



A programme of the EU

Implementation of a programme encouraging the development, distribution and promotion of European audiovisual works

MEDIA PLUS (2001-2005)
Development

GUIDELINES

SUPPORT FOR THE DEVELOPMENT OF INDIVIDUAL PROJECTS

General information

Call for proposals 82/2002

This introductory document accompanies the appropriate guidelines and application forms for the different categories of projects: fiction, animation, creative documentaries, multimedia.

1. INTRODUCTION

The call for proposals and attached guidelines are based on Council Decision 2000/821/EC on the implementation of a programme to encourage the development, distribution and promotion of European audiovisual works (MEDIA Plus – Development, Distribution and Promotion, 2001-2005), adopted by the Council on December 20 2000 (Official Journal L 13, January 17 2001, p. 34), and concern support for the development of individual projects.

Objectives of the programme in the development sector

In the development sector, the objectives of the programme are to promote the development of projects submitted by independent European companies and aimed at European and international markets by providing financial support to the following categories:

- a) fiction, creative documentaries, animated projects and projects which exploit Europe's television, film and digital heritage;
- b) projects which promote the use of new technology in their creation, production and distribution.

Implementation

This call for proposals aims to grant financial support to film, television and new media companies submitting proposals requesting support for the development of individual audiovisual projects.

Please note: A production company wishing to submit several projects may only do so under the support scheme for a slate of projects ("Slate Funding 1 and 2"). Different guidelines and application forms apply to this scheme.

2. ELIGIBILITY CRITERIA

The call for proposals is aimed at independent European production companies whose activities contribute to the programme's objectives.

Duly signed application forms specific to each category of projects submitted in writing by 16 June 2003 shall be eligible.

Applications which do not meet these and the following criteria will be excluded.

Ineligibility of projects already financed by MEDIA Development

Projects already supported by MEDIA Development will be deemed ineligible. However, one exception will be taken into account: projects which, under MEDIA II, have received first-stage support for multimedia development will remain eligible if they request support for a different stage or activity (eligible under MEDIA Plus).

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 of the European Economic Agreement participating in the MEDIA Plus programme (Iceland, Liechtenstein and Norway), as well as those countries meeting the conditions laid down in Article 11 of Decision 2000/821/EC.

In particular, applications from companies registered in and/or owned by nationals of countries which are candidates to join the European Union¹ will be eligible for this call for proposals subject to the entry into force of their country's participation in the MEDIA Plus programme by 16/06/2003. The signature of contracts with successful applicants from these countries shall be subject to the entry into force of their country's participation in the MEDIA programme by that date, and to the proposed action not being completed by that date.

Countries with a low production capacity and/or a restricted geographical and linguistic area

For the purposes of this call for proposals, the following countries will be considered as countries with a low audiovisual production capacity: Austria, Belgium, Denmark, Finland, Greece, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, the Netherlands, Portugal and Sweden, as well as those countries which are candidates to join the European Union and which fulfil the conditions defined in the above paragraph ("participating countries").

European company

A European company is defined as a company registered in one of the Member States of the European Union or of the countries participating in the MEDIA Plus programme as defined in this call for proposals, and which is owned and continues to be owned, whether directly or by majority participation, by nationals of these countries.

For the purposes of this call for proposals, the following definitions apply:

- Development

All operations prior to the pre-production of an audiovisual project.

The development phase includes in particular:

- the acquisition of rights;
- research;
- archive or stock footage research (for productions exploiting Europe's television, film and digital heritage);
- all script writing, including treatments, up to and including the final draft;
- storyboards;
- research and identification of key cast and crew;
- preparation of the production budget;

¹ The candidate countries participating in the MEDIA Programme are as follows: Estonia, Latvia, Poland, Czech Republic and Bulgaria. The following countries may join the MEDIA Plus Programme during 2003: Lithuania, Slovakia, Slovenia and Cyprus.

- preparation of a financing plan;
- research and identification of industry partners, co-producers and financiers;
- preparation of the production schedule up to delivery;
- initial marketing and sales plans (attending markets and attracting buyers, preferred initial releases, festivals and markets to be considered, etc.).

