



CREATIVE EUROPE

MEDIA Sub-programme

SUPPORT FOR DEVELOPMENT

SINGLE PROJECT

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Annexes:

All the annexes are available on the EACEA/MEDIA website:

https://eacea.ec.europa.eu/creative-europe/funding/development-single-project-2015_en

GUIDELINES – EACEA 17/2014

Support for Development – Single Project

1. INTRODUCTION – BACKGROUND

These guidelines are based on Regulation No 1295/2013 of the European Parliament and of the Council of 11/12/2013 concerning the implementation of a programme of support for the European cultural and creative sector (CREATIVE EUROPE).¹

The European Commission is responsible for the implementation of the Creative Europe Programme and for the decision to grant individual European Union funds. The Education, Audiovisual and Culture Executive Agency hereafter "the Agency" manages the Culture and MEDIA Sub-programme on behalf and under the control of the European Commission.

General background information about the Creative Europe programme can be found on the following link: http://ec.europa.eu/programmes/creative-europe/index_en.htm

2. OBJECTIVES – THEMES – PRIORITIES

2.1. Objectives

Within the specific objective of reinforcing the European audiovisual sector's capacity to operate transnationally and internationally one of the priorities of the MEDIA Sub-programme is to:

- increase the capacity of audiovisual producers to develop projects with the potential to circulate and to facilitate European and international co-production, including with television broadcasters, throughout the Union and beyond.

The MEDIA Sub-programme shall provide support for the following measures:

- the development of European audiovisual works in particular films and television works such as fiction, documentaries, children's and animated films, as well as interactive works such as videogames and multimedia with enhanced cross-border circulation potential;
- activities aiming at supporting European audiovisual production companies, in particular independent production companies, with a view to facilitating European and international co-productions of audiovisual works including television works.

Under this Support scheme, the applicant submits a proposal with a view to developing a Single Project intended for cinema release, television broadcasting or commercial exploitation on digital platforms in the following categories: animation, creative documentary and fiction.

2.2. Targeted projects

The MEDIA Sub-programme supports European independent audiovisual production companies with proven experience interested in developing a Single Project presenting:

¹ Published in the Official Journal of the European Union on the 20/12/2013 (OJ L347/221).

- high creative/artistic value and cultural diversity,
- wide cross-border potential able to reach audiences at European and international levels,
- greater cooperation between operators from different countries participating in the MEDIA Sub-programme,
- enhanced audience reach based on strategies for marketing and distribution envisaged from the development phase.

3. TIMETABLE

| | Stages | Date and time or indicative period | |
|----|---------------------------------------|---|---|
| a) | Publication of the call | November 2014 | |
| b) | Deadline for submitting applications | <i>1st deadline</i> 15 January 2015 – 12:00 (noon, Brussels time) | <i>2nd deadline</i> 16 April 2015 - 12:00 (noon, Brussels time) |
| c) | Evaluation period | January 2015 – April 2015 | April- August 2015 |
| d) | Information to applicants | May 2015 | September 2015 |
| e) | Signature of grant decision/agreement | June 2015 | October 2015 |
| f) | Starting date of the action | Date of Submission | Date of Submission |
| g) | Maximum duration of the action | Until 30 months from the date of submission | Until 30 months from the date of submission |

A company that has an on-going Slate Funding grant cannot apply for support for a Single Project.

Applicants may only make one submission for development support during the same budgetary year (Call for proposals 17/2014 for Single project or Call for Proposals 18/2014 for Slate Funding). They must choose between applying for either Single Project or Slate Funding. If an applicant chooses to apply for the Single project support, an application can be made only for one of the two deadlines of this Call.

4. BUDGET AVAILABLE

The total budget earmarked for the co-financing of projects is estimated at EUR 5.5 M.

This budget is subject to the availability of the funds after the adoption of the budget for 2015 by the budgetary authority.

