REPORTING GUIDE
for beneficiaries

SUPPORT FOR THE
DISTRIBUTION OF NON-NATIONAL FILMS

The Distribution Selective Scheme

Call for Proposals EACEA/21/2019

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 to the submission of reports provides practical guidance on how to submit reports to the Call for proposals of the Distribution Selective 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 Distribution Selective Scheme. We strongly recommend that you read the eReports user guide - "How to complete and submit a project report using e-Reports": https://eacea.ec.europa.eu/creative-europe/beneficiaries-space/support-for-distribution-non-national-films-2020_en
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1. IMPLEMENTATION PERIOD OF THE AGREEMENT

The action and the implementation period of the agreement starts on the “starting date of the action” (set out in Article I.2.2 of the grant agreement) and has a duration of 24 months from that date.

- This period can be extended with a justified request by your legal representative, by letter (scanned and sent by email), at the latest 1 month before the end of the implementation period (= period of the action). Upon acceptance by the Agency, an amendment to the grant agreement will be issued.

- This implementation period is different from the release period: Films must be released as of 01/03/2020 for the first deadline of the call and as of 01/09/2020 for the second deadline.
  - 1st deadline: the release period runs from 1/03/2020 to 1/09/2021
  - 2nd deadline: the release period runs from 1/09/2020 to 1/03/2022

- Please note that if the film is released AFTER the end of the implementation period in one or more territories included in the action, the activity in those territories is considered as NOT ELIGIBLE! Therefore, as Sales agent and coordinator of the project, please be careful to ask for an extension in due time!

2. MAXIMUM GRANT

Your maximum grant is stated in article I.3 of the grant agreement. Your final grant will be either this maximum grant OR 50% of the total eligible costs, whichever is the lower.

3. ELIGIBLE COSTS OF THE ACTION

All costs (coordination costs and third party (=distributor) costs must be incurred within the implementation period.

The eligible costs of the action are stated in the guidelines to call for proposals EACEA/21/2019, section 11.2.

The conditions of eligible costs are stated in article II.19 of the grant agreement.

- Heading 1 – Coordination costs: These costs represent the costs incurred directly by the beneficiary to carry out the action. Costs incurred by the beneficiary for:
  1. the promotion and advertising of the film;
  2. the monitoring, coordination, analysis of the third parties activities;
  3. dissemination of results and allocation of the financial support to third parties.
• Heading 2 – Promotion by third parties: The P&A costs incurred by third parties to carry out the eligible activities.

4. PAYMENTS

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

• **Up to four payments:**
  - Pre-financing (if applicable);
  - First interim payment (if applicable);
  - Second interim payment (if applicable - you can choose to have a combined interim payment - see below;)
  - Final payment of the balance.

• **Period of payments:**
  - The pre-financing payment is made within 30 calendar days from the date of signature of the grant agreement.
  - The first interim payment is made within 60 calendar days from the date of submission of the first interim report.
  - The second interim payment is made within 60 calendar days from the date of submission of the second interim report.
  - You may choose to submit only one, combined, interim report, for which the payment will be made within 60 days of submission of the combined interim 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.
  - First interim payment - upon submission of the first interim report: maximum 30% of the grant.
  - Second interim payment - upon submission of the second interim report: maximum 30% of the grant.
  - You may choose to submit only one, combined, interim report, upon submission of which you will be paid maximum 60% of the grant.
  - Final payment of the balance: upon submission of the final report.
At the time of each payment, you will receive a formal notification of the Agency, specifying the amount due and, in the case of the payment of the balance, the final amount of the grant.

Payments are made in euros.

The first interim payment clears the pre-financing, i.e. the amount of the pre-financing payment is deducted from the first interim payment, so please make sure that the costs you declare in the first interim report are high enough to request an interim payment higher than the pre-financing payment. (The clearing of the pre-financing means that the pre-financing of 30%, which serves as a float and is the property of the European Commission, is being turned into your property).

5. REPORTS

You have the possibility to submit 2 interim reports or only 1 interim report (combined). Please check article 1.4 of the grant agreement.

The final report has to be submitted at the latest stage of your project, when the action is finished and you are able to declare all remaining costs in order to ask for the final payment of the balance.

The final report must be submitted at the latest two months after the end of the implementation period of the action.

How to proceed:

- 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](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home), which is a single entry point for participants in funding programmes and also serves as your home for the management of your grants.

- All the templates mentioned hereafter can be downloaded from the Beneficiaries’ Space on the Creative Europe website.

