



Creative
Europe
MEDIA

Support for TELEVISION PROGRAMMING of Audiovisual European Works

F.A.Q. - Frequently Asked Questions

Call for Proposals EACEA 24/2014

These FAQ apply to the Call for Proposals as indicated above.

SUBMISSION OF THE APPLICATION

1. Can I apply only in paper form?
2. What is a PIC number and how do I obtain it?
3. Do I need to send a paper copy of the application? When?
4. What should the application package contain?
5. Which date is considered as submission date? Is it the submission of the e-Form application, or the submission date of the application package?
6. The track record of the company is no longer included as a separate field in the e-form. How shall I deal with it?
7. What happens if I fail to fulfil one or more of the eligibility criteria?
8. Is it possible to have derogation to the rules if one or more of the eligibility criteria are not fulfilled?
9. Can I update my application after submission, at a later stage?

10. Is it useful to add visual materials about the production? Do I need to include the scripts as well in the package?

ELIGIBILITY

11. Is it possible for a company to apply with more than one application for the same deadline?

How many times can I apply with the same application?

Can the same project be submitted at the same time by two applicants?

12. Are sequels, second and third seasons eligible for animation series?

13. Can I submit my project if I'm already in production/post-production?

14. Is the required minimum 50% of the financing in place calculated on the eligible budget or on the total production budget?

15. What should I present in the finance plan if some of the pre-sales have been handled by a distributor who takes a distribution commission?

16. What are the third parties sources of finance?

17. Is private investment and/or bank guarantees eligible as third party sources of financing?

18. How do I prove that my project is European?

19. I have three broadcasters confirmed in my project, but only two pass the minimum % of total production budget threshold. Is my project still eligible?

20. How shall I submit the letters of commitment? Or should I attach them in the e-Form?

21. What information should be found on the letters of commitment?

22. What are the minimum conditions to be fulfilled in a coproduction deal with a broadcaster?

23. The financial involvement of my main broadcaster exceeds 70% of the total financing of the film. Is this acceptable?

24. How can I achieve the extra 5 points for co-production?

25. For documentary series, what is the minimum length of an episode?

26. Would an application be eligible if a producer applies with three broadcasters from the same network, but with separate contracts per countries?

BUDGET & FINANCING

27. How do I fill in the column "Total Production budget"?

28. Is tax credit/tax shelter counted towards min. 50% of financing secured?

29. Is the producer's own investment included in the min. 50% of financing secured?
31. Should I have all my financing fully confirmed/in place before I submit my application?
32. Should I include in the financing plan pre-sales that are not yet confirmed?
33. Is the MEDIA grant calculated on the eligible budget or on the total budget?
34. I have a Canadian coproducer bringing costs to the production. Are these costs eligible?
35. Are costs incurred outside Europe eligible? Which exchange rate should I use?
37. If I buy a new camera for the project, can I put the full amount as eligible costs?
38. Can I sub-contract part of the production to a service provider?
39. How do I make sure that I filled in correctly the MEDIA production budget?

SUBMISSION OF THE APPLICATION

1. Can I apply only in paper form?

No, only e-forms applications are accepted. Please find hereunder the link to the e-Form:
<https://eacea.ec.europa.eu/PPMT/>

2. What is a PIC number and how do I obtain it?

The PIC number stands for Participant Identification Code. Before you start the application process, please make sure that your company **and your coproducers bringing eligible costs to the budget** (co-beneficiaries) have been registered in the following Portal and already obtained the PIC number:

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

3. Do I need to send a paper copy of the application? When?

After submission of the e-Form, a **package** containing paper documents should be sent by post. The complete application package must be sent by registered mail or private courier no later than 2 weeks after the submission of the on-line application. Failing to send the application package, your project will be considered as incomplete.

The list of documents is available in the Guide for applicants, on the following website:

https://eacea.ec.europa.eu/creative-europe/funding/tv-programming-2015_en

4. What should the application package contain?

The application package should contain the following annexes:

- Copy of the Acknowledgment of receipt of the application (reference of the online submission completed). It is recommended to add a copy of the e-form as well.

- The applicant's own detailed production budget in EURO
- Supporting artistic materials
- CV of the director and producer
- Proofs of financing (**signed** letters of commitment, contracts, deal-memos)
- Web-link for Trailer/teaser (on vimeo or similar)
- CD-Rom or USB stick containing all documents

5. Which date is considered as submission date? Is it the submission of the e-Form application, or the submission date of the application package?

The **e-form application** is taken into account as submission date. Proposals must be submitted by the deadline mentioned in the call for proposals, **before 12:00 CET/CEST (Midday, Brussels time)**, using the on-line application form. Please note that the application is incomplete without the mandatory set of documents requested in the package.

