minimum intervention threshold)², and €1.000 per module;**
- **the maximum amount per project will be determined in accordance with the eligible costs.**

The maximum Community subsidy rates given above are the maximum rates of intervention. In all cases, the Commission will assess the Community subsidy rate for each project in relation to

² See selection criteria

all the items in the production estimate. Similarly, the Commission will take into account the market conditions in the sector in the various countries of the European Union.

1.4 Agreement

The projects selected will be the object of an agreement concluded between the Commission and each successful applicant setting out the arrangements of the payment of the financial support granted.

2. ELIGIBILITY CRITERIA

2.1. FORMAL CRITERIA

Applications duly signed (by the legal representative of the applicant) must be submitted before the relevant deadline(s) and use the application forms annexed hereto.

2.2 DEFINITIONS

The following definitions apply to this call for proposals:

2.2.1 Eligible Countries

Participating countries

This call for proposals is open to companies registered in and owned by nationals from the Member States of the European Union and countries from the European Economic Agreement participating in MEDIA PLUS Programme (Iceland, Liechtenstein and Norway), as well as countries that satisfy the conditions laid down in Article 11 of Decision No 2000/821/EC (Bulgaria).

Countries with low audio-visual production capacity

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

2.2.2 Eligible companies

Independent production company

An independent production company is an audiovisual production company which does not have majority control by a television broadcaster, either in shareholding or commercial terms. Majority control is considered to occur when more than 25% of the share capital of a production company is held by a single broadcaster (50% when several broadcasters are involved) or when over a three-year period, more than 90% of a production company's revenues generated in co-operation with a single broadcaster.

The Commission reserves the right to apply these criteria taking into account the specific characteristics of the audiovisual production industry of individual countries participating in the MEDIA PLUS programme.

European production company

A company whose main activity is audio-visual and film production and which is registered in one of the Member States of the European Union or the countries participating in the MEDIA PLUS Programme as defined in this Call for Proposals and which is owned and continues to be owned, either directly or via a majority participation by nationals from these countries.

2.2.3. Eligible Projects

European programme

Any work fiction, animation, or creative documentary complying with the following conditions:

- The work must be majority produced by companies established in one or more countries participating in the MEDIA PLUS Programme

and

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

+	Points
Director	3
Scriptwriter	3
Composer	1
Actor 1	2
Actor 2	2
Actor 3	2
Artistic director	1
Photographic director	1
Editor	1
Sound	1
Place of filming	1
Laboratory	1
TOTAL	19

Advertising, pornographic or racist works or those that glorify violence are not eligible for support.

Categories of works

Production projects belonging to the following categories will be eligible:

- television fiction (one-off projects or series) with a minimum duration of 50 minutes;
- fiction for the cinema with a minimum duration of 50 minutes;
- animation (one-off projects or series) with a minimum duration of 25 minutes;
- creative documentaries with a minimum duration of 25 minutes.

2.3 OTHER ELIGIBILITY CRITERIA

The following eligibility criteria will apply:

- the company submitting the application must be an independent European production company. In the case of a co-production, the co-producers must appoint one of the partners to be the contractual partner of the European Commission. This appointed producer must be one of the majority co-producers;
- the production budget must be minimum 50% financed by European sources;
- the projects presented must start during 2004, i.e.:
 - the first day of filming and/or
 - the date of signature of the loan agreement and/or
 - the date of signature of the insurance policy and/or the date of signature of the completion guarantee,should take place in the course of 2004.

2.4 SITUATIONS OF EXCLUSION

2.4.1 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 judgement 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 judgement 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.

2.4.2 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.

N.B.: Administrative and financial penalties of an effective, proportionate and dissuasive nature may be imposed by the Commission on applicants who are excluded under the above grounds, in accordance with the provisions of Articles 93 to 96 of the Financial Regulation (Council

Regulation 1605/2002 of 25/6/02) and Articles 133 and 175 of the Implementing Regulation (Commission Regulation 2342/2002 of 23/12/02).

Applicants must certify that they are not in one of the situations listed in § 2.4.1 and § 2.4.2 (by signing the declarations in Annex 2).

3. SELECTION CRITERIA

3.1 FINANCIAL AND OPERATIONAL CAPACITY OF THE APPLICANT

The applicants must provide evidence of:

3.1.1 stable and sufficient sources of funding to maintain his activity throughout the period during which the project is being carried out.

This criterion will be assessed on the basis of the following documents, which must obligatorily be included in the proposal submitted:

- the audited accounts for the last fiscal year;
- for new companies: a bank declaration (document delivered by the bank confirming that the applicant company is the holder of an account which is properly operated).

Applicants must carefully complete the financial information requested in Annexe II. The figures provided must be taken from the most recent certified complete accounts provided with the application. Applicants guarantee all figures to be true accurate and verifiable. This information is necessary for the assessment of the applicant's financial and operational capacity.

3.1.2 professional competencies, qualifications and/or experience required to complete the proposed project.

This criterion will be assessed on the basis of the following documents, which must obligatorily be included in the proposal submitted:

- the curriculum vitae of the legal representative of the company and the main collaborators as well as the track records of the company over the last two years.

The Commission reserves the right not to select proposals submitted by companies who have not fulfilled their obligations in the framework of contracts signed in the framework of the MEDIA II and MEDIA Plus Programmes or other EC-funded programmes.

All the necessary documents are listed in the Annex 2 – Checklist.

