



# **CREATIVE EUROPE**

## **MEDIA Sub-programme**

### **SUPPORT FOR FILM FESTIVALS**

#### **EACEA 16/2015**

## **GUIDELINES**

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

[http://eacea.ec.europa.eu/creative-europe/funding/festivals-2016\\_en](http://eacea.ec.europa.eu/creative-europe/funding/festivals-2016_en)

## **GUIDELINES – EACEA 16/2015**

### **Support for FILM FESTIVALS**

#### **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)<sup>1</sup> and its corrigendum of the 27/06/2014 (OJ L189/260).<sup>2</sup>

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 supervision 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](http://ec.europa.eu/programmes/creative-europe/index_en.htm)

#### **2. OBJECTIVES – THEMES – PRIORITIES**

##### **2.1. Objectives**

Within the field of promoting transnational circulation, one of the priorities of the MEDIA Sub-programme shall be to:

- support audience development as a means of stimulating interest in and improving access to European audiovisual works in particular through promotion, events, film literacy and festivals.

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

- support initiatives presenting and promoting a diversity of European audiovisual works;
- support activities aiming at increasing knowledge and interest of audiences in European audiovisual works.

##### **2.2. Targeted projects**

The MEDIA Sub-programme encourages European audiovisual festivals taking place in countries participating in the MEDIA Sub-programme which:

- demonstrate strong efficiency in audience development (especially toward young audience) by implementing activities before, during or after the event including such as: year-long activities and/or decentralisation to other cities (with smaller partner festivals) and/or any efficient outreach activities towards non-core film festival audience;

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

<sup>2</sup> Published in the Official Journal of the European Union on 27/06/2014 (OJ L 189/260).

- demonstrate a commitment to innovative actions especially in the areas of outreach and audience development using the latest digital technologies and tools such as social media,
- organize initiatives for film literacy (for example film education) in close cooperation with schools and other institutions,
- place strong emphasis on European films in general and especially films from countries of low audiovisual production capacity,
- place strong emphasis on non-national European programming and geographic diversity of non-national European programming, demonstrate a concrete, realistic and strategic development in artistic, organisational and financial terms.

### 3. TIMETABLE

The indicative timetable is the following:

Stages		Date or indicative period	
a)	Publication of the call	<i>September, 2015</i>	
b)	Deadline for submitting applications	<i>17 December 2015 12:00 (noon, Brussels Time)</i>	<i>28 April 2016 12:00 (noon, Brussels Time)</i>
c)	Evaluation period	<i>December 2015 - March 2016</i>	<i>May - August 2016</i>
d)	Information to applicants	<i>April 2016</i>	<i>September 2016</i>
e)	Signature of grant agreement or notification of grant decision	<i>May 2016</i>	<i>October 2016</i>
f)	Starting date of the activities	<i>Between 1 May and 31 October 2016</i>	<i>Between 1 November 2016 and 30 April 2017</i>
g)	Maximum duration of the action	<i>12 months</i>	<i>12 months</i>

### 4. BUDGET AVAILABLE

The total budget earmarked for the co-financing of projects is estimated at EUR 3 M.

This amount is subject to the availability of the funds after the adoption of the budget for 2016 by the budgetary authority.

The EU financial contribution will take the form of a lump sum. See details in section 11.2.

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

## **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 using the online application form (see section 14 of the present guidelines);
- they must be drafted in one of the EU official languages, preferably in English or French.

The application form must be accompanied by a balanced budget and 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 of an in-depth evaluation.

### **6.1. Eligible applicants**

This call for proposals is open to European entities (private companies, non-profit organisations, associations, charities, foundations, municipalities/Town Councils, etc.) established in one of the countries participating in the MEDIA Sub-programme (see below) and owned directly or by majority participation, by nationals from such 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;
- Acceding 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 European 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 defined 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 these 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.

The Agency may select proposals from applicants in non EU countries, 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://eacea.ec.europa.eu/creative-europe/library/eligibility-organisations-non-eu-countries\\_en](http://eacea.ec.europa.eu/creative-europe/library/eligibility-organisations-non-eu-countries_en)

Natural persons may **not** apply for a grant.

