REPORTING GUIDE
for beneficiaries

SUPPORT TO THE INTERNATIONAL SALES AGENTS
OF EUROPEAN CINEMATOGRAPHIC FILMS

THE "SALES AGENTS SCHEME"

Call for Proposals 01/2018

CREATIVE EUROPE (2014 - 2020)
MEDIA Sub-programme

Disclaimer:
The present guide intends to provide useful information for beneficiaries. It does not replace or overrule the official Guidelines or grant agreement.
This Guide for beneficiaries provides practical guidance on how to submit reports to the Call for proposals of the Sales Agents Scheme launched under the Creative Europe MEDIA Sub-programme.

Before submitting a report, please ensure that you have carefully read the grant agreement that you signed with EACEA and the Call Guidelines of the Sales Agents Scheme. We strongly recommend that you read the e-reports user guide "How to complete and submit a project report using e-Reports" at [https://eacea.ec.europa.eu/creative-europe/beneficiaries-space/support-sales-agents-2018_en](https://eacea.ec.europa.eu/creative-europe/beneficiaries-space/support-sales-agents-2018_en)
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1. IMPLEMENTATION PERIOD OF THE AGREEMENT

The action and the implementation period of the agreement start on the “starting the date of the action” set out in Article I.2.2 of the grant agreement and last 24 months from that date.

This period can be extended with a maximum duration of six months as per section 6 of the guidelines (see section 8. Amendments). Upon acceptance by the Agency, an amendment to the grant agreement will be issued.

2. MAXIMUM GRANT

The maximum grant is stated in article I.3 of the grant agreement. The final grant will be either this maximum grant or 60% of the total eligible costs, whichever is the lower.

3. ELIGIBLE COSTS OF THE ACTION

Information on eligible costs can be found in the call guidelines (section 11.2) and in the grant agreement (article II.19).

Staff costs, travel and subsistence allowances and purchase costs of equipment, all related to the action, are not eligible.

Important:
- For all films declared to be eligible: the international sales contract/agreement must be signed during the implementation period of the agreement.
- All dates of invoices for costs must be within this implementation period.

4. PAYMENTS

Up to three payments can be made under the grant agreement. Please check article I.5.1 of the grant agreement.

- First pre-financing (if applicable)
- Second pre-financing (if applicable)
- Final payment of the balance.
**Period of payments:**
- The first pre-financing payment is made within 30 calendar days from the date of signature of the grant agreement.
- The second pre-financing is made within 60 calendar days from the date of submission of the progress report.
- The final payment of the balance is made within 60 calendar days from the date of submission of the final report.

**Amount of payments:**
- First pre-financing: upon signature of the grant agreement: 30% of the maximum grant;
- Second pre-financing: upon submission of the progress report: 30% of the maximum grant if 70% of the first pre-financing payment has been used (as shown in the progress report).
  If less than 70% has been used, the second pre-financing will be: (30% of the maximum grant) minus ((70% of the first pre-financing payment) minus (amount used)).
- Final payment of the balance:
  - If the total pre-financing payments are lower than the final grant: payment of the balance.
  - If the total pre-financing payments exceed the final grant: recovery of the difference.

At the time of the second pre-financing payment, you will receive a formal notification of the Agency, specifying the amount due and at the time of the payment of the balance, the final amount of the grant.

Payments are made in euros.

A notification letter will be sent to you for the second pre-financing and the final payment.

In the event that the grant agreement does not foresee pre-financing payments (art I.1.5), only one final payment will be paid after the submission and approval of the final report.

**5. REPORTS**

All reporting is done electronically through the Funding and Tendering Opportunities in the Single Electronic Data Interchange Area (SEDIA) https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home which is a single entry point also for the management of your grants.

In order to ensure that your costs are eligible, we strongly recommend to submit your films as you move along with your project and to check the status of the films you report on (see section 11. Film Qualification).
We also recommend that you carefully read the user guide "How to complete and submit a project report using e-Reports" [https://eacea.ec.europa.eu/creative-europe/beneficiaries-space/support-sales-agents-2018_en](https://eacea.ec.europa.eu/creative-europe/beneficiaries-space/support-sales-agents-2018_en)

**PROGRESS REPORT ON THE IMPLEMENTATION OF THE ACTION**

To request the second pre-financing, a **Progress Report** must be submitted.

This can be done when at least 70% of the first pre-financing has been used.