3.2 AUTOMATIC CRITERIA

The producer must have a loan agreement in order to carry out the project:

- either from a partner establishment of the EIB Group;
- or from another bank or financial institution. In that case, the production company must be benefiting from Slate Funding support from the MEDIA Plus programme. Companies from countries with low audio-visual production capacity need to be beneficiaries of the MEDIA PLUS Development programme Single Project or Slate Funding.

An indicative list of EIB partners (Global Loans) is attached to the guidelines (Annex 3).

NOTE

- Support for TV broadcasting under the MEDIA Plus programme and support under "Growth and Audio-visual: i2i Audio-visual" cannot be cumulated for a project;
- In respect of bank agreement and/or insurance policies and/or completion guarantees contracted by the company after the 1st of January 2004 the concerned costs will be eligible from the date of signature of these contracts.
When these contracts have been concluded before the 1st of January 2004, the costs are eligible from the 1st of January 2004.
A copy of these documents (bank agreement, insurance policy and/or Completion guarantee) must be submitted together with the application forms.
If the applicant cannot submit copies of these contracts at the time of the application, the necessary documents must be submitted as soon as possible (i.e. signature of the bank contract, etc.). In any case applicants who have been successful in the selection process will have to submit the signed contracts not later than the date of signature of the agreement between the Commission and the beneficiary.
- The minimum financial contribution calculated on the basis of the amounts demonstrated in the contracts (insurance policy, Completion guarantee contract and loan agreement) will be € 1.500. This minimum contribution of €1.500 will not prevent the Commission from claiming the reimbursement of any sums unduly paid.
- Where the project presented has received a financial contribution under development support (Slate Funding or single project in the case of countries with low production capacity) from the MEDIA Plus programme, costs already taken into account under development support cannot be subsidised again.

4. AWARD CRITERIA

Only applications considered eligible and fulfilling the selection criteria will have the award criteria evaluated.

The award criteria shall be such as to make it possible to assess the quality of the proposals submitted in the light of the objectives and priorities set.

The support will be awarded in accordance with a selection procedure. The Commission will select the beneficiaries.

Within the limits of the budget available, the European Commission will accord priority to projects benefiting from support under the MEDIA Plus Development programme (which are entering the production phase and have a loan for financing their project) and to projects from countries with low audiovisual capacity and the enlargement countries.

Projects with a European dimension (more than one countries involved in the production) and audio-visual programmes aimed at children and young people in general are particularly welcome.

In addition to the criteria above, the Commission together with the panel of experts which will be helping in the selection of projects, will be looking at the following:

- Financial soundness of the project and conformity with market conditions
- International interest i.e. possibilities of transnational exploitation, marketing strategy and distribution channel

5. FINANCIAL SUPPORT

5.1 Amount of the financial contribution

The amount of the financial contribution awarded by the Commission to each selected project will be determined according to the costs incurred and the nature of the project as a function of the criteria below:

- the conditions in the loan agreement, in the insurance policies and in the completion guarantee;
- the production budget, funding plan and timetable for the project;
- (if applicable) the good performance by the producer of previous contracts under the MEDIA II and MEDIA Plus programmes (adherence to the production budgets presented).

Selection of a project does not necessarily commit the Commission to paying a contribution equivalent to that requested by the applicant. The allocated amount may not in any circumstances exceed the amount requested.

The financial contribution will take the form of a subsidy.

The maximum amount awarded will be € 50.000 per work. The minimum amount of the Community contribution will be € 1.500 per work, and €1.000 per module. In all cases, the total contribution may not exceed:

- 50% of the eligible cost respectively for Module 1, Module 2 and
- in the case of Module 3 : 3% of the total loan for a documentary, 4% of the total loan for cinema fiction and animation and 2% of the total loan for TV fiction. In any case it may not exceed 50% of the financial costs actually paid by the company, or 60% for countries with low audiovisual capacity.

Combination of modules per project

The producer may request a combined subsidy for the same project under Module 1, Module 2 and Module 3. When it is possible to obtain the maximum of € 50.000 under one and only module, the combination of modules will not be possible. The minimum amount of the financial contribution will remain at € 1.500 per project and €1.000 per Module.

Combination of projects per company

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

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

Payment of the contribution

For each project selected, the payment arrangements will be laid down in an agreement to be concluded between the Commission and the production company.

The contribution will normally be paid in two parts:

- 70% upon signature of the agreement between the European Commission and the production company;
- the balance upon presentation to and approval by the Commission of a financial report and certified invoice(s) from the concerned organisation (insurance company, credit establishment or guarantor). The beneficiary will have to prove the good performance of the action, giving the date of conclusion of the contract and certifying the amount paid for the action in question. The financial contribution awarded may not exceed € 50.000 per project and 50% (60% for countries with low audiovisual capacity) of the eligible costs respectively for Module 1 and Module 2. For Module3: 3% of the total loan for a documentary, 4% of the total loan for cinema fiction and animation and 2% of the total loan for TV fiction for Module 3, and 50% (60% for countries with low audiovisual capacity) of the actual paid eligible costs.

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

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

6. EVALUATION AND AWARD PROCEDURE

Duration and validity of the Call for Proposals:

The present guidelines are valid for projects starting in 2004.

Closing date for submission of proposals:

August 6th 2004

Timetable for award procedures

All complete proposals sent before the deadlines specified above will be examined by the Commission. The outcome of the award procedure may normally be expected 12 weeks after the relevant date.