The following are also considered to be part of the development phase:

- for creative documentaries: the realisation of a video treatment;
- for animation projects: graphics research and production of a pilot;
- for multimedia projects²: the creation of programme content (treatment), creation of basic audio and video graphic elements, software programming necessary to run the project, programming logic (flow-chart), production of the demo.

- Independent production company

For the purposes of this programme, an independent production company is a company whose principal activity is audiovisual or multimedia production, and where a television broadcaster does not have majority control, either in shareholding or commercial terms. Majority control is considered to be a situation where more than 25% of a production company's share capital is held by a single broadcaster (50% where several broadcasters are involved) or where, over a three-year period, more than 90% of a production company's revenue is generated in cooperation with a single broadcaster. The Commission reserves the right to apply these criteria, taking into account the specific characteristics of the film, television and new media industries and/or laws of the individual Member States of the European Union and the EEA.

Categories of projects

Projects in the following categories are eligible, whether submitted individually or as part of a slate (under the "slate funding" scheme):

- for cinema and/or television:
 - fiction;
 - creative documentaries, i.e. productions based on real subject matter but which require substantial original writing, in particular those setting out the point of view of a writer and/or filmmaker (news programmes, magazines, talk-shows, reality shows, docu-soaps, school and "how to" programmes are not eligible for support); the creative character of the project must be explicitly demonstrated and argued by the company in the application;
 - animation (excluding individual short films).

The IMAX format is eligible provided that the other eligibility criteria (duration, for instance) are respected.

² The development of multimedia projects is aimed at the development of concepts.

- for multimedia:
(NB: This list may be revised during the five-year period of this programme)
 - concepts for animation series specifically designed to be delivered online (excluding individual short films);
 - edutainment programmes for children/teenagers, character-based adventure games for individuals or multiple players;
 - new interactive concepts for fiction, games or formats for digital television, Internet, mobile device;
 - interactive programmes for use exclusively on a personal computer and specifically developed to accompany or supplement an existing European audiovisual project, or one in production (fiction, creative documentary, animation), to be supported by a hybrid DVD or a boxed set of VHS and CD-ROMs, etc.

Productions based on archive material which meet the eligibility criteria are also considered eligible in all project categories.

Proposed operations which, directly or indirectly, conflict with the policies of the Union or may be linked with an unsuitable image, are ineligible. For example, all grants for projects that may be contrary to the interests of public health (alcohol, tobacco, drugs), respect for human rights, people's security, freedom of expression, etc., are prohibited. Projects promoting violence and/or racism and/or with a pornographic content are ineligible.

For all categories of projects, productions intended to promote an institution or its activities will not be taken in account.

Running time of eligible projects

The total running time of works for the cinema and/or television must be no less than:

- for creative documentaries (individual projects and series): 25 minutes;
- for fiction (individual projects and series): 50 minutes;
- for animation (individual projects and series): 25 minutes;
- for multimedia, the time criterion is irrelevant.

Ownership of rights

The applicant must demonstrate that, at the latest by the date of submission of the application, there is an agreement with the writer(s) or rights owner(s) setting out the extent of the transfer, the length and the author's remuneration, enabling the applicant to develop an audiovisual work from the original work of the writer(s) or rights owner(s). If an option agreement is in

place, it must be of an adequate duration to cover the whole development schedule and it must clearly set out the conditions for exercising the option.

If the project is an adaptation of an existing work, the rights must cover the primary work as well as its adaptation.

Ownership of rights, or option rights, must comply with applicable national laws.

In any event, applicants must prove that they own at least 50% of the rights in the projects they intend to develop.

In the case of multiparty agreements with partners of the applicant, this 50% ownership rule may be modified in order to encourage international cooperation. In this event, the applicant must own the majority of rights and a multiparty agreement must have been concluded with partners from at least two eligible countries in the MEDIA Plus programme.

In the event of selection, only the costs of ownership of the rights are eligible 12 months prior to the date of the application for financial support.

Number of projects per company

A production company is allowed to submit one project under each call for proposals.