The contribution per action under these Guidelines is:

- * a lump sum of EUR 60.000 in case of animation,
- * a lump sum of EUR 25.000 in case of creative documentary,
- * a lump sum of EUR 50.000 in case of fiction if the estimated production budget is equal/above EUR 1.5 M and a lump sum of EUR 30.000 if the estimated production budget is below EUR 1.5 M.

The Agency reserves the right not to distribute all the funds available.

The indicative split of the available budget between the different genres (animation, creative documentary and fiction) will be established according to the proportional share of received applications.

5. ADMISSIBILITY REQUIREMENTS

Applications shall comply with the following requirements:

- they must be sent no later than the deadline for submitting applications referred to in section 3 of the present guidelines;
- they must be submitted (see section 14 of the present guidelines) using the online application form;
- they must be drafted in one of the EU official languages, preferably in English or French.

The application form must be accompanied by all the other documents referred to in the application form.

Failure to comply with those requirements will lead to the rejection of the application.

In order to submit an application, applicants must provide their Participant Identification Code (PIC) in the application form. The PIC can be obtained by registering the organisation in the Unique Registration Facility (URF) hosted in the Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal. The Unique Registration Facility is a tool shared by other services of the European Commission. If an applicant already has a PIC that has been used for other programmes (for example the Research programmes), the same PIC is valid for the present call for proposals.

The Participant Portal allows applicants, to upload or update the information related to their legal status and attach the requested legal and financial documents (see section 14.2 for more information).

6. ELIGIBILITY CRITERIA

Applications which comply with the following criteria will be subject to an in-depth evaluation.

6.1. Eligible applicants

This Call for Proposals is open to European independent audiovisual production companies which have been legally constituted for at least 12 months and that can demonstrate a proven track record.

A **European company** is a company owned, whether directly or by majority participation (i.e. majority of shares), by nationals of Member States of the European Union or nationals of the other

European countries participating in the MEDIA Sub-programme and registered in one of these countries.

Applications from legal entities established in one of the following countries are eligible as long as all conditions referred to in Article 8 of the Regulation establishing the Creative Europe Programme are met

- EU Member States;
- Accessing countries, candidate countries and potential candidates benefiting from a pre-accession strategy, in accordance with the general principles and general terms and conditions for the participation of those countries in Union programmes established in the respective Framework Agreements, Association Council Decisions or similar agreements;
- EFTA countries which are members of the EEA, in accordance with the provisions of the EEA Agreement;
- The Swiss Confederation, on the basis of a bilateral agreement to be concluded with that country;
- Countries covered by the European Neighbourhood Policy in accordance with the procedures established with those countries following the framework agreements providing for their participation in European Union programmes.

The Programme shall also be open for bilateral or multilateral cooperation actions targeted at selected countries or regions on the basis of additional appropriations paid by, and specific arrangements to be agreed upon with, those countries or regions.

The Programme shall permit cooperation and joint actions with countries not participating in the Programme and with international organisations which are active in the cultural and creative sectors such as UNESCO, the Council of Europe, the Organisation for Economic Cooperation and Development or the World Intellectual Property Organisation on the basis of joint contributions for the realisation of the Programme's objectives.

Proposals from applicants in non EU countries may be selected, provided that, on the date of the award decision, agreements have been signed setting out the arrangements for the participation of those countries in the programme established by the Regulation referred to above.

(Updated list of countries that fulfil the conditions referred to in Article 8 of the Regulation and that the Commission has started negotiations with can be found on the following link:

<http://ec.europa.eu/culture/creative-europe/documents/eligible-countries.pdf>).

An **independent company** is a 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).

An **audiovisual production company** is a company whose main object and activity is audiovisual production.

Proven track record is understood as following:

The applicant must prove it has produced a previous work as described in section 6.2, which has been released or broadcast at the earliest the two calendar years preceding the publication of the Call for Proposals (i.e. at the earliest 1/01/2012).

