



Education, Audiovisual and Culture Executive Agency

**Creative Europe - MEDIA**

**GRANT AGREEMENT FOR AN ACTION WITH MULTIPLE BENEFICIARIES**

**UNDER CREATIVE EUROPE PROGRAMME – MEDIA SUB-PROGRAMME<sup>1</sup>**

**Promotion of European audiovisual Works Online – Call for proposal EACEA 23/2019**

**AGREEMENT NUMBER — «NO\_REF»**

**PROJECT NUMBER - «PROJ\_REF\_SK»**

**Title of the Action: "«PROJ\_TIT»"**

This Agreement ('the Agreement') is concluded between the following parties:

on the one part,

The **Education, Audiovisual and Culture Executive Agency** (hereinafter referred to as "the Agency"), acting under powers delegated by the European Commission (hereinafter referred to as "the Commission") represented for the purposes of signature of this Agreement by **Guido Di Fiore**, Head of sector

and

on the other part,

'the coordinator'

**«DEMA\_NOM\_CONT»**

**«ADRE\_RUE», «ADRE\_NUM»**

**«ADRE\_BUILD»**

**PO BOX «ADRE\_BOX»**

**«DEMA\_ST\_NAME» - «ADRE\_COD\_POS» «DEMA\_ST\_CITY»**

**VAT NUMBER: «DEST\_TVA»,**

represented for the purposes of signature of the Agreement by **«RESI\_NOM»**

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<sup>1</sup> Established by Regulation (EU) N° 1295/2013 of the European Parliament and of the Council of 11 December 2013 (OJ L347/221 of 20.12.2013) and its corrigendum of 27.06.2014 (OJ L 189/260)

and the following other beneficiaries listed under Annex IV and duly represented for the signature of the Agreement by the coordinator by virtue of the mandates included in Annex IV

Unless otherwise specified, references to ‘beneficiary’ and ‘beneficiaries’ include the coordinator.

The parties referred to above

HAVE AGREED

to the Special Conditions (‘the Special Conditions’) and the following Annexes:

- Annex I Description of the action
- Annex II General Conditions (‘the General Conditions’)
- Annex III Estimated budget of the action
- Annex IV List of beneficiaries and mandates provided to the coordinator by the other beneficiaries
- Annex V Model technical report
- Annex VI Model financial statement
- Annex VII Model terms of reference for the certificate on the financial statements<sup>2</sup>
- Annex VIII Model terms of reference for the certificate on the compliance of the cost accounting practices: not applicable
- Annex IX Model terms of reference for the operational verification report: not applicable

which form an integral part of the Agreement.

The provisions in the Special Conditions of the Agreement take precedence over its Annexes.

The provisions in Annex II ‘General Conditions’ take precedence over the other Annexes.

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<sup>2</sup> Guidance notes – Report of Factual Findings on the Final Financial Report – Type I - Guidance notes – Report of Factual Findings on the Final Financial Report – Type II.

## **SPECIAL CONDITIONS**

### **ARTICLE I.1 — SUBJECT MATTER OF THE AGREEMENT**

The Agency has decided to award a grant under the terms and conditions set out in the Special Conditions, the General Conditions and the other Annexes to the Agreement, for the *action* entitled «**PROJ\_TIT**», as described in Annex I.

By signing the Agreement, the beneficiaries accept the grant and agree to implement the *action*, acting on their own responsibility.