A rejected project may be resubmitted only once, even in the same call for proposals, and only if substantial modifications to the project have been made.

If a company wishes to apply for slate funding after submitting an individual project, it will only be allowed to do so within the framework of another call for proposals.

Exclusions

- 1) Financial support may not be awarded to applicants who:
 - (a) 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) have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
 - (c) have been guilty of grave professional misconduct proven by any means which the authorising service can justify;
 - (d) 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 authorising service or those of the country where the project is to be performed;

(e) have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;

(f) following another grant award procedure or procurement procedure financed by the Community budget, have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

2) Financial support may also not be awarded to applicants who:

(a) are subject to a conflict of interest;

(b) are guilty of misrepresentation in supplying the information required by the authorising service or fail to supply this information.

Applicants shall declare on their honour that they are not in one of the situations listed in paragraphs 1 and 2.

The authorising officer responsible may request other proofs from applicants that they are not in a situation warranting exclusion as referred to in paragraphs 1 and 2.

3. SELECTION CRITERIA

The selection criteria shall be such as to make it possible to assess the applicant's ability to complete the proposed project.

Applicants must provide evidence of:

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

The application dossier must include:

- a bank statement certifying that the applicant company is the holder of an account which is properly operated;
- an indication of the turnover relating to the last financial year.

2) professional competencies and qualifications required to complete the proposed project.

The application dossier must include:

- CVs of the company staff, and particularly the staff who will be responsible for the project;
- a recent company registration certificate stating the legal form and the names of the authorised signatories;
- up-to-date memorandum of association.

3) the experience required to complete the proposed project.

3.a) The application dossier must include:

- a list of the principal projects carried out, including current productions, specifying the title, category, cinema release or television broadcast or support/platform (PC, Net, etc.), the production budget and the names of co-producers, distributors and broadcasters, as well as their nationality;
- the company's track record with MEDIA I, MEDIA II and MEDIA Plus;
- proof of a completed audiovisual and/or multimedia production in the same category as the submitted project, assured of distribution outside its country of origin during the 18 months (reference period) prior to the date of submission.

Distribution of the previous work as described above will have to be documented at the time of application, either by any justifying document proving an effective distribution during the reference period (18 months) prior to the submission: sales report, broadcast certificate, box office report, TV or cinema programmes, URL address of a website, sales statement, etc.), or by a copy of the distribution contract, signed and dated during the reference period (18 months prior to submission)³.

The completed work must fulfil the same eligibility criteria listed in point 2 of the present call for proposals.

“Distribution” means all methods of public commercial dissemination of the work: theatrical release, broadcast, “offline” or “online” distribution, whether or not it is a first-time distribution (re-broadcasting, re-edition, etc.).

As far as “online” distribution is concerned (particularly Websites), distribution will be deemed to be international if the programme is in at least two languages of countries participating in the MEDIA programme.

The former broadcast by or the signature of a broadcasting contract with international channels (ARTE, TV5, 3SAT, TVE internacional, etc.) can be considered as meeting the eligibility criterion for international distribution.

3.b) Derogations:

- In evaluating the prior activity of the applicant company, the background of the persons who make up the applicant company (producer or head of development) will be taken into account, if it is demonstrated that they are directly involved in the development of the submitted project and that their previous participation in the development or in the production is significant.

- For fiction, animation and creative documentaries, participation in the production must be significant as:

- head of development;
- producer (except minority producer);
- executive/line producer;
- delegate producer;
- associate producer.

³ Sales agents contracts will not be considered.

- For the multimedia category, the experience of the following members of the creative team will also be taken into account:
 - author;
 - director/head of project;
 - head of computer graphics;
 - head of interactive programming.
- Similarity of categories between former production and submitted project:
 - companies who have produced one eligible animation will be allowed to submit an application for a multimedia project;
 - companies who have produced one eligible creative documentary will be allowed to submit an application for a fiction project;
 - companies who have produced one eligible fictional work will be allowed to submit an application for a creative documentary project;
 - companies who have produced at least two animation shorts⁴ will be allowed to submit an application for an animation project.
- The reference period is 24 months prior to the date of submission for countries or regions with a low production capacity and/or a restricted geographical or linguistic area.
- A national distribution, whether effective or contractually laid down during the reference period, will be regarded as sufficient for production companies which were not selected within the framework of the last two calls for proposals for MEDIA II⁵ and within the framework of MEDIA Plus.