Concerning the production of a previous eligible work the applicant must prove in any case:

- that it was the sole production company; or
- that it was, in the case of a co-production with another production company, the major co-producer in the financing plan or the delegate producer; or
- that its Chief Executive or one of its shareholders has a personal onscreen credit on the work as producer or delegate producer.

The date taken into account in verifying that distribution has taken place during the reference period is the date on which the distribution took place (date of official release in cinema or broadcast date). Commercial distribution online and distribution from international sales agent are accepted only if duly documented by a revenues report related to the reference period.

The applicant must also own the majority of rights related to the project.

No later than on the date of submission, the applicant must show that it holds the majority of the rights relating to the project for which support is being sought. It is required to provide a contract covering the rights to the artistic material included in the application. This must include at least: concept, subject, treatment, script or bible. This contract² must be duly signed and dated by the author(s).

If the project is an adaptation of an existing work (novel, biography etc.), the applicant must also show that it holds the majority of the rights relating to the rights of adaptation to this work with an option agreement or transfer of rights contract duly dated and signed.

The following applicants may not apply for a grant:

- Foundations, Institutes, Universities, associations and other legal bodies acting in the public interest;
- groups of companies;
- natural persons.

6.2 Eligible activities

The Creative Europe Programme will not support any projects including pornographic or racist material or advocating violence.

Only the development activities for the following projects are eligible:

- Feature films, animations and creative documentaries of a minimum length of 60 minutes intended primarily for *cinema release*
- Drama films (one-off or series) of a total duration of minimum 90 minutes, animation (one-off or series) of a total duration of minimum 24 minutes and creative documentaries (one-off or series) of a duration of minimum 50 minutes intended primarily for the purposes of *television*.

² The following types of contracts will be accepted:

- an option agreement concerning the transfer of rights between the author and the applicant company, of an adequate duration to cover the whole development schedule and clearly setting out the conditions for exercising the option; or
- a contract transferring the rights from the author to the applicant company.

The option agreement or transfer of rights contract can be replaced by:

- a unilateral declaration of the transfer of rights to the applicant company where the author is the producer, a shareholder or an employee of the company;
- a co-production or co-development agreement duly dated and signed by the parties and clearly showing that the applicant company holds the majority of the rights at the date of the application.

- Fiction projects of a total duration or user experience of minimum 90 minutes, animation of a total duration or user experience of minimum 24 minutes and creative documentaries of a total duration or user experience of minimum 50 minutes intended primarily for the purposes of *Digital platform exploitation*.

The day of principal photography³ (or equivalent) of the submitted project must not be scheduled to occur within 8 months from the date of application.

A company that has an on-going Slate Funding grant cannot apply for support for a Single Project.

Activities may not start before the date of submission of the application and must end 30 months after this date.

If the project enters into production before the end of this period, the action ends on the date of entry into production of the project.

However, if after the signing of the decision/agreement and the start of the project it becomes impossible for the beneficiary, for fully justified reasons beyond its control, to complete the project within the scheduled period, an extension to the action may be granted. A maximum extension of 6 additional months will be granted, if requested before the deadline specified in the agreement. The maximum duration will then be 36 months after the submission of the application.

The following projects are ineligible:

- live recordings, TV games, talk shows, reality shows or educational, teaching and 'how-to' programmes;
- documentaries promoting tourism, "making-of", reports, animal reportages, news programmes and "docu-soaps";
- projects including pornographic or racist material or advocating violence;
- works of a promotional nature;
- institutional productions to promote a specific organisation or its activities.

7. EXCLUSION CRITERIA

7.1. Exclusion from participation

Applicants will be excluded from participating in the call for proposals procedure if they are in any of the following situations:

- (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;

³ For creative documentary the first day of principal photography can be defined as the day on which the filming starts, with the contracted crew present on set/location, within the framework of an established period of employment, as stated and confirmed in written agreements. Activities aimed at the acquisition of footage and preliminary shooting are allowed.

