



**CREATIVE EUROPE**  
**MEDIA Sub-programme**  
**SUPPORT FOR FILM FESTIVALS**

**GUIDELINES**

<b>TABLE OF CONTENTS</b>
--------------------------

- 1. INTRODUCTION**
- 2. OBJECTIVES - PRIORITIES**
  - 2.1. Objectives and Priorities*
  - 2.2. Targeted Projects*
- 3. TIMETABLE**
- 4. AVAILABLE BUDGET**
- 5. ELIGIBILITY CRITERIA**
  - 5.1. Formal Criteria*
  - 5.2. Eligible countries*
  - 5.3. Eligible applicants*
  - 5.4. Eligible activities*
- 6. EXCLUSION CRITERIA**
  - 6.1. Exclusion from participation*
  - 6.2. Exclusion from award*
  - 6.3. Support documents*
- 7. SELECTION CRITERIA**
  - 7.1. Operational capacity*
  - 7.2. Financial capacity*
- 8. AWARD CRITERIA**
- 9. FINANCIAL CONDITIONS**
  - 9.1. Contractual provisions and Payment procedure*
  - 9.2. Guarantee*
  - 9.3. Double funding*
  - 9.4. Funding method*
- 10. SUB-CONTRACTING AND AWARD OF PROCUREMENT CONTRACT**
- 11. PUBLICITY, COMMUNICATION AND DISSEMINATION**
  - 11.1. Publicity*
  - 11.2. Communication and dissemination*
- 12. DATA PROTECTION**
- 13. PROCEDURE FOR THE SELECTION OF PROPOSALS**
  - 13.1. Publication*
  - 13.2. Registration in the Participant Portal*
  - 13.3. Submission of grant application*
  - 13.4. Evaluation procedure*
  - 13.5. Award decision*
  - 13.6. Rules applicable*
  - 13.7. Contacts*

Annexes:

All the annexes are available on the EACEA/MEDIA website:  
[http://ec.europa.eu/culture/media/fundings/creative-europe/call\\_6\\_en.htm](http://ec.europa.eu/culture/media/fundings/creative-europe/call_6_en.htm)

## 1. INTRODUCTION

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>

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 MEDIA 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/creative-europe/>.

## 2. OBJECTIVES - PRIORITIES

### 2.1 Objectives and Priorities

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:

- initiatives presenting and promoting a diversity of European audiovisual works, including short films, such as festivals and other promotional events;
- activities aimed at promoting film literacy and at increasing audience's knowledge of, and interest in, European audiovisual works, including the audiovisual and cinematographic film heritage, in particular among young audiences.

Under this scheme, the applicant submits a proposal in view of establishing a two year partnership with the MEDIA Sub-programme, through a contractual instrument called *Framework Partnership Agreement* ("FPA").

The FPA will allow the selected institutions a long term forward planning and financial stability to implement repetitive annual actions for two years. It sets the conditions for a simplified selection and contracting procedure (see section 9.1).

### 2.2 Targeted Projects:

The MEDIA Sub-programme encourages European film 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 year-long activities and/or

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

decentralisation to other cities (with smaller partner festivals) and/or any efficient outreach activities towards non-core film festival audience;

- organize initiatives for film literacy (for example film education) in close cooperation with schools and other institutions,
- place strong emphasis on European films in particular, 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:

	<b>Stages</b>	<b>Date or indicative period</b>	
a)	Publication of the call	<i>December, 2013</i>	
b)	Deadline for submitting applications	<i>28 February 2014 12:00 (noon, Brussels Time)</i>	<i>4 July 2014 12:00 (noon, Brussels Time)</i>
c)	Evaluation period	<i>March-May 2014</i>	<i>July-Sept 2014</i>
d)	Information to applicants	<i>June 2014</i>	<i>October 2014</i>
e)	Signature of grant agreement or notification of grant decision	<i>July 2014</i>	<i>November 2014</i>
f)	Starting date of the activities	<i>Between 1 May and 31 October 2014</i>	<i>Between 1 November 2014 and 30 April 2015</i>
g)	Period of the action	<i>10 months</i>	<i>10 months</i>

### 4. AVAILABLE BUDGET

The total budget available for the co-financing of actions under this scheme is estimated at EUR 3.25M for 2014.