Applicants failing to meet any of these requirements (points 1), 2) and 3)) will be excluded.

4. AWARD CRITERIA

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.

Financial support will be granted to projects on the basis of available funds and on the basis of the:

- quality and originality of the concept, script and/or narrative structure of the project;
 - the evaluation will pay particularly attention to :

⁴ Exceptionally, in this case, proof of exhibition at festivals will be taken into account as “effective distribution”.

⁵ Calls 7/99 & 8/99 (deadline 01/12/1999), 3/2000 & 7/2000 (14/04/2000), 5/2001 & 31/2001 (14/09/2001) and 84/2001 & 88/2001 (01/07/2002).

- for fiction : the subject, the narrative structure, the characters, the visual style and the dialogue;
 - for creative documentaries : the subject, the narrative structure, the visual style and the creative aspect;
 - for animation : the subject, the narrative structure, the visual style, the art work and the dialogue;
 - for multimedia : the visual, sound and graphic elements, the interactivity, the technology, the studio preparation and the preliminary version of a flowchart;
- quality of the project development strategy;
 - the evaluation will pay particularly attention to :
 - description of and timetable for development activities;
 - development budget accuracy.
- quality of the financing strategy and the production potential;
 - the evaluation will pay particularly attention to :
 - forecast financial production plan;
 - indication of possible interests or co-production agreements.
- potential for European and international exploitation, and the quality of the marketing and distribution strategies;
 - the evaluation will pay particularly attention to :
 - transnational potential and sales potential (national and international);
 - reasons for the choice of country (or countries) for co-production and/or distribution;
 - suitability of the chosen format (genre, duration, shooting format) for the intended market and audience;
 - indication of possible interests or distribution agreements.

The applicants must provide evidence of signed and dated documents regarding the ownership of rights (i.e. option agreement outlining the conditions for exercising the option, or contracts for transfer of rights), as well as co-development contracts where applicable and specific forms to be filled in.

Particular attention will be paid to projects aimed at children and young people, and priority will be given to projects specifically concerned with developing the potential of countries or regions with a low production capacity and/or a restricted geographical and linguistic area, as well as developing an independent European production and distribution sector, particularly small and medium-sized enterprises (SMEs).

Upon completion of the award procedure, a list of the proposals examined will be drawn up. Financial support will be granted on the basis of this list and of the funds available from the Commission.

5. FINANCIAL SUPPORT

The operation proposed by the applicant may not receive double financing. Applicants must indicate in their support application what other financial support applications they have submitted or will be submitting to the European institutions during that same year, indicating for each support the Community programme concerned, the title of the operation and the amount of the support.

The results of the previous calls for proposals (84/2001 & 88/2001) are set out below. They include individual projects and slate funding (first and second stages); these projects were financed from the 2002 budget:

Categories	Submitted projects	Ineligible projects	Rejected projects	Selected projects	Financial support
Animation	57	12	19	26	1 080 000 €
Fiction	138	18	71	49	1 910 000 €
Documentary	116	13	48	55	1 210 000 €
Multimedia	51	14	26	11	430 000 €
Slate funding 1	103	3	35	65	5 260 000 €
Slate funding 2	90	7	56	27	2 880 000 €
Slate funding 2 nd stage	19	2	5	12	1 325 000 €
Total	574	69	260	245	14 095 000 €

For information, the total finance available for the development sector for 2003 will be approximately the same.

Financial support from MEDIA is determined on the basis of the cost and nature of each project submitted⁶.

The Commission contribution will generally be limited to 50% of the development cost of the project, but may be raised to 60% for projects exploiting or reflecting European cultural diversity.

The applicant must secure the balance of funding.