Evaluation and award procedure

The Commission will take the final decision regarding the award of grants. The maximum budget allocated to this support for the Call for proposals 32/2004 will be € 2.7 M.

The Commission reserves the right not to process proposals which lack the required documentation or information at the deadline (see information and documents listed in the application forms).

The Commission reserves the right to request additional information before taking any final decision on granting a financial support.

The Commission will be assisted by a Technical Assistance Office in the processing of applications and the assessment of projects. Proposals using the application form attached to this Call for Proposals (Annex 2), which meet the eligibility and selection criteria will be submitted to an evaluation process including, in particular, the option of referral to a panel of independent experts. These experts will be chosen on the basis of competence, independence and in-depth knowledge of the European audio-visual market.

Applicants will be informed of the Commission's decision concerning their application as soon as possible. This decision will be final.

In the absence of a specific written objection (duly justified), the name of the beneficiaries, the projects selected, the amounts awarded and the share of financing will be published on the Internet within 30 days from the signature of the agreement.

The files will not be returned to applicants at the end of the evaluation and selection procedure.

7. PRESENTATION AND SUBMISSION OF PROPOSALS

The proposals and annexes must be submitted, preferably in English or French in duplicate (unless otherwise indicated).

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

EUROPEAN COMMISSION
Directorate-General for Education and Culture
Unit C3 (Support for Audio-visual media content (MEDIA))
Mr Costas Daskalakis (**office B100 4/27**)
rue de Genève 1
B - 1049 Brussels - BELGIUM

Applications delivered in person must arrive before 15.00.

THE ENVELOPES MUST BE CLEARLY MARKED WITH THE FOLLOWING:

GROWTH AND AUDIOVISUAL: I2I AUDIOVISUAL EAC32/2004

Applicants sending their proposal by post are asked to fax a message to the following number before the deadline for submission, stating their intention to submit an application:
(+32-2) 2999214.

European Commission contacts

The Commission service responsible for implementing the MEDIA PLUS programme is Unit C 3 of Directorate General EAC- Education and Culture.

Contact:

Costas Daskalakis

Constantin.Daskalakis@cec.eu.int

Technical Assistance Office:

D & S MEDIA SERVICE GmbH

MEDIA PLUS PROGRAMME

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National contacts

Additional information, and guidelines and forms in Community languages other than English, can be obtained from the MEDIA Desks and Antennae.

http://europa.eu.int/comm/avpolicy/media/desk_en.html

Introduction

The purpose of this section is to define clearly for the applicants the procedures to follow when setting out the project and the budget to be applied for, as well as the normal financial principles which will be applied in the framework of the execution of the contract for financial support signed by the Commission in the event that the presented project is selected.

In the course of the operation of the MEDIA programme and the audits carried out by the Commission on a certain number of selected projects, a series of errors and omissions have been identified. These errors prolong and needlessly complicate the process of selection, as well as the treatment of payments of the selected projects, for both the beneficiaries and the Commission. The information below will thus be useful for applicants and beneficiaries in reducing the number of queries and requests for additional information that are often required for the finalising of an application dossier or the execution of the support contracts

1. Application form, forecast budget and financing plan

1.1. Application form

All requests for financial support within the current Call for Proposals must be made using the application form attached to the current Call for Proposals.

The application form must be filled out completely. If not, the proposal runs the risk of being rejected because of missing information.

1.2 Forecast budget and financing plan

Applicants must complete the "forecast production budget" and "financing plan" forms. The "forecast budget" and "financing plan" will be attached to the agreement signed between the Commission and the applicant should the latter be selected.

Under no circumstances may the grant give rise to profit for the beneficiary.

1.2.1 Budget form

The budget (expenditure side) must be presented using the "Forecast production budget" form in the application form.

Applicants must pay particular attention to their cost estimates. Cost estimates that are excessive or obviously higher than the market rate will not be accepted.

The forecast budget must be in balance, i.e. total revenue and total expenditure must be equal.

1.2.2 Financing plan

The sources of finance of the project must be presented in detail using the "financing plan" form in the application form.

Financial contributions from public funds include advances repayable on receipts, loans, non-repayable funding (grants) and support funds or automatic contributions. This funding may be European, national, regional or local.

2. Eligible costs

2.2. Categories of eligible costs

The categories of eligible costs are clearly identified in points **1.1, 7.1, 7.2 and 7.3** of the “production budget” part of the application form.

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

2.2.1. Eligible costs

The only costs that are eligible are those which are:

- directly linked to the production of the work concerned;
- actually incurred by the beneficiary or the co-producers of the work;
- identifiable and verifiable with supporting documents;
- recorded in the beneficiary’s or co-producers’ accounts or tax documents;
- incurred during the period specified in paragraph 2.3.

The categories of eligible costs are clearly identified in the “production budget” part of the application form (points 1.1, 7.1, 7.2 and 7.3). However, applicants’ attention is drawn to the following points for the completion of the “production budget” document:

- Under heading 7.1 – Charges for financial services: charges related to loan agreements for the financing of the project
- Under heading 7.2 – Insurance: only those insurance policies concluded for the production of the work are eligible. Third-party liability insurance for the company in general is not eligible.

2.2.2 Ineligible costs

All costs other than those indicated under headings 1.1, 7.1, 7.2 and 7.3 are ineligible.