The amount of the financial contribution to be awarded will be determined within the limits of the available budgetary resources and with regards to the cost and nature of each proposed action.

The EU financial contribution will take the form of a lump sum. See details in section 9.4.1.

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

## **5. ELIGIBILITY CRITERIA**

Only applications which comply with the following criteria will be the subject of an in-depth evaluation.

### **5.1 Formal criteria**

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 Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal.<sup>2</sup>

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 the section on Registration in the Participant Portal for more information.

Only proposals submitted in one of the Union official language, using the official application form, completed in full, signed (original signatures or equivalent required) and received by the specified deadline, will be considered.

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

### **5.2 Eligible 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 No 1295/2013 establishing the Creative Europe Programme are met and the Commission has entered into negotiations with the country:

- 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 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 of the European neighbourhood area in accordance with the procedures defined with those countries following the framework agreements providing for their participation in European Union programmes.

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<sup>2</sup> The organisation has to register 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 your organisation-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 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://ec.europa.eu/culture/creative-europe/documents/eligible-countries.pdf>)

### **5.3 Eligible applicants**

The Film Festivals scheme is opened to European entities (private companies, non-profit organisations, associations, charities, foundations, municipalities/Town Councils, etc.), established in one of the countries participating to the MEDIA Sub-programme and owned directly or by majority participation, by nationals from such countries.

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

### **5.4 Eligible activities**

Only applications submitted by eligible entities organising film 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) must originate from countries participating in the MEDIA Sub-programme. Within this "MEDIA Sub-programme countries" programming:

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

Activities must start during the following periods:

	Activity starting date	Period of the action
Proposals submitted on 28 February 2014	Between 1/05/2014 and 31/10/2014	10 months
Proposals submitted on 4 July 2014	Between 1/11/2014 and 30/04/2015	10 months

The period of the action starts 6 months before the start date of the activities and ends 4 months after this date. The maximum duration of actions is 10 months.

However, if after the signing of the agreement 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 16 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.)

## **6. EXCLUSION CRITERIA**

### ***6.1. 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 or 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 or 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.

### ***6.2 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 6.1.

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

### ***6.3 Support 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 6.1. and 6.2, filling in the relevant form attach to the application form accompanying the call for proposals and available at [http://ec.europa.eu/culture/media/fundings/creative-europe/call\\_6\\_en.htm](http://ec.europa.eu/culture/media/fundings/creative-europe/call_6_en.htm)

## **7. SELECTION CRITERIA**

Applicant 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. They must have the professional competencies and qualifications required to complete the proposed action or work programme.

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

### **7.1. Operational Capacity**

In order to permit an assessment of their operational capacity, organisations applying for a grant above EUR 60,000 must submit, together with their applications:

- 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 organization and the functions of the main staff).

### **7.2. 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.
- c) Framework Partnership Agreements (FPAs), in addition to the above:
  - an audit report produced by an approved external auditor certifying the accounts for the last two financial years available.

In the event of an application grouping several applicants, the above thresholds shall apply to each applicant.

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 without pre-financing but an interim payment based on expenses already occurred;
- propose a grant agreement with a pre-financing covered by a bank guarantee (see section 9.2 below);

- reject the application.

## 8. 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	Activity towards the audience and in particular the outreach mechanisms and film literacy actions of the project	40
2	Quality of the content and activities	The European dimension of the programming including its cultural and geographic diversity	25
3	Dissemination of project results, and impact and sustainability	Size of the audience and impact on the promotion and circulation of European audiovisual works (mechanisms to facilitate commercial or alternative distribution).	30
4	Quality of the Team	Technical and management experience of the Team	5

### 1. Relevance:

Activity towards the audience before, during and/or after the event, 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.

Outreach mechanisms and initiatives for film literacy (for example film education) in close cooperation with schools and other institutions.

### 2. Quality of the content and activities:

The proportion of programming devoted to European works; the proportion of programming devoted to European non national films, the proportion of programming originating from countries with low audiovisual production capacity and the number of eligible countries represented in the programming.