Selection of an applicant does not guarantee that the Commission will grant the amount requested by the applicant. Under no circumstances will the amount granted exceed the amount requested by the applicant.

If selected, the applicant company will be required to open a specific bank account.

If the project reaches the production stage, the producer will have to reinvest the same amount of financial support as granted by MEDIA Plus into the development of (a) new production project(s).

⁶ Budgets must be submitted in Euro and rounded to the nearest €. Projects whose budgets are drawn up in currencies not participating in Monetary Union: the rate used for the forecast budget must be the official exchange rate published in the month in which the projects are submitted..

This/these new project(s) may be in any of the four categories which meet the eligibility requirements as indicated in point 2 above.

Reinvestment must take place within six months of the official delivery of the production of the supported project.

Failure to reinvest during the six-month period constitutes a contractual default on the part of the applicant. In the event of default, the full amount must be repaid to the European Commission.

In the event of the project being abandoned, subject to meeting the obligations contained in the agreement, no reimbursement will be owed to the Commission.

Since changes tend to occur in the course of a project's development, support will be granted in the form of two instalments:

- start-up support of 70% on signature of the agreement between the applicant and the Commission;
- the balance upon presentation to and approval by the Commission of final accounts of development expenses (to be submitted not later than 21 months after signature of the agreement).

The authorising officer responsible may require the beneficiary to lodge a guarantee in advance in order to limit the financial risks connected with the payments.

Technical and financial control

The Commission and persons authorised by the Commission will have appropriate access to the sites or premises where the operation 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 Commission, the OLAF (European Anti-Fraud Office) and the Court of Auditors of the European Communities may verify the use to which the financial support is put, throughout the duration of the agreement and for five years after its end date. The beneficiary will undertake to ensure that any subcontractors accept the same obligation. Controls 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.

6. PROJECT ASSESSMENT AND SELECTION PROCEDURE

Validity of the call for proposals

These guidelines are valid for the call for proposals published in OJ C 318 of 19.12.2002. Companies wishing to apply after the 16/06/2003 will have to submit their file within the framework of a further call for proposals.

Selection timetable

This call for proposals is an OPEN call. In other words, application files can be submitted at any time from the date of publication and they will be evaluated as soon as they arrive. In order to enable applicant companies to plan their application schedule, periods have been defined for indicative purposes, at the end of which the Commission has set closing dates for the award of projects evaluated during the said period, i.e.:

- Monday 17 February 2003
- Monday 24 March 2003
- Monday 5 May 2003
- Tuesday 10 June 2003.

The closing date for all submissions under this call for proposals is 16 June 2003.

(Afterwards, the indicative closing dates for the award procedures will be : the end of July, the end of September and the end of October 2003).

A new call for proposals is scheduled to be published in November 2003 and will allow new submitted projects to be funded under the 2004 budget.

A similar rhythm of publication will be maintained throughout the programme.

Assessment procedure

The projects will be assessed by the Commission.

The Commission will exercise the right not to evaluate incomplete applications. These applications will be categorised as ineligible.

The Commission will be assisted in assessing projects by a Technical Assistance Office.

Eligible and complete applications will undergo an assessment procedure involving evaluations by independent experts. The choice of these experts is based on their competence, independence and specific knowledge of the market.

Each application will undergo two evaluations, one national and one non-national.

In the event (particularly in countries or regions with a low production capacity and/or restricted geographical or linguistic area) that a national expert meeting these conditions cannot be found, the Commission reserves the right to use a non-national who meets the three criteria of independence, competence and knowledge of the market of the country in question.

If the two opinions diverge, the Commission reserves the right to ask for a third expert's opinion or a ruling by a panel of experts.

Applicants will be informed as soon as possible of the Commission's decision whether or not to grant support. The reasons for rejection will be provided on request and will be final.

Applications (including cassettes, CD-ROMs, drawings and all other support materials) will not be returned to the applicants.

In the event of selection, the Commission will send successful applicants an agreement specifying the amount of support and the payment arrangements.

