Creative Europe – MEDIA
DEVELOPMENT – Support for Slate funding 2017
USERS’ GUIDE

The current document provides a resume of the principal contractual stages relating to the Grant Decision signed by the Education, Audiovisual & Culture Executive Agency following your response to the Calls for Proposals EACEA/21/2016. This document is strictly informative and is of no legal value whatsoever.

Be reminded that you must read carefully your Grant Decision and the General Conditions. Note that useful information for beneficiaries (including a set of frequently asked questions) is published in the beneficiary space of this specific call.

1. Identification of the projects and the payment of the grant

The Agency has allocated to your projects a global contribution of between 70,000€ and 200,000€, (the amount is stated in Article 3 of the Grant Decision), which must be used for the development of 3 to 5 projects. In case of a Slate of only creative documentary projects the amount is limited to 150,000€. If the Slate includes a short film, the maximum contribution is 210,000€ and in case of a creative documentary Slate, the amount is limited to 160,000€. The minimum allocated to a project of the slate is 10,000€ and the maximum is up to 60,000€ provided the amount does not exceed 50% of the eligible costs of the project. If a short film is included in the Slate, the maximum financial contribution for the short film is up to 10,000€, provided that the contribution does not exceed 80% of the eligible costs of production (including development costs) of this project.

1.1. Identification of projects

The details relating to each submitted and accepted project (title, type) are contained in Annex I of the Grant Decision. The MEDIA grant must be used only for these projects.

1.2 Payment of the grant

The MEDIA grant will usually be paid in two instalments:

- A pre-financing payment corresponding to 70% of the grant amount will be transferred to the beneficiary within 30 days either of the date when the last of the two parties signs the
agreement, or of the notification of the grant decision, provided all requested guarantees have been received. This payment is automatic and no action is necessary by the beneficiary;

If specified in the grant decision an Interim payment shall be paid to the beneficiary. Interim payment is intended to cover the beneficiary’s expenditure on the basis of the receipt of an interim technical report and financial statement in accordance with General Condition n° 23.2. a) and b). The interim payment shall not exceed 50% of the maximum MEDIA grant.

- a final payment (balance) equivalent to a maximum of 30% of the MEDIA grant is paid following the acceptance of a “Final Report”. If the total of earlier payments is higher than the final grant amount, the beneficiary will be required to reimburse the amount paid in excess by the Agency through a recovery order.

2. Duration of the Action

The action and the eligibility period run from the date of submission of your application until 36 months. If a project enters into production before 36 months, the action for that project ends on the date of entry into production. These dates are specified in the Grant Decision Article 2.

If for an exceptional reason, duly justified, you require an extension to the period the beneficiary must formally submit a written and signed request for an extension (six months maximum) to the Agency no later than one month before the end of the Action.

3. Final report

The final payment can only be made after the submission and acceptance of the Final Report. This report must be submitted no later than 2 months after the end of the eligibility period.

3.1 Content of the final report

The final payment of Development support will not be made before the submission and the approval of a final report. This report must be submitted as an eReport available via the Funding & tender opportunities portal and it must be submitted no later than 2 months after the end of the action period.

We strongly recommend you to read carefully the e-report submission guide.

It is recommended to frequently save the information indicated, even if there is an automatic backup.

The following information cannot be changed:
- General information
- Contractual Data

In the technical report part, you are asked to provide the following elements for each project of the slate:
- A description of the project status (overview; current status of the project; development work undertaken);
- A list of outputs (including supporting documents/material), which must display the EU flag and to acknowledge the support received under the Creative Europe MEDIA programme. The logo can be downloaded from the Agency website (choose Creative Europe and then MEDIA);
- A description of the impact of the MEDIA support on the creative development, production/financing/research and marketing of the project.

There are also questions relating to the key performance indicators of the Creative Europe programme MEDIA:
- Number of full-time equivalent staff working on the project
- Number of new full-time equivalent staff working on the project
- Please describe what could be outlined as a best practice / success story in the field of artistic, business and technological innovation
- Has the Creative Europe support improved the market position of the beneficiary operator?
- Please indicate the number of European and international co-production and distribution partners reported at the end of the development phase of the supported project
- Is the project a co-production between production companies from different countries?

In addition, the final report includes a financial statement/final financial report including project expenditures and sources of finance and a consolidated Financial Report, showing the costs incurred for all of the projects together (no need to provide a detailed budget form for each project), and a final payment request.

Finally, you are asked to provide the Agency with an Independent Report of Factual Findings – Type I¹, which must be delivered by an independent and qualified external auditor.

These documents must be attached to the e-report.

