



Creative
Europe
MEDIA

Support for TELEVISION PROGRAMMING of Audiovisual European Works

F.A.Q. - Frequently Asked Questions

Call for Proposals EACEA 23/2016

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

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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 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 to be included in the package is available in the Guide for applicants, on the following website:

https://eacea.ec.europa.eu/creative-europe/funding/tv-programming-2016_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; please include visual materials in the package. 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 more than once within the same call?

Yes, a company can apply with more than one project if they fully comply with the eligibility requirements. Separate applications should be provided for each action.

A project can be submitted more than once within the same and further calls.

12. Are sequels, second and third seasons eligible?

Sequels or second and further seasons are NOT eligible for animation series and documentaries. A one-off animation based on a previous series is eligible. A series based on a one-off is eligible as well.

Sequels or second and third seasons of an existing Drama series are eligible. Please note that 4th and further seasons are not eligible for Drama series.

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 not considered as start of principal photography.

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 funds, equity investors and from tax shelter schemes (if applicable). Personal investment and/or bank guarantees/loans are not eligible.

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 **the first season** of 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 between at least two production companies from different countries participating in the MEDIA Sub-programme. Coproductions with broadcasters 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. 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 points in the automatic award criteria?

5 extra points are awarded for projects targeted for young audience. In order to qualify under this criterion, the application should **exclusively** target an audience up to 16 years old.

5 extra points are awarded for an applicant company established in a country with a medium or low production capacity (all MEDIA countries except France, Germany, Spain, Italy and the United Kingdom).

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.

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| BUDGET & FINANCING |
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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)

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 check that you have already reached the min. 50% in place without them, as the pre-sales not confirmed won't be taken into consideration in the assessment.

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 (September 2015), 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, 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