Unless the beneficiary provides reasons to the contrary, within 30 days of signature of the agreement the name and address of the beneficiaries, the subject of the financial support, the amount awarded and the rate of funding will be published on the Internet.

Consequences of rejection and selection on the deadlines for re-submission

Different outcomes of the assessment process for a project (rejection or selection) lead to different deadlines before the applicant can submit a new application. The different deadlines applying to single projects are set out in the following table.

	Ineligible	Incomplete	Rejected	Selected
Single projects (SP)	<p>The company may (once only) immediately resubmit the same project (as long as the reason for its ineligibility no longer applies) or submit another project.</p> <p>If the application is again considered ineligible, the company will not be allowed to resubmit before publication of a new call for proposals.</p>	<p>The Commission reserves the right not to assess incomplete applications.</p> <p>The application will be treated as ineligible.</p>	<p>The company may resubmit the same project once if substantial changes have been made (one copy of the initial version must be enclosed as well as a detailed description of the changes), even within the framework of the same call for proposals.</p> <p>The company can resubmit another SP or an SF within the framework of another call for proposals.</p>	<p>The company cannot apply for SP or SF support before publication of another call for proposals.</p>
Slate funding (SF)			<p>The company may resubmit if substantial changes have been made (one copy of the initial version must be enclosed as well as a detailed description of the changes) within the framework of another call for proposals.</p> <p>The company may submit one SP within the framework of another call for proposals (immediately if the SP belongs to the rejected slate).</p>	<p>The company cannot apply for SP support for the whole duration of the SF agreement.</p>

7. COMPOSITION AND SUBMISSION OF APPLICATIONS

Production companies wishing to apply must submit four copies of their proposals using the attached application forms and including the required documentation and supporting material.

To be admissible:

- three copies should be bound and one copy unbound;
- the pages making up the application should be numbered;
- the documents should be printed on one side only of A4-size paper;
- the documents should be typed.

The Commission will not evaluate applications submitted with insufficient copies.

All proposals must include all documents as required in the checklist.

The Commission reserves the right to request additional information and/or documentation from applicants before making a final decision on whether or not to grant support.

Applicants must use the application forms provided by the Commission or the MEDIA Desks and Antennae (see list on the last page of these guidelines).

Applications submitted without the requisite forms will not be considered.

Applications must be sent by registered post or courier service or delivered by hand (before 16:00 on normal working days) to the following address:

EUROPEAN COMMISSION
DG EAC - C/3 MEDIA Programme
Mr Jacques DELMOLY
Rue Belliard 100
B-1049 Brussels

Envelopes must be clearly marked:

MEDIA PLUS – DEVELOPMENT CALL FOR PROPOSALS 82/2002

Company Name

Country

Category (fiction, creative documentary, animation or multimedia)

8. CONTACTS

The European Commission is responsible for the implementation of the MEDIA Plus programme. All applications must be sent directly to the Commission.

The Commission department responsible for implementing and managing the MEDIA Plus programme is Unit C/3 of Directorate-General EAC – Education and Culture. In the development sector, the following persons can be contacted if necessary:

Domenico RANERI
Domenico.Raneri@cec.eu.int
Tel.: + 32.2.296.21.20

Corinne MIMRAN
Corinne.Mimran@cec.eu.int
Tel.: + 32.2.295.33.71

Anne BOURDILLEAU
Anne.Bourdilleau@cec.eu.int
Tel.: + 32 2 296.61.76

Rue Belliard 100
B-1049 Brussels

The Commission is assisted by a Technical Assistance Office, which co-ordinates more specifically the evaluation procedures and the monitoring of projects selected by the European Commission.

MEDIA Programme Technical Assistance Office
Rue du Trône, 12
B-1050 Brussels
Tel.: + 32 2 743 20 84
Fax: + 32 2 743 27 27

For any information or advice regarding the whole programme, please contact your MEDIA Desk or any of the MEDIA Antennae (see enclosed list).

Last but not least, the Websites of the European Commission and of the MEDIA Desks and Antennae are useful sources of information on the whole programme.