The costs indicated under headings 1.1, 7.1, 7.2 and 7.3 will be considered ineligible unless they are:

- clearly identified in the forward budget;
- reasonable and justifiable;
- identifiable and verifiable with supporting documents;
- recorded in the beneficiary’s accounts or tax documents.

2.3. Duration of eligible costs

Concerning bank agreements and/or insurance policies and/or completion guarantees signed by the company after the 1st of January 2004, the relative costs will be eligible from the date of signature of these contracts.

When these contracts have been concluded before the 1st of January 2004, the costs are eligible from the 1st of January 2004.

A copy of these documents (loan agreement, insurance policy and/or Completion guarantee) must be submitted together with the application forms.

If the applicant cannot submit copies of these contracts at the time of the application, the necessary documents must be submitted as soon as possible (i.e. signature of the bank contract, etc.). In any case applicants who have been successful in the selection process will have to submit the signed contracts not later than the date of signature of the agreement between the Commission and the beneficiary.

The agreement between the Commission and the beneficiary will normally be signed no later than 4 months and a half after the deadline for the submission of applications.

Within 23 months following the signature of the agreement, the beneficiary will have to demonstrate that:

- the action has been implemented according the schedule submitted in the application;
- the audio-visual insurance and/or the completion guarantee and the loan agreement have not been cancelled
- that all the instalments related to the audio-visual insurance and/or the completion guarantee and the bank loan have been paid in full;

3. Calculating the final amount of the financial contribution

If the project is selected, the following principles will be applied in implementing the agreement between the Commission and the beneficiary production company.

3.1. Final report on costs

A report on the final costs and financing of the project should be submitted using the “Financial Report” form, which will be appended to the agreement to be concluded between the Commission and the beneficiary.

The beneficiary must enclose with the Final Report copies of invoices relating to eligible costs. The beneficiary must demonstrate that the expenses have occurred according to the submitted schedule.

3.1.1. Final statement of expenditure.

The beneficiary must enclose with the Financial Report copies of invoices relating to eligible costs for the purposes of verifying the project costs and calculating the amount of the Community contribution. Invoices must be enclosed for the following categories of costs in particular:

- errors and omissions insurance (see subheading 1.1 of the production budget);
- charges for financial services (see subheading 7.1 of the production budget);
- insurance policies (see subheading 7.2 of the production budget);
- completion guarantee (see subheading 7.3 of the production budget).

The invoices will be used as the basis for calculating the final amount of the Community financial contribution. In any event, this may not exceed the maximum amount laid down in the agreement.

3.1.2. Sources of financing

The “Financing Plan” part of the Financial Report will include all the sources of funding for the project (including public funds) and the amount of funding awarded.

3.2. Financial control and audit

If the project is selected, an agreement shall be signed between the Commission and the beneficiary, by which the beneficiary shall undertake to allow Commission staff, staff from the Court of Auditors of the European Communities, and persons authorised by them, appropriate access to the sites or premises where the project is being carried out, and to all documents relating to the technical and financial management of the operation. Access by persons authorised by the Commission may be subject to confidentiality arrangements to be agreed between the Commission and the beneficiary.

The beneficiary shall also agree to the European Commission and the Court of Auditors of the European Communities, and verifying the use to which the financial contribution is put, in accordance with the Financial Regulation of 25 June 2002 applicable to the general budget of the European Communities, as amended, throughout the duration of the project and for five years after its end date.

The beneficiary undertakes to ensure that any partner accepts the same obligation. Checks by the European Commission or the Court of Auditors of the European Communities, or any person authorised by them, may be carried out on the basis of documents or on the spot.

4. Exchange rate

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

All other applicants must present their budget in both Euro and their national currency. Currency conversions in the provisional Budget Form should be calculated using the official exchange rate announced at the beginning of the month in which the application is submitted. These exchange rates can be obtained from the national MEDIA Desks and Antennae and from the European Commission web site <http://europa.eu.int/comm/budget/inforeuro/index.cfm>.

For any final budget and report to be submitted, the exchange rate used should be the official exchange rate announced at the beginning of the month in which the report is drafted.

Annex 2 – APPLICATION FORMS

Company Name:

Project Title:

APPLICATION FORM

(to be completed and signed by each applicant company)

TWO separate copies of the following documents

CHECK LIST

Applications failing to supply the necessary documents may be considered **ineligible**.

- I. Identification of the company : The legal representative of the company must date and sign the section “Identification of the Company”**
- a Copy of all documents officially establishing the company, together with any subsequent amendments -
 - b Curriculum Vitae of the managing director and the main collaborators-
 - c Form filled in by the bank of the beneficiary confirming the applicant company’s bank account details (or the bank account opened for the project) –
This form must include the original stamp of the bank and be signed by an official of the bank.
- II. Information concerning the company :**
- d Financial position of the company (Audited accounts for the last fiscal year)
 - e Declaration of the co-producers designating the applicant producer as the leading producer for the eventual conclusion of a contract with the European Commission -
- III. Declarations :**
- f Declaration 1
 - g Declaration 2
- IV. Information concerning the work :**
- In the event that more than one project is proposed, documents must be completed and submitted for each project.*
- h A declaration concerning the rights to the work :
 - if the project is an original work, a declaration by the author and the applicant producer certifying that the work does not infringe the rights of any third party ;
 - if the project is an adaptation upon copyrighted material, a contract between the rights holder or agent and the applicant producer.
 - i A work plan (specifying all the stages for the production of the work)

Company Name:

Project Title:

V. Forecast budget and financial plan:

In the event that more than one project is proposed, documents must be completed or submitted for each project.