- (b) they or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member States which has the force of res judicata;
- (c) they have been guilty of grave professional misconduct proven by any means which the responsible authorising officer can justify including by decisions of the EIB and international organisations;
- (d) they are not in compliance with their 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 responsible authorising officer or those of the country where the grant agreement is to be performed;
- (e) they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such an illegal activity is detrimental to the Union' financial interests;
- (f) they are currently subject to an administrative penalty referred to in Article 109(1) of the Financial Regulation.

7.2. Exclusion from award

Applicants will not be granted financial assistance if, in the course of the grant award procedure, they:

- (a) are subject to a conflict of interests;
- (b) are guilty of misrepresentation in supplying the information required by the Agency as a condition of participation in the grant award procedure, or fail to supply this information.
- (c) find themselves in one of the situations of exclusion referred to in the above section 7.1.

Administrative and financial penalties may be imposed on applicants, or affiliated entities where applicable, who are guilty of misrepresentation or are found to have seriously failed to meet their contractual obligations under a previous grant award procedure.

7.3. Supporting documents: Not applicable

8. SELECTION CRITERIA

Applicants must submit a declaration on their honour, completed and signed, attesting to their status as a legal person and to their financial and operational capacity to complete the proposed activities.

8.1. Financial capacity

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out or the year for which the grant is awarded and to participate in its funding. The applicants' financial capacity will be assessed on the basis of the following supporting documents to be submitted with the application:

- a declaration on their honour.

8.2 Operational capacity

Applicants must have the professional competencies as well as appropriate qualifications necessary to complete the proposed action. In this respect, applicants have to submit a declaration on their honour.

9. AWARD CRITERIA

Eligible applications/projects will be assessed on the basis of the following criteria

| | Criteria | Definitions | Max. Weighting |
|---|---------------------------------------|---|-----------------------|
| 1 | Relevance and European added-value | Quality of the project and the potential for European distribution | 50 |
| 2 | Quality of the content and activities | Quality of the development strategy | 10 |
| 3 | Dissemination of project results | Quality of the European and international distribution and marketing strategy | 20 |
| 4 | Quality of the project team | Potential and adequacy of the creative team | 10 |
| 5 | Impact and sustainability | Quality of the financing strategy and feasibility potential of the project | 10 |

Automatic Award criteria

| | Description | Extra points |
|--|---|---------------------|
| | An applicant company established in a country with low production capacity ⁴ | 10 |
| | A project targeted for young audience ⁵ | 10 |
| | A project intended for co-production with a company established in a different participating country which does not have a common official language. ⁶ | 5 |

Detailed description of the award criteria and breakdown of points:

| | |
|--|------------------|
| 1. Quality of the project and the potential for European distribution | 50 points |
|--|------------------|

⁴ All MEDIA participating countries with the exception of France, Germany, Italy, Spain and the United Kingdom.

⁵ Young audience is intended up to 16 years old

⁶ To be demonstrated by a deal-memo or a co-production agreement

| | |
|---|-----------|
| <p>Fiction and animation: 1a) Quality, premise, strength of idea and dramatic potential of the project</p> <p>Creative documentary: 1a) Strength of the subject matter, purpose and quality of the project focus</p> | 10 |
| 1b) Quality of the writing, narrative choices, character development and the world of the story | 10 |
| <p>Fiction and Creative documentary: 1c) Creative potential of the project</p> <p>Animation: 1c) Quality of the visual approach and art work as well as the creative potential of the project</p> | 10 |
| <p>1d) Potential of the European and International distribution</p> <ul style="list-style-type: none"> • transnational appeal of the project concept <ul style="list-style-type: none"> ○ subject • potential to cross borders taking into account <ul style="list-style-type: none"> ○ the team, ○ the cast, ○ the strategies presented | 20 |
| <p>2. Quality of the development strategy</p> <ul style="list-style-type: none"> • adequacy of the development plan to the needs of the project, • sufficiency of detail, • adequacy of development schedule planned | 10 |
| <p>3. Quality of the European and international distribution and marketing strategy</p> | 20 |
| <p>3a) Quality of the European and international distribution strategy</p> <ul style="list-style-type: none"> • Relevance of the distribution strategy regarding <ul style="list-style-type: none"> ○ the identified target audience, ○ distribution methods foreseen, ○ partners in place or envisaged and awareness of the markets, European/international vision ○ relevance of choice of territories (neighbouring countries and regions, Europe, other continents) ○ the marketing strategy | 10 |
| <p>3b) Quality of the European and international marketing strategy</p> <ul style="list-style-type: none"> • relevance of the marketing strategy in terms of <ul style="list-style-type: none"> ○ the distribution strategy, ○ segments targeted, ○ unique selling points, ○ the marketing channels, ○ the benefits to the selected market, ○ the promotional activities planned ○ Adequacy of the communication and marketing plan & tools | 10 |
| <p>4. Potential and adequacy of the creative team</p> | 10 |