3.2 Eligible costs and supporting documents to be kept

Please read carefully General condition n°19. Eligible costs of the action are costs actually incurred by the beneficiary which meet the following criteria:
- they are incurred in the eligibility period of the action (refer to Article 2), with the exception of costs relating to the request for payment of the balance and the Report of Factual Findings on the Final Financial Report – Type I;
- they are indicated in the estimated budget set out in Annex III of the Grant Decision;
- they are incurred in connection with the action as described in Annex I of the Grant Decision and are necessary for its implementation;
- they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and with the usual cost accounting practices of the beneficiary;
- they comply with the requirements of applicable tax and social legislation; and
- they are reasonable, justified, and comply with the principle of sound financial management, in particular regarding economy and efficiency.

There are two categories of costs: direct costs (General condition 19.2) and indirect costs (General condition 19.3):
- Direct costs of the action are those specific costs which are directly linked to the implementation of the action and can therefore be attributed directly to it. They may not include any indirect costs.
- Indirect costs of the action are those costs which are not specific costs directly linked to the implementation of the action and can therefore not be attributed directly to it. They may not include any costs identifiable or declared as eligible direct costs. Unless otherwise specified in Article 3 of the Grant Decision, eligible indirect costs shall be declared on the basis of a flat rate of 7% of the total eligible direct costs.

Keeping reliable and up-to-date accounting records is essential to demonstrate how the project used its financial resources. All direct costs must be supported by proofs, for example:
- Personnel costs: timesheets should be completed by each staff member showing the time spent on any specific project included in the Slate. The timesheet should be signed by the employee and his/her superior (time registration systems are also accepted). Payroll documentation (contracts, salary sheets) must also be retained.
- Travel and subsistence costs: original airline tickets or travel agent invoices and boarding passes, bus/train tickets and taxi receipts, hotel invoices. The name of the staff member and the project reference/title must be clearly identifiable.
- Option / Right fees: contracts and invoices supporting payments. Indicate the reference and the project on supporting documents/invoices.

3.3 Calculation of the final grant

In accordance with the terms of the General Condition n°25, the final MEDIA contribution will be limited to the amount mentioned in Article 3(a) of the Grant Decision. In addition the final MEDIA contribution shall be limited to the amount obtained in applying the percentage of support shown in Article 3(a) of the final eligible costs; as a consequence, if the final amount of eligible expenditure is less than the provisional amount, the Agency will reduce the amount of the foreseen final payment, or demand the partial or total repayment of the pre-financing.

As indicated in article 8 of the Grant Decision, budget transfers between budget categories are limited to 10% of the estimated eligible costs of the action.

As stipulated in article 10.2 of the Grant Decision, any conversion into euro of costs incurred in other currencies shall be made by the beneficiary at the monthly accounting rate established by the Commission and published on Inforeuro applicable to the month when the financial statement is drafted.

The Agency reserves the right to request the submission of any other documents judged necessary for the evaluation of the development of each project.

4. Amendments
We would draw your attention to the fact that all requests for amendments must be made no later than one month before the end of the action as indicated in Article 2.2 of the Grant Decision. In order to allow us to deal with your report in the most efficient way, we would ask that you keep your company data updated in the Funding & tender opportunities portal.

If any changes have occurred in the company details since the signature of the Decision/agreement, please modify the relevant data in your profile (legal name and/or status of the company, legal address).

Other amendments – extension of the eligibility period; changes in the budget breakdown, project substitution - shall be made in writing and has to be duly justified by the beneficiary. The beneficiary must also inform the Agency of any change of legal representative in writing.

We would draw your attention to the fact that all requests for amendments must be made no later than one month before the end of the action as indicated in Article 2.2 of the Grant Decision.

5. Audits

In accordance with the terms of the General Condition n°27, the Agency reserves the right to request an audit into the use of the MEDIA support, during a period of 5 years following the date of the final payment of support.

6. Other important information

6.1 Eligibility criteria

The eligibility criteria of the relevant Call for Proposals must be respected throughout the lifecycle of the support. This includes the rights to the project, the European nature of the beneficiary company, eligibility of the action i.e. the duration/length of the audiovisual work, 8 months rule regarding the entry into production of the work.

6.2 Visibility of the Creative Europe programme – MEDIA support

Finally, the beneficiary 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 the Creative Europe Programme - MEDIA of the European Union" and be accompanied by the Creative Europe - MEDIA logo and the European flag. The logo can be downloaded from the Agency website (choose Creative Europe and then MEDIA).

An animated logo is also available and beneficiaries are encouraged to use it.

6. Correspondence
All correspondence should be sent to

EACEA-MEDIA-DEV-MONITORING@ec.europa.eu

Please do not forget to inform us of major changes/events/milestones in the lifecycle of your project.