The progress report consists of:

1. **a costs statement** (=statement on the use of the previous pre-financing instalment), equivalent to the forecast budget structure in the grant agreement, where you state the costs made up to the moment of submission of the Progress Report.

2. **a progress activity report** (= technical report on progress), where you describe the progress of the action, films acquired, released, etc. and any changes to the strategy as submitted with the application.

3. **a second pre-financing payment request**, to be downloaded from the beneficiaries’ space on the Creative Europe website.

**Important:**

- Films must be qualified (status “OK” in the film database) in order to be declared in the progress report (see section 11. Film Qualification).

- Reporting can be made on a maximum of 5 different eligible non-national films. Reinvestment on the same film in different categories of costs is allowed, but reinvestment on the same film for the same category of costs under different calls for proposals is not possible.

- For all films submitted, please submit the international sales agreement, with a hand written statement “Copy certified as true” signed by the legal representative of the company.

- Changes to the global budget should be explained and a request for an amendment should be made if necessary (For example, if you have costs in a heading where initially no amount was forecast – see 6. Budget and 7. Amendments)

**FINAL REPORT ON THE IMPLEMENTATION OF THE ACTION**

To request the payment of the balance, a **Final Report must be submitted**, at the latest 2 months after the end of the period of the action.
The final report consists of:

1. **a costs statement** (=final financial statement), equivalent to the forecast budget structure in the grant agreement, where final costs of the action are declared, from the beginning to the end.

2. **a final activity report**, (=final technical report) which details the results of the action, the films acquired and released, and how the strategy as submitted with the application has evolved.

3. **a final payment request**, to be downloaded from the beneficiaries’ space on the Creative Europe website.

**Important:**

- Films must be qualified (status OK in the film database) in order to be declared in the progress report (see section 11. Film Qualification)

- Reporting can be made on a maximum of 5 different eligible non-national films. Reinvestment on the same film in different categories of costs is allowed. Please note that reinvestment on the same film for the same category of costs under different calls for proposals is not possible.

- For all films submitted, please submit the international sales agreement, with a handwritten statement “Copy certified as true” signed by the legal representative of the company.

- Changes to the global budget should be explained. A request for an amendment should be made if necessary (for example, if you have costs in a heading where initially no amount was forecast – see sections 6. Budget and 7. Amendments). This request for amendment must be made and approved before the submission of the final report (and requested at the latest one month before the end of the implementation period of the agreement).

- Once the final report has been submitted, amendments are no longer possible (see section 7. Amendments)

**Where the grant is more than EUR 60.000 and less than EUR 750.000**, the final report must be accompanied by the Report of Factual Findings on the Final Financial Report – Type I. See the guidance notes: [https://eacea.ec.europa.eu/sites/eacea-site/files/annex_iii_guidance_notes_audit_type_i_03-2014_en.pdf](https://eacea.ec.europa.eu/sites/eacea-site/files/annex_iii_guidance_notes_audit_type_i_03-2014_en.pdf)

EACEA Documents Register / Audit procedure type I and II / For grant agreement/grant decision signed as from 01/04/2014 / Type I - Audit Certificate on Final Financial Report

EACEA Documents Register / Audit procedure type I and II / For grant agreement/grant decision signed as from 01/04/2014 / Type II - Audit Certificate on Final Financial Report

Where the grant is less than or equal to EUR 60,000, there is no audit certification needed but, upon the analysis of the final report, the Agency may ask you:

- For heading 1 - film financing:
  - specified invoices and/or a copy of the proofs of payments, withholding tax, and/or offsetting.

- For heading 2 – Promotion, Marketing and Advertising costs:
  - A breakdown of costs, specified invoices, promotion materials.

6. BUDGET

Please read carefully the explanatory note at the end of the Estimated budget (annex III of the grant agreement). As indicated in the note, additional headings (where no amount initially forecast) can be added but only after prior approval by the Agency by amendment to the initial estimated budget.

In the e-report, the total costs and the total income must be balanced.

7. RECONCILIATION OF COSTS IN THE FINAL REPORT

It is of great importance that you are able to reconcile the costs declared in the final report.

At any time, during the desk review of your final report, or in case of an audit, you might be asked to deliver proof of the amounts declared. In this case, the Agency will only accept a clear breakdown of the invoices.

8. AMENDMENTS

The Agency can make an amendment to the grant agreement, in the case of change of legal representative, bank account, legal address, contact details, budget and implementation period. Any request for an amendment must be done by letter and signed by the legal representative. A scan of the signed letter can be sent by email. It must be submitted at the latest 1 month before the end of the period of the action.