- We strongly recommend that you carefully read the eReports user guide - "How to complete and submit a project report using e-Reports".

1. **Interim report(s)**

To request the first or second, or combined interim payment, an interim report must be submitted. There is no deadline of delivery for these reports (you can ignore the one in the portal). However, the
interim report(s) can be submitted when there are enough costs to justify an interim payment, like when you have enough distributors who sent in their final costs and payment request. In order to help the cashflow of the distributors, please don’t wait until all distributors have sent in their request.

The interim report consists of:

- **Payment requests:**
  - A first, second or combined interim payment request, signed and sent by the coordinator to the Agency;
  - For each submitted territory in the report, the payment request, signed and sent by the third party to the coordinator, as well as the final P&A costs statement.

- **An interim technical report**, where you describe the progress of your activities as a sales agent, the activities carried out by the third parties, the results per territory and general difficulties in the management of the action.

- **An interim financial statement**, equivalent to the forecast budget structure in the grant agreement, where you state the costs made up to the moment of the drafting of the interim report.

The financial statement contains:
  - Heading 1: Coordination costs (salaries and fees, promotion and advertising (technical material, advertising, PR and promotion) and other costs (data analytics, audit costs, financial costs);
  - Heading 2: Promotion and release of EU non-national films (costs per territory).

The financial statement must be complemented with the following breakdowns:
  - the details for P&A and technical material costs per territory;
  - the details for the P&A and technical material interim costs of the sales agent.

All the above-mentioned documents can be downloaded from the Beneficiaries’ Space on the Creative Europe website.

- **Certificate on the financial statement:** the interim report must be accompanied by the Report of Factual Findings on the Final Financial Report. Please see the guidance notes:
  - For grant <750.000€: Type I  
  - For grants = or >750.000€ - Type II  
2. **Final report**

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 implementation. Please calculate this date based on the end date of the period of implementation in the agreement.

The final report consists of:

- **Final payment requests:**
  - A **final payment request** signed and sent by the coordinator to the Agency.
  - For each submitted territory in the report, the **payment request** from the third party to the coordinator, as well as the final P&A costs statement.

- **A final technical report,** where you describe the activities implemented by you as Sales agent and their results, the activities carried out by the third parties, the results per territory and general difficulties in the management of the action.

- **A final financial statement,** equivalent to the forecast budget structure in the grant agreement, where you state the remaining costs of the action.

The financial statement contains:

- Heading 1: Coordination costs (salaries and fees, promotion and advertising (technical material, advertising, PR and promotion) and other costs (data analytics, audit costs, financial costs);
- Heading 2: Promotion and release of EU non-national films (costs per territory).

The financial statement must be complemented with the following breakdowns:

- the details of P&A costs per territory;
- the details of P&A costs of the sales agent.

- **Certificate on the financial statement:** the final report must be accompanied by the Report of Factual Findings on the Final Financial Report. Please see the guidance notes:
  - For grant <750.000€: Type I
  - For grants = or >750.000€ - Type II
REPORTING PERIODS

Article I.2 indicates the starting date of the action.

The action is divided into the following reporting periods:

**Option 1: in case of two interim payments**

**REPORTING PERIOD 1** – this period runs from the starting date of the action up to the date that you specify in the 1st interim report (in the grant agreement this date is called “Month X” which is equivalent to the end of reporting period 1).

When you decide that you have made enough costs, you submit to EACEA a 1st interim report in which you specify a date until which costs have been incurred.

**REPORTING PERIOD 2** – this period runs from "month X" + 1 day, up to the date that you specify in the 2nd interim report (“end of reporting period 2”).

*Example:*
If your 1st interim report had an ending date on 08/09/2020, the “reporting period 2” starts on the 09/09/2021. It ends on the date that you specify in the 2nd interim report.

At this time, we strongly recommend to check the release date of the third parties who have not made a payment request yet. If you believe that the action cannot be fully completed within 24 months from the starting date, you should make a request for an amendment. See section 10 below.

**LAST REPORTING PERIOD** – this period runs from "the end of reporting period 2" + 1 day, up to the end of the action.

*Example:*
If your 2nd interim report had an ending date on 07/01/2021, the last period reporting period starts on the 08/01/2021. It ends when the action is completed.

**Option 2: In case of one single interim payment**

**REPORTING PERIOD 1** – this period runs from the starting date of the action, up to the date that you specify in the combined interim report (in the grant agreement this date is called “Month X” which is equivalent to the end of reporting period 1).