J forecast production budget and financial Plan

VI. Module table:

k Name of the bank or financial institution with which the company has a loan contract and amount of the loan available to the company

l Table which will indicate the chosen Module(s)

VII. Information concerning the Modules:

In the event that more than one project is proposed, documents must be completed or submitted for each project.

In any case:

m **Copies of the Loan agreement signed with the bank or financial institution**

n Cash flow schedule per work

Then, following the chosen Module(s):

Module 1 : support for the item “Insurance” in a production budget

n Copies of the insurance policies

o Module 1 - insurance Table

Module 2 : support for the item “Completion Guarrantee” in a production budget

p Copies of the Completion Guarantee

q Copies of the Completion Agreement

Company Name:

Project Title:

I. Identification of the company

Full legal name of the Company:
Short name (where applicable)
Acronym (where applicable)
Legal Status (association, commercial company, etc...)
Foundation date:
Activity:
VAT No.
Legal Registration No:
Statutory Legal Representative (enclose CV):.....
Position in the company:
<i>The information stated will be used to establish the contract between the Commission and the applicant if selected. Please mention the complete name and legal status of the company along with the statutory legal representative.</i>

Address of the registered office:		
Street:	Tel:	
Town:	Fax:	
Post Code:	Country	E-mail:

Address for correspondence (if different):		
Street:	Tel:	
Town:	Fax:	
Post Code:	Country	E-mail:

Signature of applicant*: Date:

Name of applicant: Position in the Company:

* Signature of the Statutory legal representative

Company Name:
Project Title:

I. Identification form of the Company – bank details

Identity of the beneficiary organisation

Name of the organisation (full legal title):

Short Name:

Acronym:

Legal Status:

VAT number: Statutory registration N° :

Registered office address of the beneficiary organisation

Street: N°:

Postcode: City: Country:

Legal representative of the beneficiary organisation

Surname, forename: Nationality:

Acting in his/her capacity as:

Signature of the legal representative of the beneficiary organisation

Date : Signature : Place :

Bank details of the account holder

Name of the bank :

Name of the branch :

Address of the branch

Street: N° :

Postcode: City: Country:

Bank/branch code:

Bank account N°:

IBAN N°:

Name of the account holder:

Account holder's address in bank's records

Street: N°:

Postcode: City: Country:

Signature of the account holder

Date : Signature : Place :

Original Stamp of the bank:

Name and signature of an authorised official of the bank

Date : Signature : Place :

Company Name:
Project Title:

II. Information concerning the company

Contact person for this project:

Contact Person:
Position in the company:
Telephone: Fax: email:

Company personnel:

Managing Director:
Head of Finance:
Number of employees: permanent: temporary:

Shareholders of first rank:

Name of shareholder	Nationality	% shareholding
.....
.....
.....

Shareholders of second rank:

State precisely on an explanatory sheet the information requested to prove that the company is held either directly, or by majority share by citizens of Member states of the European Union and established in those countries. In the case of insufficient information, the producer may be considered as ineligible.

Existing subsidiaries of the Company:

Name of Company	Country	Main activity	% shareholding
.....
.....
.....

Financial information on the Company for the last fiscal year:

Closing date of accounts: Number of months of accounts:

Turnover: in local currency: in €:

Gross (loss) profit: in local currency in €.....

Operating (loss) profit
after tax : in local currency in €.....

Total equity: in local currency:..... in €:

(Capital and Reserves)

Formation expenses: in local currency:..... in €:

Total Liabilities : in local currency:..... in €:

Depreciation: in local currency:..... in €:

Please enclose the financial records of the company (Audited accounts for the last fiscal year)

Company Name:

Project Title:

III. Declarations

Declaration 1

I(Name of the Statutory legal representative of the company) hereby confirm that:

1. I am the legal representative of the company(name of the company);
2. I am familiar with the guidelines “Growth & Audio-visual: i2i Audio-visual ” and that I accept and will observe the conditions and procedures specified therein;
3. (Name of the company) is not in a situation of exclusion as defined in Section 2, § 2.4.1 and § 2.4.2 of the guidelines applicable to call for proposals EAC/32/04
4.(Name of the company) is an European independent production company as defined in the guidelines applicable to call for proposals EAC/32/04
5. the work proposed (Project title) does not consist of advertising, pornographic or racist material, nor advocates violence ;
6. (Name of the company) will comply with all the obligations stated in the guidelines to call for proposals EAC/32/04, in particular in terms of co-financing;
7. in general,(Name of the company) has the financial and operational capacity to achieve the project for which it has submitted an application.

Name of the statutory legal representative of the company:

Signature of the statutory legal representative of the company:

Position in the Company:

Date : Place :

Company Name:
Project Title:
III. Declarations

Declaration 2

I(Name of the Statutory legal representative of the company) hereby confirm that:

I am fully aware that (Name of the company) is not authorised to receive more than one European financial contribution for the action covered by this application.

Therefore, if the application has been successful in the selection process, I will cancel all other application to obtain a community funding for this action or I will cancel the current application.

<p>Is the action subject to other applications in order to obtain EU funding?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, please state all other applications:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
--

Name of the statutory legal representative of the company:

Signature of the statutory legal representative of the company:

Position in the Company:

Date : Place:

Company Name:

Project Title:

IV. Information concerning the project

In the event that more than one project is proposed, an application must be completed for each project.