### **ARTICLE I.2 — ENTRY INTO FORCE AND IMPLEMENTATION PERIOD OF THE AGREEMENT**

**I.2.1** The Agreement enters into force on the date on which the last party signs it.

**I.2.2** The *action* runs for 12 months starting on «DEDE\_DAT\_DEB\_CON»

### **ARTICLE I.3 — MAXIMUM AMOUNT AND FORM OF THE GRANT**

**I.3.1** The *maximum amount of the grant* is EUR «DEDE\_MNT\_PRO».

**I.3.2** The grant takes the form of:

- (a) **the reimbursement of «PCT\_FINANCE»% of the eligible costs of the action ("reimbursement of eligible costs"), which are estimated at EUR «DEDE\_MNT\_ELI» and which are:**
  - (i) actually incurred ('reimbursement of actual costs') for the following categories of costs indicated in Annex III.
  - (ii) reimbursement of unit costs: not applicable
  - (iii) reimbursement of lump sum costs: not applicable
  - (iv) declared on the basis of a flat rate of 7% of the eligible direct costs ('reimbursement of flat-rate costs')
  - (v) reimbursement of costs declared on the basis of the beneficiary's usual cost accounting practices: not applicable;
- (b) Unit contribution: not applicable;
- (c) Lump sum contribution: not applicable;
- (d) Flat-rate contribution: not applicable;
- (e) Financing not linked to costs: not applicable.

### **ARTICLE I.4 — REPORTING — REQUESTS FOR PAYMENT AND SUPPORTING DOCUMENTS**

#### **I.4.1 Reporting periods**

The *action* is divided into the following *reporting periods*:

- Reporting period 1: from month 1 to month «DEDE\_MONTH\_CONT»

#### **I.4.2 Request for second pre-financing payment and supporting documents**

Not applicable

#### **I.4.3 Request for interim payment and supporting documents**

Not applicable

#### **I.4.4 Request for payment of the balance and supporting documents**

The coordinator must submit a request for payment of the balance within 60 calendar days following the end of the reporting period.

This request must be accompanied by the following documents:

- (a) a final report on implementation of the action ('final technical report'), drawn up in accordance with Annex V, containing:
  - (i) the information needed to justify the eligible costs declared or the contribution requested on the basis of financing not linked to costs, unit costs and lump sums (where the grant takes the form of the reimbursement of unit or lump sum costs, of financing not linked to costs, or of a unit or lump sum contribution, as provided for in Article I.3.2(a)(ii) and (iii), (b), (c) or (e));
  - (ii) information on subcontracting as referred to in Article II.11.1(d);
- (b) a final financial statement ('final financial statement'). The final financial statement must include a consolidated statement and a breakdown of the amounts claimed by each beneficiary.

The final financial statement must be drawn up in accordance with the structure of the estimated budget set out in Annex III and in accordance with Annex VI and detail the amounts for each of the forms of grant set out in Article I.3.2 for the full reporting period;

- (c) a certificate on the financial statements and underlying accounts ('certificate on the financial statements').

This certificate must be produced by an approved external auditor or, in case of public bodies, by a competent and independent public officer and drawn up in accordance with Annex VII<sup>3</sup>.

The certificate must certify that the costs declared in the final financial statement by the beneficiary concerned for the categories of costs reimbursed in accordance with Article I.3.2(a)(i) are real, accurately recorded and eligible in accordance with the Agreement.

In addition, the certificate must certify that all the revenues generated by the action referred to in Article II.25.3 have been declared for each beneficiary.

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<sup>3</sup> Report of Factual Findings on the Final Financial Report – Type I- Guidance notes – Report of Factual Findings on the Final Financial Report – Type II.

**Other supporting documents:**

In addition to the above mentioned documents, the coordinator shall produce a public summary in English providing information about the results of its project. The summary must be included in the final report submitted to the Agency.

The summary/report may be used by the Commission to provide information on the results of the projects.

Additionally, the coordinator may use the Creative Europe Project Results Platform, (<https://ec.europa.eu/programmes/creative-europe/projects/>) to disseminate project results and deliverables in accordance with the instructions provided therein.

In the event of non-submission of the public summary, the Agency may suspend the time limit for payment in accordance with the provisions set out in Article II.24.2 of the Grant Agreement.

The coordinator must certify that the information provided in the request for payment of the balance is full, reliable and true.

