



eForm Operational User Guide

CREATIVE EUROPE (2014 – 2020) MEDIA Sub-programme

SUPPORT FOR THE DEVELOPMENT OF

- SINGLE PROJECT (ANIMATION, CREATIVE DOCUMENTARY, FICTION)
- SLATE FUNDING
- VIDEO GAMES

INTRODUCTION

Disclaimer:

The following is intended as useful information for applicants. It does not replace or overrule the criteria or any other conditions contained in the Guidelines.

This document provides practical guidance on how to complete and send the application file, as well as information relevant to the application procedure that may be useful to applicants.

All parts of the application form must be filled in; however this operational user guide provides information only for fields that need further clarification.

Before proceeding to completing and sending the application file, please ensure that you have carefully read the Guidelines.

1. HOW TO PREPARE THE APPLICATION DOCUMENTS FOR SUBMISSION

Applications for development support from the MEDIA Sub-programme may only be submitted through the eForm. The online submission is considered to be the master copy. No paper copies are requested.

Electronic application form (eForm) Development Single Projects

1st deadline: 28 February 2014, 12:00 CET¹ – 2nd deadline: 6 June 2014, 12:00 CEST

Electronic application form (eForm) Slate Funding & Video Games

One deadline: 28 March 2014, 12:00 CET

Applicants have to fill in the electronic application form and attach the following documents (see details in page 6-7):

1. **Detailed Description of the Project(s);**
2. **Estimated Development Budget / Sources of Finance (in Microsoft Excel format);**
3. **Declaration of honour.**

The application form can be downloaded from the Agency's website at the following address:
http: <https://eacea.ec.europa.eu/PPMT/>

Fields marked with symbol (*) are mandatory.

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

Make sure that you have officially submitted your electronic application form and that you have received a confirmation e-mail. For more information please read the *Proposal submission user guide*.

In case of a technical problem, contact the HelpDesk **BEFORE** 28 February 2014 at 12:00 CET Midday Brussels time for the first deadline and **BEFORE** 6 June 2014 at 12:00 CEST Midday Brussels time for the second deadline of Single Projects and **BEFORE** 28 March 2014 at 12:00 CET Midday Brussels time for Slate Funding and Video Games. If the HelpDesk is contacted **after** 12:00 CET/CEST Midday Brussels time on the day of the deadline, your application will **under no circumstances** be accepted due to the principle of equal treatment (**see page 7 for contact details**).

When contacting the HelpDesk by e-mail, clearly describe the technical problem you are encountering. **It is advisable to attach a document with print screens to illustrate the problem showing time and date.** Please also advise the Action (Single Project, Slate Funding or Video Games) you are applying under.

¹ CET = Central European Time; CEST = Central European Summer Time

2. APPLICATION FORM – “eForm”

COVER PAGE

Refer to the Proposal Submission User Guide for full details on how to create, complete and submit an application from the technical point of view.

PART A. IDENTIFICATION OF THE APPLICANT AND OTHER ORGANISATIONS PARTICIPATING IN THE PROJECT

Should there be any changes in the applicant's contact details at any moment during the selection procedure, please communicate your new contact details immediately, clearly indicating your application submission number, to the following address: EACEA-MEDIA-development@ec.europa.eu.

A.1 Organisation

All information regarding the applicant organisation comes from the Participant Portal. The information will appear in the form as protected. In MEDIA Development applications, there is only one participating organisation.

A.2 & A.3

Please use Latin characters. Contact person should give professional contact details (not personal).

Title

Please indicate the appropriate title (e.g. Mr., Ms.).

Role in the organisation

Please indicate the person's position in the organisation (e.g. President, Chief Executive Officer, Managing Director, etc).

Phone and fax numbers

Please insert the full numbers including country and city/area code (example +32-(0)2-2991111). Under "Telephone 2" please insert a mobile number of the contact person.

PART B. ORGANISATION AND ACTIVITIES

B.1 Structure of organisation

Information comes from the Participant Portal.

Type of Organisation

Select from the drop down menu the corresponding type of organisation (e.g. film producer or company specialised in new technologies applicable to the Audiovisual industry).

B.2 Aims and activities of the organisation

This is a mandatory field but as details must be given in part D.3, the applicant may insert "N/A" to both questions.

B.3 Other Community grants

Please provide information on Union funding received during the past three years from the MEDIA Programme. Indicate the Programme/Action (e.g. MEDIA 2007 – Development), the grant agreement number (e.g. 2012-0000), the beneficiary company and the project title.

If you have requested funding for the same project as the one for which you are filling in this application form from another Union Programme, please make sure you fill in these fields by indicating the Programme concerned and the amount requested.

PART C. DESCRIPTION OF THE PROJECT

C.3 Ownership of Rights

If rights are assigned to the company in perpetuity, the field "To (dd/mm/yyyy)" in the question "Duration of ownership of rights or option" may be filled with the date of 31/12/2099.

PART D. TECHNICAL CAPACITY

D.1 Shareholding and main activity

The column "Main activity if legal person" applies only in case one of the shareholders is another company. Please precise the nature of business of this company. If this does not apply insert "N/A".