### 3. Dissemination of project results, and impact and sustainability:

Size of the audience and impact on the circulation of featured European audiovisual works (mechanisms to facilitate commercial or alternative distribution), actions implemented to promote the programming beyond the event, level of co-operation with other European festivals.

### 4. Quality of the team:

Technical and management experience of the Team

## 9. FUNDING CONDITIONS

An EU grant is an incentive to carry out activities that would not be possible without the support of the Union. It is based on the principle of co-financing. The EU grant supplements the applicant organisation's own financial involvement and/or any national, regional or private support it may have obtained.

Acceptance of an application by the Agency does not constitute an undertaking to award a grant equal to the amount requested by the beneficiary. Furthermore, under no circumstances may the amount awarded exceed the amount requested.

The award of a grant does not establish an entitlement for subsequent years.

### 9.1 Contractual provisions and payment procedures

#### Framework Partnership Agreement (FPA)

In the event of definitive approval by the Agency of the submitted action, a Framework partnership agreement for two years drawn up in euro and detailing the conditions and level of funding will be sent to the beneficiary.

The Framework Partnership Agreement formalises a partnership relationship between the Agency and the beneficiaries for **2 years**. It is aimed at organisations whose actions are stable in particular in terms of objectives, format, target group and methodology.

The Global Action Plan will be annexed to this agreement. Subsequently a specific agreement detailing the conditions and level of funding for the first year will also be sent to the Beneficiary. The work programme for 1<sup>st</sup> year will form the basis for awarding an annual action grant for this precise year.

- The 2 copies of the original agreement must be signed by the beneficiary and returned to the Agency immediately. The Agency will sign them last.

#### *Information on the funding for the action taking place in the following year*

In the first semester of 2015, the applicant selected under the framework partnership agreement will fill in a **simplified grant application** for their activities taking place between the 1/05/2015 and the 30/04/2016.

This simplified grant application, which includes an annual work programme and the corresponding detailed budget for the annual action foreseen, should be in line with the Global Action Plan and will serve as a basis for the award of a grant.

The implementation of the specific grant agreement for each year is subject to the adoption of the annual European Union budget by the budget authority.

A pre-financing payment of 70% will be transferred to the beneficiary within 30 days of the date when the last of the two parties signs the Specific agreement, provided all possible guarantees are received. Pre-financing is intended to provide the beneficiary with a float.

The account or sub-account indicated by the beneficiary must make it possible to identify the funds transferred by the Agency.

The Agency will establish the amount of the final payment to be made to the beneficiary on the basis of the final reports.

## **9.2 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 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 guarantees 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 agreement.

## **9.3 Double financing**

Applicants may receive only one grant for action for the same application from the budget of the European Union.

To ensure this, they must give details in their application form of any other grant requests which they have submitted or intend to submit to the European Institutions stating in each case, the budgetary year, the budget heading, the European Union programme and the amount requested.

## **9.4 Funding method**

### 9.4.1 Lump sum grant

#### ✓ General provisions

Under this system, approved by Commission Decision, 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</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
<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</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 grant calculator shows the maximum amount of grant that may be requested. The indicated amount corresponds to the potential maximum grant request after the rules governing the maximum amount of funding and other conditions have been applied.

The grant calculator indicates amounts in euros.

- ✓ Calculation of final award:

- The documents required with the final payment request:

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.

The verification of the implementation of the action will be focused on the number of European films in the programming.

In the event of non-execution or clearly inadequate execution of an activity planned in the application attached to the funding agreement, the final grant will be reduced accordingly, and where applicable, the beneficiary will be required to reimburse any excess amounts paid by the Agency in the form of pre-financing.

#### 9.4.2 Budget-based financing

*Non-applicable*

## **10. SUB-CONTRACTING AND AWARD OF PROCUREMENT CONTRACT**

Where the implementation of the action or the work programme 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.

Sub-contracting, i.e. the externalisation of specific tasks or activities which form part of the action/work programme 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.