Title :
Original title :

Cast and crew list:

Director :

Name : Nationality / Residence:

This film is the director's

1st feature film 2nd feature film Other

Script Writer:

Name: Nationality / Residence :

Main cast:

Name: Nationality / Residence :

Name: Nationality / Residence :

Name: Nationality / Residence :

Composer:

Name: Nationality / Residence :

Production design (art direction):

Name: Nationality / Residence:

Director of photography:

Name: Nationality / Residence:

Editor:

Name: Nationality / Residence:

Sound:

Name: Nationality / Residence:

Shooting location:

Country:.....

Laboratory:	Country:
--------------------------	-----------------------

Company Name:

Project Title:

Genre:			
Fiction cinema <input type="checkbox"/>	Fiction TV <input type="checkbox"/>	Animation cinema <input type="checkbox"/>	Animation TV <input type="checkbox"/>
Documentary <input type="checkbox"/>	Series <input type="checkbox"/>		
Format:	Length (in minutes) :		
First day of principal photography (date):			

Was the development of the project supported within the framework of the MEDIA Plus Programme (slate funding)?	
<input type="checkbox"/> YES	<input type="checkbox"/> NO
If YES, please indicate the MEDIA Development contract number: Contract n°	

Is the project supported under the TV Broadcasting scheme within the framework of the MEDIA Plus Programme?	
<input type="checkbox"/> YES	<input type="checkbox"/> NO
Description of the programme (in English or French): (Enclose a synopsis / treatment)	
.....	
.....	
.....	
.....	
.....	

Company Name:

Project Title:

Marketing Strategy:

Please note that the items below should be completed as a minimum requirement. Additional information should be provided on a separate sheet.

1. Intended focus-point territories:

.....
.....
.....
.....

2. International distribution company (-ies)/sales agent(s) involved and character of deals (territories, Minimum guarantees, terms etc.):

.....
.....
.....
.....

3. Intended promotion and advertising activities:

.....
.....
.....
.....

4. Specific reformatting/dubbing/subtitling for intended territories:

.....
.....
.....

5. Intended trade fair/festival attendance:

.....
.....
.....

Sales estimates per country (if possible made by a professional distributor/sales agent):

.....
Country: Euro:
Country: Euro:
Country: Euro:
Country: Euro:
Country: Euro:
Country: Euro:
Country: Euro:

Company Name:

Project Title:

V. Modules Table

Maximum two Projects.

Please fill in the corresponding boxes:

Project title:
Name of the bank or financial institution with which the company has a loan agreement:
Date of signature of the contract
Loan Amount:

Project Title:
Name of the bank or financial institution with which the company has a loan agreement:
Date of signature of the contract:
Loan amount:

Project title	Category *	Module 1		Module 2		Module 3	
		Estimated Eligible costs in €	Amount asked in €	Estimated Eligible costs in €	Amount asked in €	Estimated Eligible costs in €	Amount asked in €

- **Fiction cinema, Fiction TV, Animation cinema or Animation TV, creative documentary**

Company Name:

Project Title:

VI Forecast Production budget and financial plan

Please read carefully the Financial Guide (Annex I) before filling in the production budget and financing plan). In the event that more than one project is proposed, a forecast Production budget and a financial plan must be completed for each project.

N.B. :

- *under no circumstances may the grant give rise to profit for the beneficiary;*
- *the forecast budget must be in balance, i.e. total revenue and total expenditure must be equal;*
- *the costs mentioned under 1.1, 7.1, 7.2, 7.3 are the only eligible costs under the EAC 32/2004 call for proposals.*

Forecast Production budget (Expenditure)

1 Pre-production costs	
1.1 Copyright Insurance (E&O)	€
1.2 Other pre-production costs	€
2 Personnel and assistance (including social security and charges)	€
3 Travel	€
4 Equipment and logistics	€
5 Print and production costs	€
6 Advertising and Promotion costs	€
7 Other Costs	
7.1 Financing costs	€
7.2 Insurance	€
7.3 Completion guarantee	€
7.4 Other	€
TOTAL DIRECT COSTS	0,00 €
8 Fees and overheads	
8.1 Producer's fee	€
8.2 General overheads	€
8.3 Contingencies	€
TOTAL PRODUCTION BUDGET	0,00 €

Company Name:

Project Title:

Forecast Financial plan

Participants (please specify)	Amount	% of the total budget	Comments
Broadcasters	€	%	
Co-producers	€	%	
Public funds	€	%	
Other EU funds	€	%	
Tax shelter	€	%	
SUBTOTAL	0,00 €	%	
Producer's Investment	€	%	
Community Amount requested	€	%	
TOTAL	0,00 €	100 %	

Company Name:

Project Title:

VII- Module 1 - Insurance: In the event that more than one project is proposed, the table must be completed for each project.