The coordinator must also certify that the costs incurred can be considered eligible in accordance with the Agreement and that the request for payment is substantiated by adequate supporting documents that can be produced in the context of the checks or audits described in Article II.27.

In addition, the coordinator must certify that all the revenues generated by the action referred to in Article II.25.3 have been declared for each beneficiary.

**I.4.5 Information on cumulative expenditure incurred**

Not applicable

**I.4.6 Currency for requests for payment and financial statements and conversion into euro**

Requests for payment and financial statements must be drafted in euros.

Beneficiaries with general accounts in a currency other than the euro must convert costs incurred in another currency into euros at the average of the daily exchange rates published in the C series of the *Official Journal of the European Union* (available at <http://www.ecb.europa.eu/stats/exchange/eurofxref/html/index.en.html>), determined over the corresponding reporting period.

If no daily euro exchange rate is published in the *Official Journal of the European Union* for the currency in question, conversion must be made at the average of the monthly accounting rates established by the Commission and published on its website ([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)), determined over the corresponding reporting period.

Beneficiaries with general accounts in euros must convert costs incurred in another currency into euros in accordance with their usual accounting practices.

**I.4.7 Language of requests for payments, technical reports and financial statements**

All requests for payments, technical reports and financial statements must be submitted in English or otherwise in French or in German.

**ARTICLE I.5 — PAYMENTS AND PAYMENT ARRANGEMENTS**

### **I.5.1 Payments to be made**

The Agency must make the following payments to the coordinator:

- one pre-financing payment;
- one payment of the balance, on the basis of the request for payment of the balance referred to in Article I.4.4.

### **I.5.2 Pre-financing payment**

The aim of the pre-financing is to provide the beneficiaries with a float. The pre-financing remains the property of the European Union ('the Union') until it is cleared against interim payments or, if it is not cleared against interim payments, until the payment of the balance.

The Agency must make the pre-financing payment corresponding to XX% of the maximum amount specified in Article I.3.1 to the coordinator within 30 calendar days from the entry into force of the Agreement except if Article II.24.1 applies.

### **I.5.3 Interim payment**

Not applicable

### **I.5.4 Payment of the balance**

The payment of the balance reimburses or covers the remaining part of the eligible costs and contributions for the implementation of the *action*.

If the total amount of earlier payments is greater than the final amount of the grant determined in accordance with Article II.25, the payment of the balance takes the form of a recovery as provided for by Article II.26.

If the total amount of earlier payments is lower than the final amount of the grant determined in accordance with Article II.25, the Agency must pay the balance within 90 calendar days from when it receives the documents referred to in Article I.4.4, except if Article II.24.1 or II.24.2 apply.

Payment is subject to the approval of the request for payment of the balance and of the accompanying documents. Their approval does not imply recognition of the compliance, authenticity, completeness or correctness of their content.

The Agency determines the amount due as the balance by deducting the total amount of pre-financing and interim payments (if any) already made from the final amount of the grant determined in accordance with Article II.25.

The amount to be paid may, however, be offset, without the beneficiary's consent, against any other amount owed by the beneficiary to the Commission or to an executive agency (under the EU or Euratom budget), up to the maximum contribution indicated for that beneficiary, in the estimated budget in Annex III.

### **I.5.5 Notification of amounts due**

The Agency must send a *formal notification* to the coordinator:

- (a) informing it of the amount due; and
- (b) specifying whether the notification concerns a further pre-financing payment, an interim payment or the payment of the balance.

For the payment of the balance, the Agency must also specify the final amount of the grant determined in accordance with Article II.25.

### **I.5.6 Interest on late payment**

If the Agency does not pay within the time limits for payment, the beneficiaries are entitled to late-payment interest at the rate applied by the European Central Bank for its main refinancing operations in euros ('the reference rate'), plus three and a half points. The reference rate is the rate in force on the first day of the month in which the time limit for payment expires, as published in the C series of the *Official Journal of the European Union*.