| | |
|--|------------------|
| <p>5. Quality of the financing strategy and feasibility of the project</p> <ul style="list-style-type: none"> • adequacy of the production costs to the project and to the development budget described • adequacy of the financing strategy compared to the estimated production costs, • awareness of the suitable potential partners and territories targeted, • sufficiency and realism of the financing plan • experience or ability of the applicant to secure the necessary co-financing. | <p>10</p> |
|--|------------------|

10. LEGAL COMMITMENTS

In the event of a grant awarded by the Agency, a grant agreement or a grant decision, drawn up in euro and detailing the conditions and level of funding, will be sent to the beneficiary, as well as the procedure in view to formalise the obligations of the parties.

- Agreement:
the 2 copies of the original agreement must be signed first by the beneficiary and returned to the Agency immediately. The Agency will sign them last.
- Decision:
the decision must not be returned to the Agency. The general conditions applicable to the decision (General Conditions II.b) are available in the 'Documents register' of the Agency website:
http://eacea.ec.europa.eu/about/eacea_documents_register_en.php#call

As regards grant decisions, beneficiaries understand that:

Submission of a grant application implies acceptance of these General Conditions. These General Conditions bind the beneficiary to whom the grant is awarded and shall constitute an annex to the Grant Decision.

Please note that the award of a grant does not establish an entitlement for subsequent years.

11. FINANCIAL PROVISIONS

11.1. General Principles

a) Non-cumulative award

An action may only receive one grant from the EU budget.

In no circumstances shall the same costs be financed twice by the Union budget. To ensure this, applicants shall indicate in the application form the sources and amounts of Union funding received or applied for the same action or part of the action or for its functioning during the same financial year as well as any other funding received or applied for the same action.

b) Non-retroactivity

No grant may be awarded retrospectively for actions already completed.

A grant may be awarded for an action which has already begun only where the applicant can demonstrate the need to start the action before the grant agreement is signed or the grant decision is notified.

In such cases, costs eligible for financing may not have been incurred prior to the date of submission of the grant application.

c) Co-financing

Co-financing means that the resources which are necessary to carry out the action may not be entirely provided by the EU grant.

Co-financing of the action may take the form of:

- the beneficiary's own resources,
- income generated by the action,
- financial contributions from third parties.

d) Balanced budget

The estimated budget of the action is to be attached to the application form. It must have revenue and expenditure in balance.

The budget must be drawn up in euros.

Applicants which foresee that costs will not be incurred in euros shall use the exchange rate published on the Infor-euro website available at:

http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm, on the date of the publication of this call for proposals.

e) Implementation contracts/subcontracting

Where the implementation of the action requires the award of procurement contracts (implementation contracts), the beneficiary must award the contract to the bid offering best value for money or the lowest price (as appropriate), avoiding conflicts of interests and retain the documentation for the event of an audit.