	Adjustable ?		Dates		Estimated insured amount	Deductible amount		Premium		
	yes	no	start	end		Amount		in %	Amount	in % of the budget
						cumulated	repetitive			
Copyright Insurance					€	€	€	%	€	%
Before pre-production					€	€	€	%	€	%
Pre-production					€	€	€	%	€	%
Production					€	€	€	%	€	%
Negative Insurance					€	€	€	%	€	%
Locations and sets					€	€	€	%	€	%
Motor Insurance					€	€	€	%	€	%
Equipment Insurance (hired)					€	€	€	%	€	%
Technical equipment insurance					€	€	€	%	€	%
Public liability					€	€	€	%	€	%
Other (please clarify in details):										
					€	€	€	%	€	%
					€	€	€	%	€	%
					€	€	€	%	€	%
					€	€	€	%	€	%
TOTAL										%

Company Name:

Project Title:

VII- Cash flow schedule : year 1 (In the event that more than one project is proposed, the table must be completed for each project.)

	month 1	month 2	month 3	month 4	month 5	month 6	month 7	month 8	month 9	month 10	month 11	month 12
Revenues												
Producer investment												
Co-producers												
Public funds												
Broadcasters												
Distributors												
TOTAL 1	0	0	0	0	0	0	0	0	0	0	0	0
Expenses												
in development												
in pre-production												
in production												
in personnel												
Overheads												
TOTAL 2	0	0	0	0	0	0	0	0	0	0	0	0
PROFIT MARGIN^a	0	0	0	0	0	0	0	0	0	0	0	0
Credit Funds												
Credit & loans												
Interests												
Repayment of credits & loans												
SUBTOTAL^b	0	0	0	0	0	0	0	0	0	0	0	0
NET^c	0	0	0	0	0	0	0	0	0	0	0	0
CASH BALANCE^d	0	0	0	0	0	0	0	0	0	0	0	0

a Profit Margin = Total 1 – Total 2

b Subtotal = credit & loans – interests – repayment of credit and loans

c Net = Profit Margin + Subtotal

d Cash balance of the month n = cash balance of the month n-1 + Net of the month n

Company Name:

Project Title:

VII- Cash flow schedule : year 2 (In the event that more than one project is proposed, the table must be completed for each project.)

	month 13	month 14	month 15	month 16	month 17	month 18	month 19	month 20	month 21	month 22	month 23	month 24
Revenues												
Producer investment												
Co-producers												
Public funds												
Broadcasters												
Distributors												
TOTAL 1	0	0	0	0	0	0	0	0	0	0	0	0
Expenses												
in development												
in pre-production												
in production												
in personnel												
Overheads												
TOTAL 2	0	0	0	0	0	0	0	0	0	0	0	0
PROFIT MARGIN ^a	0	0	0	0	0	0	0	0	0	0	0	0
Credit Funds												
Credit & loans												
Interests												
Repayment of credits & loans												
SUBTOTAL ^b	0	0	0	0	0	0	0	0	0	0	0	0
NET ^c	0	0	0	0	0	0	0	0	0	0	0	0
CASH BALANCE ^d	0	0	0	0	0	0	0	0	0	0	0	0

a Profit Margin = Total 1 – Total 2

b Subtotal = credit & loans – interests – repayment of credit and loans

c Net = Profit Margin + Subtotal

d Cash balance of the month n = cash balance of the month n-1 + Net of the month n

Company Name:

Project Title:

**Annex 3- INDICATIVE LIST OF EIB PARTNERS
(risk sharing global loan and global loans) on the 29/03/04**

N.B :

1. The given list is only indicative and therefore is not exhaustive. Applicants are invited to check the EIB website (www.eib.org), for possible changes.
2. Furthermore, the following banks and financial institutions are the Group intermediaries for credits financed in the framework of EIB's Global loans (according to the priorities of the European Union). Not all of these banks and financial institutions are active in the audio-visual sector.

Austria :

Bank Austria Creditanstalt AG
BAWAG Bank für Arbeit und Wirtschaft
Erste Bank der Österreichischen Sparkassen AG
Hypo Alpe Adria Bank AG
Investkredit Bank AG
Kommunalkredit Austria AG
Niederösterreichische Landesbank-Hypothekenbank AG
Oberbank AG
Österreichische Hotel – und Tourismusbank GmbH
Raiffeisenlandesbank Oberösterreich
RZB Raiffeisen Zentralbank Österreich

Belgium :

CBC
Crédit Professionel
DEXIA
FORTIS
ING Belgique/ België
KBC

Bulgaria:

Biochim
Encouragement Bank
Raiffeisenbank (Bulgaria) EAD

Cyprus:

Cyprus Development Bank

Czech Republic:

Ceskoslovenská Obchodní Banka a.s.
CSOB Leasing a.s.
HVB Bank Czech Republic a.s.
Kommunalkredit Finance a.s.
Raiffeisenbank a.s.

Company Name:

Project Title:

Raiffeisen-Leasing Real Estate s.r.o.

VB Leasing CZ s.r.o.

Volksbank CZ a.s.

Denmark :

KommuneKredit

Nykredit

Estonia:

AS Hansapank

AS Sampo Pank

Hansa Leasing

Finland :

Finnvera Ltd

Municipality Finance Ltd

Okobank Ltd

France :

Banque du Développement des PME (BDPME)

Caisse Nationale des Caisses d'Épargne et de Prévoyance

Caisse Nationale de Crédit Agricole

Cofiloisirs

Crédit du Nord

Crédit Commercial de France

Crédit Mutuel

Groupe BNP Paribas (BNP Paribas, BNP Paribas Lease)

Groupe Crédit Coopératif

Groupe Société Générale

DEXIA

Natexis Coficiné

Germany :

Commerzbank AG

Deutsche Ausgleichsbank

Deutsche Bank AG

DekaBank Deutsche Girozentrale

DEPFA Deutsche Pfandbriefbank AG

Deutsche Kreditbank AG

Deutsche Zentralgenossenschaftsbank AG

Dresdner Bank AG

Eurohypo AG

Hypovereinsbank

IKB Deutsche Industriebank AG

Investitionsbank des Landes Brandenburg

Kreditanstalt für Wiederaufbau

Sächsische Aufbaubank

Company Name:

Project Title:

Westdeutsche Genossenschafts-Zentralbank eG
WestLB AG
Landesbank Baden-Württemberg
Bayerische Landesbank
Landesbank Berlin
Bremer Landesbank
Hamburgische Landesbank
Landesbank Hessen-Thüringen
Norddeutsche Landesbank
Landesbank Rheinland-Pfalz
Landesbank Saar
Landesbank Sachsen
Landesbank Schleswig-Holstein

Greece :

Alpha Bank
Bank of Cyprus
BNP Paribas
Emporiki Bank
Hellenic bank Ltd.