Website of the European Commission:
http://europa.eu.int/comm/avpolicy/media/index_en.html

TO APPLICANTS

- *In which language should my application be?*

You are free to send your file to the European Commission in any of the official languages of the European Union.

However, in the case of the MEDIA Plus programme, it is recommended that the whole application be submitted in English.

In any event, some information required in the checklist must be in English.

- *Why this recommendation from the Commission?*

Your file will be evaluated by experts, including non-national experts. A translation of your file into English will be of better quality if you are responsible for it and entrust an experienced translator with it, for instance. Moreover, an English version of some documents (such as synopsis, treatment, script, etc.) will be a very useful tool for the negotiations you will conduct during the development of your project, particularly when it comes to putting together the financial package.

- *When is it best to apply: at the beginning, middle or end of the year?*

Call for proposals 82/2002 is an open call. In other words, applications may be submitted at any moment from the date of publication until the closing date for submissions (16/06/2003). They will be assessed as and when they arrive.

However, in order to ensure that funds are available throughout the duration of the call, and to allow applicants to determine their timetable for submissions, the Commission has defined several award periods during the year.

As a reminder, the award is not only on the basis of the selection and award criteria but also subject to the availability of finance.

- *What are the advantages of an “open” call for proposals?*

The European Commission wishes to give applicants greater flexibility, so that they may submit their application at any moment in accordance with their development schedule.

Applicants are encouraged to take this opportunity to prepare their dossier with the utmost care and choose the most appropriate support mechanism.

MEDIA Plus Development offers several support mechanisms:

- If you intend to develop several projects, you can choose Slate Funding 1 or 2 and, within each of them, the amount of support most appropriate to your development plan.
- If you intend to develop only one project, you can choose the single project support mechanism. However, you will be allowed to submit only one project per call for proposals. You may consider applying for slate funding instead later.

- *Some advice:*

- Before applying, check that your file is complete. A check-list is there to help you determine whether you comply with all the requirements.
- If a document is missing from your file, remember it is an open call and postpone your application. Quality comes first.
- Get in touch with the MEDIA Desks and Antennae; they can give you valuable advice and help you in preparing your file.
- Do not send incomplete or hand-written forms; they will not be considered!
- Instead of paper photocopies, download the forms from the Commission's or MEDIA Desks/Antennae Websites.
- Do not hesitate to send all documents you consider useful for the evaluation of your file. It is better to send too much information on your project or company than not enough.

- *Summary Table*

Please find enclosed a table summarising the conditions and waiting periods for resubmission as well as the time limits for reinvestment.

MEDIA-DEVELOPMENT Summary Table

	Ineligible	Incomplete	Rejected	Selected	In production	Abandoned
Single projects (SP)	<p>The company may (once only) immediately resubmit the same application file (as long as the reason for its ineligibility no longer applies) or submit another file.</p> <p>If the application is again considered ineligible, the company will not be allowed to resubmit before publication of another call for proposals.</p>	<p>The Commission reserves the right not to assess incomplete applications.</p> <p>The application will be treated as ineligible.</p>	<p>The company may resubmit the same project once if substantial changes have been made (one copy of the initial version must be enclosed as well as a detailed description of the changes), even within the framework of the same call for proposals.</p> <p>The company may resubmit another SP or an SF within the framework of another call for proposals.</p>	<p>The company cannot apply for SP or SF support before publication of another call for proposals.</p>	<p>The company must reinvest within 6 months of the end of production.</p>	<p>No obligation to reimburse or reinvest.</p> <p>Subject to the obligations contained in the agreement being met.</p>
Slate funding (SF)			<p>The company may resubmit if substantial changes have been made (one copy of the initial version must be enclosed as well as a detailed description of the changes) within the framework of another call for proposals.</p> <p>The company may submit one SP within the framework of another call for proposals (immediately if the SP belongs to the rejected slate).</p>	<p>The company cannot apply for SP support for the whole duration of the SF agreement.</p>	<p>The company must reinvest within 6 months of the first day of principal photography.</p>	<p>No obligation to reimburse or reinvest.</p> <p>Subject to the obligations contained in the agreement being met.</p>

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