Late-payment interest is not due if all beneficiaries are Member States of the Union (including regional and local government authorities and other public bodies acting in the name of and on behalf of the Member State for the purpose of the Agreement).

If the Agency suspends the time limit for payment as provided for in Article II.24.2 or if it suspends an actual payments as provided for in Article II.24.1, these actions may not be considered as cases of late payment.

Late-payment interest covers the period running from the day following the due date for payment, up to and including the date of actual payment as established in Article I.5.8. The Agency does not consider payable interest when determining the final amount of grant within the meaning of Article II.25.

As an exception to the first subparagraph, if the calculated interest is lower than or equal to EUR 200, it must be paid to the coordinator only if the coordinator requests it within two months of receiving late payment.

### **I.5.7 Currency for payments**

The Agency must make payments in euros.

### **I.5.8 Date of payment**

Payments by the Agency are considered to have been carried out on the date when they are debited to its account.

### **I.5.9 Costs of payment transfers**

Costs of the payment transfers are borne as follows:

- (a) the Agency and/or the Commission bears the costs of transfer charged by its bank;
- (b) the beneficiary bears the costs of transfer charged by its bank;

(c) the party causing a repetition of a transfer bears all costs of repeated transfers.

### **I.5.10 Payments to the coordinator**

The Agency must make payments to the coordinator.

Payments to the coordinator discharge the Agency from its payment obligation.

### **ARTICLE I.6 — BANK ACCOUNT FOR PAYMENTS**

All payments must be made to the coordinator's bank account as indicated below:

Name of bank: «DEST\_BAN\_NOM»

Address of branch: «DEST\_BAN\_RUE», «DEST\_BAN\_NUM\_BAT», «DEST\_BAN\_BOI\_POS», «DEST\_BAN\_COD\_POS» -«DEST\_BAN\_VIL»,

Precise denomination of the account holder: «DEST\_NOM»

Full account number (including bank codes): «DEST\_NUM\_COM»

IBAN code: «DEST\_IBAN\_CD»

### **ARTICLE I.7 — DATA CONTROLLER, COMMUNICATION DETAILS OF THE PARTIES**

#### **I.7.1 Data controller**

The entity acting as a data controller as provided for in Article II.7 is Director of the Agency.

#### **I.7.2 Communication details of the Agency**

Any communication addressed to the Agency must be sent to the following address:

Education, Audiovisual and Culture Executive Agency  
Mr Guido Di Fiore  
*Unit B.2 Creative Europe Programme – Media Sub-Programme*  
*Promotion of European audiovisual works online*  
Office J-59 2/79  
Avenue du Bourget, 1  
1049 Brussels  
BELGIUM  
Email address: [EACEA-MEDIA-ONLINE@ec.europa.eu](mailto:EACEA-MEDIA-ONLINE@ec.europa.eu)

#### **I.7.3 Communication details of the beneficiaries**

Any communication from the Agency to the beneficiaries must be sent to the following address:

«DEMA\_NOM\_CONT»  
«RESI\_NOM»  
«REPR\_ADRE\_RUE», «REPR\_ADRE\_NUM»  
«REPR\_ADRE\_BUILD»  
PO BOX «REPR\_ADRE\_BOX»  
«REPR\_ST\_NAME» - «REPR\_ADRE\_COD\_POS» «REPR\_ST\_CITY»



**ARTICLE I.8 — USE OF THE RESULTS (INCLUDING INTELLECTUAL AND INDUSTRIAL PROPERTY RIGHTS) BY THE AGENCY AND/OR THE UNION**

Article II.9 relating to the use of the results of the action, including industrial and intellectual property rights, by the Agency and/or the Union, shall be interpreted without prejudice to the industrial and intellectual property rights owned by the beneficiaries and within the limits of the activities conferred to the Agency and/or the Union.

Article II.9.2 shall not apply.