Entities acting in their capacity of contracting authorities in the meaning of Directive 2004/18/EC⁷ or contracting entities in the meaning of Directive 2004/17/EC⁸ shall abide by the applicable national public procurement rules.

Sub-contracting, i.e. the externalisation of specific tasks or activities which form part of the action as described in the proposal and which cannot be performed by the beneficiary itself must satisfy the conditions applicable to any implementation contract (as specified above) and in addition to them the following conditions:

- it may only cover the implementation of a limited part of the action;
- it must be justified having regard to the nature of the action and what is necessary for its implementation;
- it must be clearly stated in the proposal or prior written authorisation from the Agency must be obtained.

⁷ Directive 2004/18/EC on the coordination of procedures for the award of public work contracts, public supply contracts and public service contracts.

⁸ Directive 2004/17/EC coordinating the procurement procedures of entities operating in the water, energy, transport and postal services sectors.

f) Financial support to third parties

The applications may not envisage provision of financial support to third parties

11.2 Funding forms

The EU grant is based on the lump sums for the different genres of project for which the support is sought for and established by way of Commission decision.

➤ **Maximum amount requested**

The grant requested is calculated on the basis of the genre of the project:

* a lump sum of EUR 60.000 in case of animation;

* a lump sum of EUR 25.000 in case of creative documentary;

* a lump sum of EUR 50.000 in case of fiction if the estimated production budget is equal/above EUR 1.5 M and a lump sum of EUR 30.000 if the estimated production budget is below EUR 1.5 M.

The amount requested must be based on the list above, in accordance with the activities/deliverables planned in the application.

The grant amount may not exceed the amount requested. Amounts are indicated in euros. Acceptance of an application by the Executive Agency does not constitute an undertaking to award a grant equal to the amount requested by the beneficiary.

➤ **Calculation of the final grant amount**

The final amount of the grant to be awarded to the beneficiary is established after completion of the action, upon:

- approval of a payment request accompanied by a final report providing details of the implementation and results of the action;
- verification of the implementation of the activities and/or of the production of the deliverables planned in the application.

In the event of non-execution or clearly inadequate execution of an activity planned in the application attached to the funding decision/agreement, the final grant will be reduced accordingly.

Whereas the beneficiary delivers outputs in both categories of Creative Development and Financing and Marketing Research, and that the total reaches

- at least 70% of the outputs as weighted below, 100% of the grant shall be paid;
- between 50 and 69% of the outputs as weighted below, 70% of the grant shall be paid;

Under this threshold and/or if the applicant delivers outputs in only one of the two categories below (even if in full), the beneficiary is deemed to have failed to prove the proper implementation of the corresponding tasks or part of the action, and the Agency reserves the right to terminate the Grant Agreement.

OUTPUTS to be delivered:

| | WEIGHTING (%) |
|--------------------------------|---------------|
| 1. CREATIVE DEVELOPMENT | |

| | |
|---|-----|
| Updated creative development (treatment, script, bible, episodes outline or others) | 50% |
| Research work undertaken and visual material | 10% |
| Key Artistic Crew/casting involved | 10% |
| 2. FINANCING AND MARKETING RESEARCH | |
| Updated Financing and production budgets and schedules | 10% |
| Distribution and marketing strategies described | 20% |

11.3. Payment arrangements

A pre-financing payment corresponding to 70% of the grant amount will be transferred to the beneficiary within 30 days either of the date when the last of the two parties signs the agreement, or of the notification of the grant decision, provided all requested guarantees have been received.

The Agency will establish the amount of the final payment to be made to the beneficiary on the basis of the calculation of the final grant amount (see section 11.2 above). If the total of earlier payments is higher than the final grant amount, the beneficiary will be required to reimburse the amount paid in excess by the Commission through a recovery order.

11.4. Pre-financing guarantee Not applicable

12. PUBLICITY

12.1. By the beneficiaries

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used.

In this respect, beneficiaries are required to give prominence to the name and logo of the programme on all their publications, posters, programmes and other products realised under the co-financed project.