9. EXCHANGE RATE

Beneficiary and affiliated entities 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 (i.e. from the starting date of the implementation period until the date of submission of the report).
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.

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

**IMPORTANT!** This exchange rate must be applied on the amounts stated in the invoices! Not on the amounts paid!

**10. VISIBILITY OF THE PROGRAMME**

Since you are getting a grant from the European Union, you are required to contribute to the visibility of the Creative Europe -MEDIA programme.

1. The beneficiary is obliged to visibly put the static logo on its website and promotion materials.

2. For trailers: choice of use of the animated or static logo.

3. For electronic posters (animated or static): choice of use of the animated or static logo.


**IMPORTANT!** In case you don’t respect these rules on visibility, the Agency may apply a 20% reduction rate on the maximum amount of the grant. Please see Art I.10 of your grant agreement

**11. FILM QUALIFICATION**

If in the progress report, a film is declared that is not yet qualified as European, the costs for that film will be rejected immediately.

If in the final report a film is declared that is not yet qualified as European, you will be able to submit the proof. However if that film turns out to be ineligible (non-European or national), the costs for that film will be rejected and you will not be able to introduce new costs on another film.

Therefore it is strongly recommended that the films in the report are qualified at the time of submission of the reports.

Films must comply with the requirements as set out in the call guidelines in section 6.2 Eligible activities.

Applicants must check the eligibility status of the films they want to report, in the MEDIA film database [https://eacea.ec.europa.eu/mediaPgm/](https://eacea.ec.europa.eu/mediaPgm/)

| Status “OK” means the film has been qualified as European. |
Status “Not OK” means the film is not qualified as European.

Status “missing info” means that EACEA cannot qualify the film based on the information received. Beneficiaries can contact EACEA-DISTRIBUTION-FILM-QUALIFICATION@ec.europa.eu for more information.

Status “in progress” means the film has been submitted but that its status has not yet been determined.

To submit a new film, applicants must fill out the Film form and send it together with the film financing plan signed and dated by the lead producer of the film to the functional mailbox:

EACEA-DISTRIBUTION-FILM-QUALIFICATION@ec.europa.eu

The applicant can use the following film financing plan template for their convenience. It must be signed by the lead producer. The template can be downloaded from https://eacea.ec.europa.eu/creative-europe/beneficiaries-space/support-sales-agents-2018_en (tab “Project management”).

Films will only be qualified once EACEA has received all the necessary information.

Only costs linked to eligible films will be validated.

Any question related to the qualification of a film must be addressed at the following address:
EACEA-DISTRIBUTION-FILMQUALIFICATION@ec.europa.eu

12. CREATIVE EUROPE PROJECT RESULTS PLATFORM

Since you received a grant, information about your project, such as project summary, duration, budget and partnership structure is shared in the Creative Europe Project Results Platform: https://ec.europa.eu/programmes/creative-europe/projects/.

Creative Europe PRP is the Dissemination and Exploitation platform that offers a comprehensive overview of projects funded under the Creative Europe programmes, as well as some projects funded under the previous programmes.

Once you are selected, you will receive an automated notification with the credentials to log on to your workspace, which is called "Beneficiary's Dashboard". During the course of your project, you will be able to add information and results to your project.

In your final report, there will be a field in which you will update your project summary as it has taken its final form. Be as concrete as possible: detail your final project as well as its impact. Please be advised that this is your way of presenting your project to the public. Upon our approval, this description will replace the description in the Creative Europe Projects Results Platform.

Once your project has reached its end date, you will receive an automated notification informing you that you can submit your results for review. The status of your project will change into "Available for
submission after all results uploaded”. Please make sure that you have uploaded all the results that you wanted before clicking on the "Submit for Review” button.

Be aware that in the event of non-submission or incomplete submission of the public summary and the project results on the platform, the Agency may suspend the time limit for payment.

Your project results, as well as the final project summary, will be published on the Platform when your project is finalised i.e. once your final payment is approved by us.

For information on how to proceed, please see the “Creative Europe Project Results Platform Guide for Beneficiaries” in the Beneficiaries Space on the Creative Europe Website.

13. TECHNICAL PROBLEMS DURING THE COMPLETION AND SUBMISSION OF THE REPORTS

Please refer to the e-report user guide on the beneficiaries’ space.