## 6.2 Eligible activities

Only applications submitted by eligible entities organising audiovisual festivals in countries participating in the MEDIA Sub-programme will be accepted.

A minimum of 70% of the eligible programming presented to the public during the festival OR a minimum of 100 feature films (or 400 short films – in case of short film festivals) must originate from countries participating in the MEDIA Sub-programme (see section 6.1) hereinafter referred to as “European Films”. Within this "MEDIA Sub-programme countries" programming:

- 50% of the films must be non-national.
- At least 15 such countries must be represented.

Activities must start during the following periods:

	Activity starting date	Maximum duration of the action
Proposals submitted on 17 December 2015	Between 1/05/2016 and 31/10/2016	12 months
Proposals submitted on 28 April 2016	Between 1/11/2016 and 30/04/2017	12 months

The period of the action<sup>3</sup> starts 8 months before the start date of the activities<sup>4</sup> and ends 4 months after this date. The maximum duration of actions is 12 months.

<sup>3</sup> **Action:** the "action" covers the preparation, the implementation and the dissemination of results of the event/activity for which the beneficiary receives financial support.

<sup>4</sup> **Activity:** the intended activity is an event such as film festival held at a specific time in a specific location.

However, if after the signing of the agreement or notification of the decision and the start of the action it becomes impossible for the beneficiary, for fully justified reasons beyond his control, to complete the action within the scheduled period, an extension to the eligibility period 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 18 months.

The following events are not eligible:

- Festivals dedicated to works that are not considered as eligible, such as commercials, live-broadcast events, music videos, videogames, amateur films, mobile phone films and non-narrative artistic works
- Festivals focussing on themes (examples: archaeology or anthropology, medicine, ornithology, science, environment, tourism and sport, etc.)

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.

## **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;
- (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 State 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 illegal activity is detrimental to the European 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**

Applicants for a grant exceeding EUR 60.000 must sign a declaration on their honour certifying that they are not in one of the situations referred to in the above sections 7.1. and 7.2, filling in the relevant form attached to the application form accompanying the call for proposals and available at [http://eacea.ec.europa.eu/creative-europe/funding/festivals-2016\\_en](http://eacea.ec.europa.eu/creative-europe/funding/festivals-2016_en)

## **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) Low value grants ( $\leq$  EUR 60 000):
  - a declaration on their honour.
- b) Grants  $>$  EUR 60 000:
  - a declaration on their honour,
  - the financial statements (including the balance sheet, the profit and loss accounts and the annexes) of the last two financial years for which the accounts have been closed,
  - financial capacity form provided for in the application form, filled in with the relevant statutory accounting figures, in order to calculate the ratios as detailed in the form.

On the basis of the documents submitted, if the Agency considers that financial capacity is not satisfactory, it may:

- request further information;
- propose a grant agreement without pre-financing;
- propose a grant agreement with a pre-financing covered by a bank guarantee (see section 11.4 below);
- propose a grant agreement without pre-financing but an interim payment based on expenses already occurred;
- reject the application.

### **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, and, for those applying for a grant above EUR 60.000 the following supporting documents:

a summary of the activities of the applicant over the last two years (if not fully available, an organisation chart of the applicant showing the structure of the organisation and the functions of the main staff).

## 9. AWARD CRITERIA

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

	<b>Criteria</b>	<b>Definitions</b>	<b>Max. points</b>
1	Relevance	This criterion assesses the activity towards the audience and in particular outreach mechanisms, including the use of the latest digital technologies and tools such as social media, and film literacy actions of the project.	40
2	Quality of the content and activities	This criterion assesses the European dimension of the programming including its cultural and geographic diversity.	20
3	Dissemination of project results, and impact and sustainability	This criterion assesses the size of the audience and impact on the promotion and circulation of European audiovisual works (the use of digital technologies and mechanisms to facilitate commercial or alternative distribution).	30
4	Organisation of the Team	This criterion assesses the distribution of the roles and responsibilities of the Team vis-à-vis the specific objectives of the proposed action.	10