## **11. PUBLICITY, COMMUNICATION AND DISSEMINATION**

### **11.1 Publicity**

All grants awarded in the course of a financial year must be published on the Internet site of the European Union institutions during the first half of the year following the closure of the budget year in respect of which they were awarded. The information may also be published using any other appropriate medium, including the Official Journal of the European Union.

The beneficiary authorises the Agency to publish the following information in any form and medium, including via the Internet:

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

Upon a reasoned and duly substantiated request by the beneficiary, the Agency may agree to forgo such publicity, if disclosure of the information indicated above would threaten the safety of the beneficiaries or harm their business interests.

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used. The name and logo of the programme must appear on all publications, posters, programmes and other products created in relation to the co-financed action.

The logo of the Creative Europe Programme can be downloaded from the following address:

[http://ec.europa.eu/dgs/education\\_culture/promo/creative-europe/eps/eps.zip](http://ec.europa.eu/dgs/education_culture/promo/creative-europe/eps/eps.zip)

### **11.2 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 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.

## **12. 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 Union institutions and bodies and on the free movement of such data.<sup>3</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 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. 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 the Agency'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)

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 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.

## **13. PROCEDURE FOR THE SELECTION OF PROPOSALS**

### ***13.1 Publication***

Following the adoption the Annual Work Programmes, the Calls for proposals will be published in the Official Journal of the European Union and will be accessible on the MEDIA Sub-programme website at the following address:

[http://ec.europa.eu/culture/media/fundings/creative-europe/call\\_6\\_en.htm](http://ec.europa.eu/culture/media/fundings/creative-europe/call_6_en.htm)

<sup>3</sup> Official Journal L 8, 12.1.2001.

### 13.2 Registration in the Participant Portal

Before submitting an electronic application, applicants 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/media/fundings/creative-europe/call\\_6\\_en.htm](http://ec.europa.eu/culture/media/fundings/creative-europe/call_6_en.htm)

### 13.3 Submission of the grant application

For this action 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.

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 eForm 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 eForms 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:

Address to which the documents must be sent:

**Education, Audiovisual & Culture Executive Agency**  
Creative Europe Programme (2014–2020)  
MEDIA Sub-programme – Reference of Call for Proposals  
Avenue du Bourget 1  
BOUR 3/59  
BE – 1049 Brussels  
Belgium

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.

#### **13.4 Evaluation procedure**

The eligible proposals will be ranked according to the award criteria defined and weighted in section 8 of the present Guidelines. Within the limit of the available budget, actions 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.

#### **13.5 Award decision**

Only after completion of the procedure mentioned above, the selection process is 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)

#### **13.6 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) 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, 20.12.2013).

### **13.7 Contacts**

For any further information please contact your Creative Europe desk:  
[http://ec.europa.eu/culture/creative-europe/creative-europe-desks\\_en.htm](http://ec.europa.eu/culture/creative-europe/creative-europe-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)

## **GLOSSARY**

**Action:** the "action" covers the preparation, the implementation and the dissemination of results of the event for which the beneficiary receives financial support.

**Work Programme:** the work programme presents in detail the activity/ies to be implemented in the framework of an "action".

**Eligible films:** narrative audiovisual films, fictional or non fictional, presented to the public during the festival and detailed in the official catalogue. Together, they constitute the **eligible programming**. Commercial and promotional works, live broadcast events, music videos, videogames, amateur films, mobile phone films, and non-narrative artistic works are not considered as eligible films and are not taken into account in the analysis of the programming.

**European films:** films from countries participating in the MEDIA Sub-programme.

**European non-national films:** films from countries participating in the MEDIA Sub-programme, other than the country of the beneficiary.

**Talents:** film directors, directors of photography, producers, screenwriters, editors, composers of original soundtrack and actors.

**European countries with a low audiovisual production capacity:** the following countries will be considered as countries with a low audiovisual production capacity: Austria, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, Greece, Hungary, Ireland, Iceland, Latvia, Lithuania, Luxembourg, Malta, Norway, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Sweden, Switzerland subject to the condition of fulfilment of the conditions set out in section 5.2 Eligible countries.