When you decide that you have made enough costs, you submit to EACEA a combined interim report in which you specify a date until which costs have been incurred.
So your reporting period 1 runs from the starting date of the action until the date specified in the combined interim report.

**LAST REPORTING PERIOD** – this period runs from "month X" + 1 day, up to the end of the action.

*Example:*

*If your combined interim report had an ending date on 07/01/2021, the last period reporting period starts on the 08/01/2021. It ends when the action is completed.*

### 6. BUDGET

No budget transfers between budget categories are allowed.

In the e-reports, the total expenses and the total income must be balanced. The “contractual” column reflects the estimated budget (Annex III of the grant agreement) and cannot be modified. The “declared” column should reflect the actual costs incurred up until the submission of the report, and that are being declared in the eReport. The costs entered under the “declared” column can differ from the amounts entered in the “contracted” column.

The budget must be balanced. This means that the total amount of the costs declared must be equal to the total of the amount of income. If the budget is not balanced it is not possible to submit the eReport and an error message will appear.

All maximum grants, for the beneficiary and for the third parties are stated in the agreement and cannot be increased.

### 7. MONITORING OF THIRD PARTY COSTS

As the sales agent/coordinaotr, you must manage the project responsibly. That means that you keep an eye on the costs of the third parties, following the usual practice as part of your ongoing distributor/sales agent relationship. Based on your experience, if the amounts declared seem disproportionate to the output, you can ask for invoices (fully or on a sampling basis) or for an audit certificate. That is up to you as a coordinator and a sales agent and does not fall under the direct requirements of the Agency. If, when analyzing the interim or final report, the Agency has questions regarding some costs, you will have the opportunity to justify these costs and/or to ask distributors to justify.
8. AUDIT CERTIFICATION

1. The Agency requires that each interim/final report is accompanied by a report of factual findings on the final financial Report Type I (for awards up to EUR 750.000) or Type II (for awards as of EUR 750.000). Notwithstanding the name of the document, you need this same audit report for each interim report as well as the final report.

2. The audit certification consists of:
   a. The cover letter (laying out the agreement between the beneficiary and the auditor);
   b. Annex 1: a table with elementary information about the grant agreement;
   c. Annex 2: a listing of specific procedures to be performed;
   d. Annex 3: the report signed by the auditor (this is according to the compulsory format – not free-form!)
   e. The cost breakdown (this is the interim/final financial statement form signed by both auditor and legal representative of the beneficiary).

3. The auditor must follow the guidance notes and certify:
   a. The coordinators costs in “heading 1 Coordination costs” according to all the procedures in the annex 2 of the reporting guide.
   b. The costs stated in “heading 2 Promotion and release of EU non-national films”. The auditor must verify the existence of payment requests of the third parties and whether those payment requests have been entered in the accounting system of the beneficiary as well as any payments made to the third parties. The Agency does not require for the auditor to check the underlying invoices of the distributors or to request individual audit certifications per territory.
   c. In relation to the above, be aware that the distributors in your project are considered “third parties” and are not “co-beneficiaries” or “partners”. So any reference in the Guidance notes to the report on factual findings to co-beneficiaries or partners does not apply to them.

9. 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. The Agency might ask further proof of invoices.
10. AMENDMENTS

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

11. 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 https://www.ecb.europa.eu/stats/policy_and_exchange_rates/euro_reference_exchange_rates/html/index.en.html, determined over the corresponding reporting period (= From the starting date of the implementation period until the date of submission of the interim or final 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/graphs/inforeuro.html, 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!

12. 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.

The sales agent - coordinator and all third parties are obliged to visibly put the static logo on their website as well as on all communication and publication about the action, including the printed posters.

For all third parties:

1. For the screening of the film in the cinema: the animated logo is obligatory and must appear before the film.

2. For trailers (in cinema and online): choice of use of the animated or static logo. It can be added to the distributor's clip in front of the trailer or after the trailer. The logo just being part of the credit block at the end is not sufficient.

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 (see Article I.11 of the grant agreement).

For this purpose, please use the logos downloadable on the Creative Europe website:

- Link to the "Creative Europe MEDIA" animated logo: https://eacea.ec.europa.eu/creative-europe-media-animated-logo_en;

13. CREATIVE EUROPE PROJECT RESULTS PLATFORM

Since you received an EU 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 selected, you have received 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 are 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.

The project results, as well as the final project summary, will be published on the Platform when your project is finalised i.e. once the final report of your project is approved by the Agency.

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

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

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