Detailed description of the award criteria and breakdown of points:

### **Relevance (40 points)**

This criterion will take into account:

Consistency of the quality of activities towards the audience, taking into account the applicant's definition of existing/potential Audience (10 points)

Efficiency of the festival's outreach mechanisms including the use of the latest digital technologies and tools such as social media (10 points)

Effectiveness of the film education initiatives, including actions for young audiences (10 points)

The event's development in artistic, organisational and financial terms taking into account the quality of the programming, positioning and strategy to maintain/enhance its level (10 points)

### **Quality of the content and activities (20 points)**

This criterion will take into account:

The European dimension and geographic diversity taking into account its evolution over the last years and number of eligible countries represented (10 points)

The proportion of the programming devoted to European non-national films (5 points)

The proportion of programming originating from countries with low audiovisual production capacity (5 points)

### **Dissemination of project results, and impact and sustainability (30 points)**

This criterion will take into account:

The expected audience size taking into account its evolution over last editions (5 points)

The efficiency of the mechanisms facilitating commercial or alternative distribution of the featured European films and the use of digital technologies (10 points)

The efficiency of the actions implemented to promote the programming and the European talents beyond the event (5 points)

The quality of the event's policy towards collaboration with other European film festivals and/or with any professional networks (5 points)

The adequacy of the actions foreseen to increase/maintain the impact of the event on the circulation of European works and the promotion to the professionals (5 points)

### **Organisation of the team (10 points)**

This criterion will take into account:

The relevance of the distribution of the roles and responsibilities of the team in the activities described in the application (5 points)

The relevance of the festival's organisation structure to the activities foreseen in the application (5 points)

## **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](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 European Union budget. To ensure this, applicants shall indicate in the application form the sources and amounts of European 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 8 months before the start date of the activity.

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](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/sub-contracting

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/EC<sup>5</sup> or contracting entities in the meaning of Directive 2004/17/EC<sup>6</sup> 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.

f) Financial support to third parties

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

## 11.2 Funding forms

Lump sums

- ✓ General provisions

Under this system, approved by Commission Decision n° C9199/2013 of 18 December 2013, the grant is calculated on the basis of the following criteria: the number of European films in the programming, considering that 4 short films equal one long film.

- ✓ Calculation of the grant
  - For **all** film festivals (except short films festivals):

A lump sum is set according to the number of European films in the programming, considering that 4 short films (films of less than 50 minutes) equal to one long film.

The grant is calculated on the basis of the following grid:

<b>Number of European films</b>	<b>Lump Sum in Euros</b>
<b>&lt; 40 European films</b>	27.000
<b>40 - 60 European films</b>	35.000
<b>61 - 80 European films</b>	41.000

<sup>5</sup> Directive 2004/18/EC on the coordination of procedures for the award of public work contracts, public supply contracts and public service contracts.

<sup>6</sup> Directive 2004/17/EC coordinating the procurement procedures of entities operating in the water, energy, transport and postal services sectors.

<b>81 - 100 European films</b>	46.000
<b>101 - 120 European films</b>	55.000
<b>121 - 200 European films</b>	63.000
<b>&gt; 200 European films</b>	75.000

- For **short** film festivals:

A lump sum is set according to the number of European short films in the programming.

The grant is calculated on the basis of the following grid:

<b>Number of European films</b>	<b>Lump Sum in Euros</b>
<b>&lt; 150 European films</b>	19.000
<b>150 - 250 European films</b>	25.000
<b>&gt; 250 European films</b>	33.000

The amount requested must be based on the above formulas, 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 final award:

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

- Reception of the final report on the implementation of the action and related documentation, including the festival's latest official, printed catalogue and programme, and any other additional evidence that the Agency might request in order to validate the final report and determine the final grant;
- Verification of the implementation of the action which will be focused on the number of European films in the programming and the conditions mentioned in section 6.2.

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

### **11.3. Payment arrangements**

If specified in the grant decision/agreement, a pre-financing payment corresponding to 50% 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 grant 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**

In the event that the applicant's financial capacity is not satisfactory, a pre-financing guarantee for up to the same amount as the pre-financing may be requested in order to limit the financial risks linked to the pre-financing payment.