To do this they must use the text, the logo and the disclaimer available at http://ec.europa.eu/dgs/education_culture/promo/creative-europe/eps/eps.zip, which will be provided by the Agency.

If this requirement is not fully complied with, the beneficiary's grant may be reduced in accordance with the provisions of the grant agreement or grant decision.

12.2. By the Agency and/or the Commission

With the exception of scholarships paid to natural persons and other direct support paid to natural persons in most need, all information relating to grants awarded in the course of a financial year shall be published on the Internet site of the European Union institutions no later than the 30 June of the year following the financial year in which the grants were awarded.

The Agency and/or the Commission will publish the following information:

- name of the beneficiary,
- locality of the beneficiary
- the amount awarded,
- nature and purpose of the grant.

Upon a reasoned and duly substantiated request by the beneficiary, the publication shall be waived if such disclosure risks threatening the rights and freedoms of individuals concerned as protected by the Charter of Fundamental Rights of the European Union or harm the commercial interests of the beneficiaries.

12.3 Communication and dissemination

To maximise impact, projects should have a clear and strong strategy for communication and dissemination of their activities and results, and applicants must provide enough time and resources to communicate and interact appropriately with peers, audiences and local communities as appropriate.

Beneficiaries may be required to attend and to participate in events organised by the European Commission or the Agency to share their experience with other participants and/or policy makers.

13. DATA PROTECTION

All personal data (such as names, addresses, CVs, etc.) will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the European Community institutions and bodies and on the free movement of such data.⁹

Unless marked as optional, the applicant's replies to the questions in the application form are necessary to evaluate and further process the grant application in accordance with the specifications of the call for proposals. Personal data will be processed solely for that purpose by the department or Unit responsible for the Union grant programme concerned (entity acting as data controller). Personal data may be transferred on a need to know basis to third parties involved in the evaluation of applications or in the grant management procedure, without prejudice of transfer to the bodies in charge of monitoring and inspection tasks in accordance with European Union law. In particular, for the purposes of safeguarding the financial interests of the Union, personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office and between authorising officers of the Commission and the executive agencies.

The applicant has the right of access to, and to rectify, the data concerning him or her. For any question relating to these data, please contact the Controller. Applicants have the right of recourse to the European Data Protection Supervisor at any time. A detailed Privacy statement, including contact information, is available on EACEA's website:

http://eacea.ec.europa.eu/about/documents/calls_gen_conditions/eacea_grants_privacy_statement.pdf

Applicants and, if they are legal entities, persons who have powers of representation, decision-making or control over them, are informed that, should they be in one of the situations mentioned in:

- the Commission Decision of 16.12.2008 on the Early Warning System (EWS) for the use of authorising officers of the Commission and the executive agencies (OJ, L 344, 20.12.2008, p. 125), or
- the Commission Regulation of 17.12.2008 on the Central Exclusion Database – CED (OJ L 344, 20.12.2008, p. 12),

their personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the EWS only or both in the EWS and CED, and communicated to the persons and

⁹ Official Journal L 8, 12.1.2001.

entities listed in the above-mentioned Decision and Regulation, in relation to the award or the execution of a procurement contract or a grant agreement or decision.

14. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

14.1 Publication

The call for proposals is being published on the Internet site of the EACEA Agency at the following address:

https://eacea.ec.europa.eu/creative-europe/funding/development-single-project-2015_en

14.2 Registration in the Participant Portal

Before submitting an electronic application, applicants and partners will have to register their organisation in the Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal and receive a Participant Identification Code (PIC). The PIC will be requested in the application form.

The Participant Portal is the tool through which all legal and financial information related to organisations will be managed. Information on how to register can be found in the portal under the following address:

<http://ec.europa.eu/education/participants/portal>

The tool also allows applicants to upload different documents related to their organisation. These documents have to be uploaded once and will not be requested again for subsequent applications by the same organisation.