**ARTICLE I.9 — SPECIAL PROVISIONS ON BUDGET TRANSFERS**

As an exception to the first subparagraph of Article II.22, budget transfers between budget categories are limited to 10% of the estimated eligible costs of the *action* specified in Article I.3.2.

**ARTICLE I.10 – PUBLICITY OBLIGATIONS**

For the purpose of Article II.8 of the grant agreement, the beneficiaries shall indicate in any communication or publication about the action, including its website, that the action has received funding from the European Union. Such acknowledgment shall be worded as follows: "*with the support of Creative Europe - MEDIA Programme of the European Union*" and be accompanied by the Creative Europe - MEDIA logo and the European flag. The beneficiaries shall use the logos, trademarks or items created by the Agency for these purposes and include in the publications/catalogue of the action covered by this Agreement the text provided by the Agency.

The obligation to comply with the publicity provision set out in article II.8 constitutes a substantial obligation. Without prejudice to the right to terminate the grant, in case of failure to fulfil this obligation, the Agency may apply a 20% reduction of the grant initially provided for.

**ARTICLE I.11 — INAPPLICABILITY OF THE NO-PROFIT PRINCIPLE**

As an exception to Article II.25.3, the no-profit principle does not apply to grants the maximum amount of which, as laid down in Article I.3.1, is lower than or equal to EUR 60 000.

**ARTICLE I.12 — CONDITIONS OF THE CALL FOR PROPOSALS**

The beneficiaries shall ensure that the action complies with the eligibility criteria set out in the Call for Proposals EACEA 30/2018 and the guidelines throughout the execution of this grant agreement. This constitutes an "obligation" within the meaning of Article II.17.3.1, point (c) of this Agreement.

**ARTICLE I.13 — SETTLEMENT OF DISPUTES WITH THE NON-EU BENEFICIARIES**

This provision applies where a beneficiary is legally established in a country other than a Member State of the European Union (the 'non-EU beneficiary').

As an exception to Article II.18.2, any of the parties (the Agency or the non-EU beneficiary) may bring before the Belgian Courts any dispute between them concerning the interpretation, application or validity of the Agreement, if such dispute cannot be settled amicably.

Where one party has brought proceedings before the Belgian Courts, the other party may not bring a claim arising from the interpretation, application or validity of the Agreement in any other court than the Belgian Courts before which the proceedings have already been brought.

**ARTICLE I.14 – GRANT REDUCTION IN THE CASE OF NON-COMPLIANCE WITH AN OBLIGATION UNDER THE GRANT AGREEMENT AND FOR NON-POOR, PARTIAL, OR LATE IMPLEMENTATION**

Without prejudice to the right to terminate the grant, the Agency may apply a 20% reduction rate on the maximum amount of the grant if an obligation under the Grant Agreement has been breached, in particular in case of non-compliance with the obligation of visibility of Union funding set out in Article II.8 which constitutes a substantial obligation.

**ARTICLE I.15 – TRAVEL AND SUBSISTENCE COSTS**

By way of derogation from Article II.19.2(b), the subsistence costs shall be considered as eligible costs in so far as they are within the limits set out in the Commission tables (available under the following link):

[http://ec.europa.eu/europeaid/work/procedures/implementation/per\\_diems/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems/index_en.htm)), unless in some exceptional and duly justified cases. The amounts specified in the tables include all costs associated with the stay in the country concerned. If there is no overnight stay, these maximum amounts are reduced by 50%.

For air travel, only the cost of economy class is accepted. Any costs in excess of this rate will only be accepted in duly justified, exceptional cases. For train travel first class tickets are permitted. For car travel, the eligible amount will be limited to the amount corresponding to the price of a 1<sup>st</sup> class train ticket.

**SIGNATURES**

For the coordinator

«RESI\_NOM»

[signature]

Done at ....., on .....

For the Agency

Guido Di Fiore, Head of sector

Authorising Officer by Sub-delegation

[signature]

Done at Brussels, on.....

In duplicate in English