6. The track record of the company is no longer included as a separate field in the e-form. How shall I deal with it?

The track record of the company is enclosed in the Annex 4. This annex should be filled in and attached in the e-form. The table in the Annex 4 should be filled in taking into account the main TV works produced by the applicant company in the last 5 years. The column corresponding to the revenues should mention total NET revenues from sales only. For the Distribution territories, please detail the European countries where the film was sold and only the major non-EU territories (if any). On this table you may add as many or as few entries as you wish.

7. What happens if I fail to fulfil one or more of the eligibility criteria?

Your application will be ineligible. Please make sure that your application fulfils ALL the eligibility criteria specified in the Guidelines (Art. 6).

8. Is it possible to have derogation to the rules if one or more of the eligibility criteria are not fulfilled?

No.

9. Can I update my application after submission, at a later stage?

No, the application cannot be updated after the submission. Supporting documents and proofs of financing should be submitted ALL in one package, at the latest 2 weeks after the submission of the on-line application. Please note that if any of the information is incomplete or missing, you may risk that your project might be considered as ineligible.

10. Is it useful to add visual materials about the production?

Yes; visual and graphic materials or treatments can be added in the Annex I of the e-form. For trailers, please provide a link on vimeo or other internet video support and make sure that this link is available for viewing purposes for a minimum period of 6 months from the application deadline.

Please do NOT include scripts in the package.

ELIGIBILITY

**11. Is it possible for a company to apply with more than one application for the same deadline?
Can the same project be submitted at the same time by two applicants?
How many times can I apply with the same application?**

A same company can submit more than one project within the same deadline or call. Separate applications should be provided for each project/production.

If the applicant company has an open ongoing project, they can still submit a new application.

A same project can't be submitted at the same time by two applicants (coproducers) as the applicant company has to be the majority producer and therefore, one of the two applications would become ineligible.

A same project can only be submitted twice. In case of rejection, the company can reapply only once more with the same project. As the reference is the project, the same project cannot be submitted a third time, even by another company.

12. Are sequels, second and third seasons eligible for animation series?

No. Sequels, second and third seasons are eligible only for Drama series.

A one-off animation based on a previous series is eligible.

13. Can I submit my project if I'm already in production/post-production?

No. Only applications submitted at the latest on the first day of principal photography are eligible.

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.

For Animation, the first day of principal photography is equivalent to the start of animation.

14. Is the required minimum 50% of the financing in place calculated on the eligible budget or on the total production budget?

The minimum 50% of the secured financing is calculated on the total production budget.

15. What should I present in the finance plan if some of the pre-sales have been handled by a distributor who takes a distribution commission?

Each pre-sale brought by a distributor should be indicated separately under the "Broadcasters" entry, as a net amount (after deducting the distribution commission from the pre-sale fee). If the distributor brings a Minimum Guarantee (MG), the net amount of the pre-sale(s) done by the distributor should be deducted from the total amount of the MG, unless otherwise stipulated in the distribution agreement. In all cases, a distribution agreement/deal-memo clarifying the modalities of recoupment of the MG and the distribution commission is mandatory.

16. What are the third parties sources of finance? Is private investment and/or bank guarantees eligible as third party sources of financing?

The third party sources of finance may come from broadcasters, distributors, coproducers, public or private funds, equity investors and from tax shelter schemes (if applicable). Deferred salaries or bank guarantees are not considered as third parties sources of financing.

17. What conditions should be fulfilled if I want to apply for a grant of EUR 1.000.000?

In order to qualify for a grant of EUR 1.000.000 the project must meet the following criteria:

- the work must be a drama series consisting of at least 6 episodes, each of a minimum length of 45 minutes
- the total eligible production budget must be at least EUR 10.000.000
- the series must be co-produced with another production company from a different country participating in the MEDIA Sub-programme. Coproductions with broadcasters only do not qualify.

18. How do I prove that my project is European?

Please refer to the table on 6.2 of the Guidelines defining the significant participation of professionals who are nationals or residents of countries participating in the MEDIA Sub-programme. If not all the creative staff is applicable to the production (and all the related points are not distributed), the project needs to obtain at least 50% of the distributed points. Furthermore, the non-European financing cannot exceed 50% of the total production budget.

19. Is there a threshold for the minimum amount of a pre-sale?

No. There is no restriction as to the minimum amount of a pre-sale.

20. How shall I submit the letters of commitment? Or should I attach them in the e-Form?

The letters of commitment are part of the paper package (and NOT part of the e-Form) and should be sent by registered mail or private courier no later than 2 weeks after the submission of the on-line application. No letter of commitment/contract/deal-memo/additional documents sent by email will be taken into consideration.