Details on the supporting document that need to be uploaded in the portal can be found on the following link: http://ec.europa.eu/culture/creative-europe/calls/index_en.htm

14.3 Submission of the grant application

Proposals must be submitted in accordance with the admissibility requirements set out under section 5.

No modifications to the application are allowed once the deadline for submission has elapsed. However, if there is a need to clarify certain aspects or for the correction of clerical mistakes, the Agency may contact the applicant for this purpose during the evaluation process.

Applicants submitting projects for different actions should provide separate applications for each action.

All applicants will be informed in writing about the results of the selection process.

An online application system has been set up. Grant applications must be drawn up in one of the official EU languages, using the online form (eForm) specifically designed for this purpose. To facilitate the assessment of the application, an English or French translation of the documents relevant to the assessment of the project must be submitted.

The eForm can be obtained on the Internet at the following address: <https://eacea.ec.europa.eu/PPMT/>

Proposals must be submitted by the deadline mentioned in the call for proposals and in Section "3. Timetable" of the present Guidelines **before 12:00 CET/CEST (Midday, Brussels time)**, using the online application form.

Applicants should note that no applications submitted after 12.00CET/CEST on the deadline will be accepted. They are very strongly encouraged not to wait until the final day to submit their application.

Please note that no other method of submission of an application will be accepted. Applications submitted in any other way will be automatically rejected. No exceptions will be made.

Make sure that you have officially submitted your electronic application form and that you have received an e-mail acknowledging receipt of your submission with a project reference number.

Applicants shall ensure that all the documents requested and mentioned in the eForm are provided electronically.

No changes to the dossier can be made after the deadline for the submission of applications. However, if there is a need to clarify certain aspects, the Agency may contact the applicant for this purpose.

Only applications that fulfil the eligibility criteria will be considered for a grant. If an application is deemed ineligible, a letter indicating the reasons will be sent to the applicant.

14.4 Evaluation procedure

The eligible proposals will be ranked according to the award criteria defined and weighted in section 9 of the present Guidelines. Within the limit of the available budget, applications obtaining the highest scores in each genre will be selected.

The assessment is made solely on the basis of the documents sent by the relevant deadline. Nevertheless, the Agency reserves the right to request additional information from the applicant.

14.5 Award decision

Only after completion of the procedure mentioned above, is the selection process finalised and the award decision adopted by the Agency.

Applicants will be informed of the results of the selection within two weeks of the date of adoption of the award decision.

Unsuccessful applicants will receive a letter stating the reasons why their application was not selected.

Once applicants are informed, the list of selected proposals will be published on the websites of the Commission/Agency: http://eacea.ec.europa.eu/creative-europe/selection-results_en

14.6 Rules applicable

Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union (OJ L 298, 26.10.2012, p.1).

Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union (OJ L 362, 31.12.2012, p.1).

Regulation (EU) No 1295/2013 of the European Parliament and of the Council of 11 December 2013 establishing the Creative Europe Programme (2014 to 2020) concerning the implementation of a support Programme for the European creative sector (Creative Europe) (OJ L 347/221, 20 December 2013).

14.7 Contacts

For any further information please contact your Creative Europe desk:
http://ec.europa.eu/culture/tools/creative-desks_en.htm

Contact within the Agency:
EACEA-MEDIA-DEVELOPMENT@ec.europa.eu

If you encounter a technical problem in relation to the e-Form, please ensure that you contact the HelpDesk well in advance of the deadline for submission: EACEA-HELPDESK@ec.europa.eu

Annexes:

- Annex 1- detailed description of the project. A free word or pdf document containing the artistic material related to the project. For more details, please refer to the eForm Operational User guide
- Annex 2 - Budget Form - Single project
- Annex 3 - Declaration on applicant's honour (The declaration on the applicant's honour must be attached to the E-Form)
- Annex 4 - Track record of the applicant company/producer
- Annex 5 - Expert Guide
- Annex 6 - Model agreement/decision