D.2 Previous experience of the organisation

Applicants may choose more than one field regarding:

- 1) the evidence demonstrating the applicant company produced the eligible work and/or personal credit and
- 2) the evidence document of distribution.

If the personal credit is used, only the on-screen credits are accepted as proof.

Documents corresponding to the choices the applicant made in the relevant fields of the eForm should be kept by the applicant and they can be requested by the Agency at a later stage of the selection process.

In the case where the previous experience is a co-production between different partners the table of the "Financing Plan" allows for the inclusion of up to 10 partners. If there are more than 10 partners involved, you should only list the partners with the highest percentage of contributions to the reference work.

3) Date of Distribution. This is an obligatory field to be filled in. It is in the form of a text area. Please note that for the Slate Funding a minimum of 3 non-national territories are requested and this field can contain several dates.

D.4 Track Record of the applicant company

The maximum number of projects for the track record of the applicant is ten (10). The reference work as mentioned in D.2 should also be included in D.4. If the text field "Name and nationality of Co-producers" does not apply please insert "N/A".

ANNEXES

In order to facilitate the evaluation of your project you must provide some annexes that are attached to the eForm.

1. Detailed description of the project (in Word or Pdf format)

For Single Project this should be the synopsis of the project (in English); the note of artistic intent by the author/director and:

If Drama: a treatment of at least 10 pages and at least one dialogue scene or a first draft preliminary script.

If Creative documentary: a treatment of at least 2 pages, comprising a description of the subject, the narrative structure, the visual approach and the creative nature.

If Animation: literary bible or treatment including the description of the subject, the narrative structure, the characters and the visual approach. Key pictures/drawings should also be included.

For Video Games this should be the synopsis of the project in English; the note of artistic intent by the author/director; a treatment and a preliminary version of the flow chart (diagram/architecture/map-flow). The treatment must include information concerning interactivity, visual, sound and graphic elements, the interface concept, the interaction model, the digital technologies and software to be used, the studio work needed in order to complete the project and the key innovatory aspects of the project compared to the existing ones.

For Slate Funding this should comprise artistic material for EACH project of the slate sequentially in a single Word or PDF document; the synopsis of the project in English; the note of artistic intent by the author/director AND

If Drama: a full detailed synopsis or a treatment as well as information relating to narrative structure, characters and visual approach

If Creative documentary: a treatment comprising a description of the subject, the narrative structure, the visual approach and the creative nature.

If Animation: literary bible or treatment including the description of the subject, the narrative structure, the characters and the visual approach.

For all: Significant letters of intent and/or respective agreements (Optional):

An applicant may include letter(s) of intent for co-development or co-production, any letter showing pre-sales or possible distribution and/or respective agreements considered useful for the evaluation of the submitted project taking into account that the total size of the application cannot exceed 5 MB. Expressions of interest should be excluded.

2. Budget

The template document can be found on the website:

<http://ec.europa.eu/culture/media/media-content/documents/fundings/creative-europe/development>

The budget form for Slate Funding applications includes different worksheets for each one of the projects (max.5), the total estimated budget and the total estimated sources of finance.

Please do not insert new lines into the template.

Please take sufficient time to prepare your budget. You need to do this before starting to fill in the eForm. All amounts must be given in € (euro). Applicants from countries outside the 'euro zone' must use the official EUR exchange rate (accounting rate) published by the Commission's Directorate-General, applicable in the month of the publication of the Call for Proposals (December 2013): <http://ec.europa.eu/budget/inforeuro>.

3. COMMUNICATION WITH THE AGENCY

Candidates will find all information relating to Calls EAC/S30-31/2013 for Development Support on the website of the Executive Agency: <http://ec.europa.eu/culture/media/media-content/documents/fundings/creative-europe/development>

Information on the latest developments will be provided on the same website. We recommend that you consult it on a regular basis.

All queries relating to the preparation and submission of proposals should be addressed to the Creative Europe Desk or Antennae of your country: http://ec.europa.eu/culture/media/contacts_en.htm

For technical questions relating to the eForm, please consult the MEDIA eForm Proposal submission User Guide, which you can access via our website. If, after referring to this Guide you still have questions or technical problems, please contact the EACEA HelpDesk. **It is advisable to attach a document with print screens to illustrate the problem showing the time and date.**

Phone : +32 229 90705

Email : EACEA-Helpdesk@ec.europa.eu

Note that in case of submission problems and where the HelpDesk is contacted **after** 12:00 CET/CEST Midday Brussels time on the day of the deadline, your application will not be accepted under any circumstances due to the principle of equal treatment.

At the end of the selection procedure and following the adoption of a formal decision by the European Commission (Award Decision), the results will be announced on the website of the Executive Agency.

Selected proposals will be subject to a financial analysis, in connection with which the Executive Agency may ask for additional information and, if appropriate, interim reports or guarantees.

Selected applicants will subsequently receive a Grant Decision/Agreement.

As far as non-selected applicants are concerned, a letter will be sent informing them of the decision taken by the European Commission and stating the reasons why their application was not selected. Companies submitting ineligible applications will also be informed by a letter stating the eligibility criterion/criteria that they failed to fulfil.

No applications will be returned to applicants at the end of the selection procedure.