Hungary:

CIB Közép-európai Nemzetközi Bank Rt.
HVB Bank Hungary Rt.
Inter-Európa Bank Rt.
Kereskedelmi és Hitelbank Rt.
Voksbank Hungary Rt.
Raiffeisen Bank Rt.
Erste Bank
Magyar Fejlesztési Bank (Hungarian Development Bank Ltd.)

Ireland :

* Allied Irish Banks
Bank of Ireland
Barclays Bank
Bank of Scotland (Ireland)

Italy :

Banca Carige
Banca delle Marche
Banca Intesa
Banca Nazionale del Lavoro
Banca Popolare dell' Emilia Romagna
Banca Popolare di Milano
Banca Popolare di Sondrio
Capitalia
Cassa di Risparmio di Firenze
Credem Leasing
Dexia Crediop
Gruppo Banca Antonveneta

Company Name:

Project Title:

Gruppo Banca Lombarda e Piemontese
Gruppo Monte dei Paschi di Siena
Gruppo Banca Popolare di Lodi
Gruppo Banco Popolare di Verona & Novara
Gruppo Banche Popolare Unite
Gruppo SanPaolo Imi
Gruppo Unicredito Italiano
Mediobanca

Latvia:

A/S Vereinsbank Riga
JSC Hansabanka
Hanza Lizings
Mortgage and Land Bank of Latvia
NORD / LB Latvija

Lithuania:

AB Bankas NORD / LB Lietuva
AB Hansabankas
Kredyt Bank S.A.
UAB Hanza Lizingas
UAB Sampo Bankas

Luxembourg :

Société Nationale de Crédit et d'Investissement

Malta:

Valetta Investment Bank (VIB)

The

Netherlands :

BNG (Bank Nederlandse Gemeenten)
DNIB (De Nationale Investeringsbank)
ING (Internationale Nederlanden Bank)
Rabobank Nederland
SNS Bank Nederland N.V.

Poland:

ABN Amro Bank (Polska) S.A.
Bank Gospodarstwa Krajowego (BGK)
Bank Handlowy w Warszawie S.A.
Bank Pekao SA
Bank-Przemyslowo-Handlowy PBK S.A.
BRE Bank SA
BRE Leasing Sp. z o.o.
Handlowy-Leasing S.A.
Kredyt Bank S.A.
Raiffeisen Bank Polska S.A.
Raiffeisen Leasing Polska S.A.

Company Name:

Project Title:

Bank Ochrony Srodowiska S.A.

Portugal :

Banco BPI
Banco Comercial Português (BCP)
Banco Espírito Santo (BES)
Banco Totta & Açores (BTA/BSCH)
Caixa Geral de Depósitos (CGD)

Slovak Republic:

Ceskoslovenska Obchodní Banka a.s.
HVB Bank Slovakia a.s.
Všeobecná Úverová Banka a.s., Slovakia (VUB)
Istrobanka

Slovenia:

Bank Austria d.d.
Hypo Alpe-Adria-Bank d.d.
Nova Ljubljanska Banka d.d.
BANKA KOPER d.d.

Spain :

Banco Bilbao Vizcaya Argentaria (BBVA)
Banco de Crédito Local (BCL)
Banco Popular Español
Banco Santander Central Hispano (BSCH)
Caixa Catalunya
Caja de Ahorros del Mediterráneo (CAM)
Caja Madrid
Caja Gipuzkoa San Sebastian (KUTXA)
Confederación Española de Cajas dce Ahorros (CECA)
Institut Català de Finances (ICF)
Instituto de Credito Oficial (ICO)
Instituto de Finanzas de Castilla-la Mancha (IFCLM)
Instituto de Fomento de Andalucía (IFA)
Instituto Valenciano de Finanzas
La Caixa

Sweden:

AB Svensk Exportkredit (SEK)
Dexia Kommunbank AB
FöreningsSparbanken AB – Swedbank
Kommuninvest

United Kingdom:

A&L Commercial Finance
Barclays Bank Mercantile Business Finance Ltd.
Barclays Bank PLC
Close Asset Finance Ltd.

Company Name:

Project Title:

HSBC Asset Finance (UK) Ltd.

Lloyds TSB Asset Finance

The Co-operative Bank

Company Name:

Project Title:

ANNEX 4 – ACKNOWLEDGEMENT OF RECEIPT

This page will be returned to you when the Commission has received your application. Therefore, please complete the information below clearly:

To be completed by the applicant	Project title: Company name: Contact person: Address: Fax number (to which this acknowledgement should be sent):
----------------------------------	--

To be completed by the Commission: Date: Application Reference number to be quoted in all correspondence:

European Commission - Directorate General EAC/C/3