21. What information should be found on the letters of commitment?

Recent letters of commitment should include the name of the production company, title of the film, the licence fee and the licence period (max. 7 years for pre-sales and max 10 years for co-productions), as well as information regarding the licenced territories and the kind of rights taken. The letters should be dated and signed. Emails do not substitute letters of commitment.

22. What are the minimum conditions to be fulfilled in a coproduction deal with a broadcaster?

- The license period should be limited to max 10 years
- the applicant company should be the majority rights holder
- the financial contribution of the broadcasters cannot be higher than 70% of the total budget

- the coproduction conditions should be specified: share of rights, organisation and economic handling of the productions, duties of each parties, etc.

23. The financial involvement of my main broadcaster exceeds 70% of the total financing of the film. Is this acceptable?

No. If a broadcaster invests more than 70% of the total financing of the production, the application is not eligible.

24. How can I achieve the extra 5 points for co-production?

The automatic points for coproductions are awarded for coproductions between 2 audiovisual companies established in 2 European countries or MEDIA Sub-Programme countries that do not share a common language (ex: coproductions between Belgium, France and Switzerland do not qualify for the extra points because they all share a common official language, French). A coproduction agreement/deal-memo between the parties is mandatory.

25. For documentary series, what is the minimum length of an episode?

There is no restriction regarding the length of an episode, but the total duration of the series should be at least 50 minutes.

26. Would an application be eligible if a producer applies with three broadcasters from the same network, but with separate contracts per countries?

In cases of networks, **three different contracts per territory** are considered as three different broadcasters. However, one contract that covers multiple territories is considered as one pre-sale.

BUDGET & FINANCING

27. How do I fill in the column "Total Production budget"?

The Total Production Budget is the sum of eligible costs + ineligible costs, and this total should match the financing plan. The non-eligible costs are:

- costs older than 6 months prior to the submission date
- development costs that have been co financed by MEDIA Development bank credit costs, producer's fee and contingencies costs
- contributions in kind (except production services offered by the broadcasters)
- costs from co-producers that are not co-beneficiaries

28. Is tax credit/tax shelter counted towards min. 50% of financing secured?

The tax shelter might be taken into account towards the 50% financing in place if the specific production qualifies for tax credit (signed letter from the tax authorities) and a minimum amount

is fixed and confirmed either by the tax authorities, by a tax-shelter intermediary or by an accountant.

29. Is the producer's own investment included in the min. 50% of financing secured?

No. Neither the producer's investment nor the MEDIA requested contribution is taken into account when calculating the min. 50% of financing in place.

31. Should I have all my financing fully confirmed/in place before I submit my application?

Minimum 50% of the financing should be in place at the moment of submission, proved by binding letters of commitment/contracts/deal-memos.

32. Should I include in the financing plan pre-sales that are not yet confirmed?

You may include these, but if they are not confirmed by supporting documents included in the package, they won't be taken into consideration in the assessment of the eligibility and the award criteria.

33. Is the MEDIA grant calculated on the eligible budget or on the total budget?

MEDIA grant is calculated on the **eligible** budget.

34. I have a Canadian coproducer bringing costs to the production. Are these costs eligible?

No. Only European independent production companies can be co-beneficiaries and bring eligible costs to the action.

35. Are costs incurred outside Europe eligible? (ex. travel costs outside Europe). Which exchange rate should I use?

Yes, if they are incurred by the eligible applicant company and if they are invoiced and traceable from the accounting system.

The exchange rate to be used is the one published on the Infor-euro website on the date of the publication of the call for proposals (November 2014), available at:

http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm

37. If I buy a new camera for the project, can I put the full amount as eligible costs?

No, only depreciation of equipment is allowed – therefore please calculate the appropriate amount based on your country's accounting rules.

38. Can I sub-contract part of the production to a service provider?

Yes, under certain conditions (please see point 11.1e of the Guidelines): subcontracting is possible for a specific, limited part of the action and it should be awarded to the best bid offering the best value for money.

39. How do I make sure that I filled in correctly the MEDIA production budget?

Before submitting the MEDIA production budget on the Excel form (annex 2 of the e-form), make sure that the following information was addressed:

- the name of the company and the title of the project have been indicated in the header
- the eligible costs declared in the budget comply with the definition of eligible costs specified in 11.2 of the Guidelines
- the items "to be specified" (ex. 1.2.6, 3.2.9, 3.4, 3.5, 5.1.4) have been detailed
- the nr of staff/days have been specified in heading 2) and 5)
- the overhead allowance was limited to max 7% of the direct costs

In part F of the e-form, the budget headings of the eligible costs have to be inserted. The total of the expenditures and the total income have to be balanced. In case the total income exceeds the total expenditure, a negative amount can be inserted in the "producer's investment" line.