The financial guarantee, in euro, shall be provided by an approved bank or financial institution established in one of the Member State of the European Union. When the beneficiary is established in a third country, the authorising officer responsible may agree that a bank or financial institution established in that third country may provide the guarantee if he/she considers that the bank or financial institution offers equivalent security and characteristics as those offered by a bank or financial institution established in a Member State. Amounts blocked in bank accounts shall not be accepted as financial guarantees.

The guarantee may be replaced by a joint and several guarantee by a third party or by a joint guarantee of the beneficiaries of an action who are parties to the same grant agreement

The guarantee shall be released as the pre-financing is gradually cleared against interim payments or payments of balances to the beneficiary, in accordance with the conditions laid down in the grant decision/agreement.

## **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://eacea.ec.europa.eu/about/eacea\\_logos\\_en.php](http://eacea.ec.europa.eu/about/eacea_logos_en.php), 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 will be required as stipulated in the grant decision/agreement to produce a public summary/report in English providing information about their work and the results of their project. The public summary/report must be included in the final report submitted to the Agency. The report may be used by the Commission to provide information on the results of projects.

The Commission together with the Agency may identify good practices and prepare relevant dissemination materials to be shared within and across all participating countries and beyond.

Data and results from projects will be made freely available to be used by stakeholders, policy makers and others in a wide range of ways.

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.<sup>7</sup>

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 European 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](http://eacea.ec.europa.eu/about/documents/calls_gen_conditions/eacea_grants_privacy_statement.pdf)

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<sup>7</sup> Official Journal L 8, 12.1.2001.

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:

- Commission decision of 13 November 2014 on the Early Warning System to be used by authorising officers of the Commission and by the executive agencies (OJ L 329, 14.11.2014, p. 68–80), 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 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 grant 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:

[http://eacea.ec.europa.eu/creative-europe/funding/festivals-2016\\_en](http://eacea.ec.europa.eu/creative-europe/funding/festivals-2016_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://eacea.ec.europa.eu/creative-europe/funding/festivals-2016\\_en](http://eacea.ec.europa.eu/creative-europe/funding/festivals-2016_en)

### **14.3 Submission of the grant application**

Proposals must be submitted in accordance with the admissibility requirements set out under section 5 and by the deadline set out under section 3.

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.

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 and its relevant official annexes.

Applicants should note that no applications submitted after 12.00 CET/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.

**In addition, a set of compulsory annexes that cannot be submitted online have to be sent to the Agency by post.**

The package must include the copy of the acknowledgment of receipt of the application and the paper annexes (please see details in the Annexes and application guide).

The package must indicate:

the name of the company: the title of the project: the online form confirmation number:
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Address to which the documents must be sent:

**Education, Audiovisual & Culture Executive Agency**

Creative Europe Programme (2014–2020)

MEDIA Sub-programme – FESTIVALS - Call for Proposals 16/2015

Avenue du Bourget 1

BOUR 3/59

BE – 1049 Brussels

Belgium

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 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 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](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 European 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) 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 European Union (OJ L 362, 31.12.2012, p.1).

Regulation (EU, Euratom) 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) and its corrigendum of the 27/06/2014 (OJ L189/260).

#### **14.7 Contacts**

For any further information please contact your Creative Europe desk:

[http://ec.europa.eu/culture/tools/creative-desks\\_en.htm](http://ec.europa.eu/culture/tools/creative-desks_en.htm)

Contact within the Agency:

[EACEA-MEDIA-FESTIVALS@ec.europa.eu](mailto:EACEA-MEDIA-FESTIVALS@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](mailto:eacea-helpdesk@ec.europa.eu)

**Annexes:**

- Application Form Call for Proposals 16/2015
- Sample Grant Decision and Grant Agreement
- Model Final Activity Report
- Guide for Experts

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

[http://eacea.ec.europa.eu/creative-europe/funding/festivals-2016\\_en](http://eacea.ec.europa.eu/creative-europe/funding/festivals-2016_en)