SUPPORT FOR DEVELOPMENT OF AUDIOVISUAL CONTENT - SLATE FUNDING 2018

F.A.Q. - Frequently Asked Questions – for Selected projects

Call for Proposals EACEA/23/2017

This document is intended to provide useful information to beneficiaries. It does not replace or overrule the conditions contained in the Grant Decision / Agreement. It applies only to the Call for Proposals as indicated above.

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1. When is the Final Report due?

According to your Grant Decision or Agreement the final report is due either:

- Two months after the end of the period of eligibility mentioned in the Article 2.2 of the Grant Decision or in the Article I.2.2 of the Grant Agreement, or;
- Two months after the 1st day of principle photography of the last project of the slate (the period of the action ends on the date of entry into production), whichever is sooner.

2. Where can we find the Final Report forms?

The final 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. What should we include in terms of updated development materials?
Please attach the last version of the script, a pilot, links to research material. If the project has been produced, a link to the produced project must be provided.

4. Is the legal representative authorised to give a proxy for the signature of the final report?
The legal representative as indicated in the Grant Decision/Agreement can give a proxy and should inform us personally in a scanned letter. This letter should mention the reference of the Grant Decision or Agreement as well as the name of the authorised person to sign. This letter should be signed by the legal representative and the authorised signatory.
In case of change of legal representative please see the amendment section below.

5. Audit certificate: our auditor has no stamp. What can we do?
Please provide a copy of his/her registration or membership in the relevant professional association of your country or a document / link with information about his/her professional qualification or business.

6. What are the rules in terms of visibility of the MEDIA support?
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. This includes a mention of the development support onscreen credits of the final produced project when applicable. 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.

7. What is the period of eligibility of costs?
The period of eligibility of costs is the period during which costs made for the development of the project are considered eligible. The foreseen costs must have been incurred during this period in order to be included and accepted in the final report.
The period of eligibility of costs is indicated in your Grant Decision in Article 2.2.

8. **We have entered into production with two of the films and the other projects are still in development. When is the final report due?**

If you have not entered into production for all films, then the final report is due at the latest two months after the end of the period of eligibility mentioned in the Grant Decision/Agreement.

Please note that in this case there are two ways to calculate the period of eligibility of costs, i.e. what costs to include in your final report.

a/ For the projects that entered into production, the eligibility period ends on the day of First Photography.
For these films, you can include costs incurred until the day of First photography.

b/ For the films that are still in Development, the end of the period of eligibility of costs is the one mentioned in the Grant Decision/Agreement.
So for those films, you can include costs incurred until then.

If your Slate includes a short film, the end of the eligibility period is when the production of the short film is finished.

9. **The acquisition of rights took place before the submission of the application. Are these costs eligible?**

If the global authors' rights contract has been signed before the starting date of the action, costs will only be eligible for work (e.g. development of the synopsis, treatment or screenplay) and related author's rights delivered, accepted and paid within the duration of the action.
They must however be indicated in the estimated budget in the Grant Decision/Agreement.

10. **Where can we find the official exchange rate and which month to refer to?**

The official exchange rate is available in InforEuro:
The month of reference is the month when the final report is drafted.

11. **The final budget is different from the estimated budget in the Decision. Do we have to send an explanation or a request for amendment in advance?**

The final budget can be different from the estimated budget and you do not need to send an explanation. A request of amendment is compulsory in some cases (see Amendments section below).

12. **Do we need to fill in one final budget for each project or do we need to sum the costs of all projects of the slate in one budget form?**

In your records you should fill in the individual budget of each project. However, when submitting the Final Report, you are required to send one total budget with the costs of all projects summed up, as well as one form with all Sources of finance. Please be reminded that records of all costs have to be kept, in case of an audit which can occur during a period of 5 years following the date of the final payment of support.

13. **Is it possible, in the final report, to make budget transfers between budget headings?**

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 of the Slate funding action (excluding the short film costs) specified in Annex I. Budget transfers to and from heading 4 are not allowed.
Example:  
Estimated eligible costs of the Slate (excluding the short film) = 150.000€  
(10% = 15.000€)  
Heading 1 (estimated budget) = 30.000€  
Heading 1 (final budget) = 30.000€ + 15.000€ = maximum 45.000€

14. What will be the distribution of expenditures in case of several co-producers who have incurred costs for the development of a project?  
Eligible costs are the ones borne by the beneficiary of the grant and recorded in its accounts.

15. How is the MEDIA award calculated?  
The Agency first checks the eligibility of the final costs and if:  
- Final eligible costs are equal to or higher than the estimated total eligible costs: the MEDIA award is the same as indicated in the Grant Decision/Agreement;  
- Final eligible costs are lower than the estimated budget: we recalculate the MEDIA award by applying the percentage specified in Annex I of the Grant Decision/Agreement to the actual eligible costs approved by the Agency.

Then the Agency checks the "Consolidated Budget" form:  
The final MEDIA contribution has to be divided between the projects in the slate. The award per project can be maximum 50% of the costs of the project, with a minimum of 10.000 € and a maximum of 60.000 € per project. If the sum of this calculation (in the form Consolidated budget) is lower than the amount calculated above, then this will be your final MEDIA award.

If your Slate includes a short film, please note that the costs relating to the short film are separated from the costs of the other projects of the Slate. If the final eligible costs of the short film are equal to or higher than the estimated total eligible costs for the short film, the MEDIA award will be the same as indicated in Annex I of the Grant Decision/Agreement. If the final eligible costs of the short film are lower than the estimated budget of the short film, we recalculate the MEDIA award by applying the percentage specified in Annex I of the Grant Decision/Agreement to the actual eligible costs approved by the Agency.

16. In case of a reduction of the MEDIA award, in the document "sources of finance", do we have to mention the original or the new calculated MEDIA award?  
You can indicate the new MEDIA award or the calculation of the reduction will be done by the Agency at payment stage. In any case, the total of the expenditure detailed budget and the total of sources of finance must be balanced.

17. Shall we attach any accounting documents, for example the list of invoices of the direct costs to the final report?  
You should not attach any invoices. However, you must keep reliable and up-to-date accounting records. All direct costs must be supported by proofs for example:  
- Personnel costs: timesheets for each staff member showing the time spent on the project, for which project. The timesheets should be signed by the employee and his/her superior. Payroll documentation must also be retained, as well as a clear explanation of how the daily rate was calculation for each staff.  
- 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 title of the project on supporting documents/invoices.

18. Are deferred rights eligible?
No, deferred rights (i.e. the agreement between producer and collaborators like writer, director, etc, that their fees – or part of their fees - will be compensated from the film's profits) are not eligible.

19. Could you please provide more information concerning Key performance indicators?
In order to measure the impact of the Creative Europe programme MEDIA, beneficiaries are asked to reply to the following questions:
- Number of full-time equivalent staff working on the project: A “full-time equivalent staff” is the ratio of the total number of days worked by the staff involved in the project during a given period divided by the number of working days in that period. For example: 3 persons are working 100 days during 1 year (220 days) = 300 days / 220 days = 1.36 full time equivalent staff

- Number of new full-time equivalent staff working on the project: This concerns the staff specifically hired for the project’s implementation, in addition to the regular staff of the company 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: please describe any best practice/innovation/success story during the development of the project. If you have nothing specific to mention, please indicate « non-applicable ».

- Has the Creative Europe support improved the market position of the beneficiary operator?: reply by yes or no.

- 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: indicate the total number of partners.

- Is the project a co-production between production companies from different countries?: reply by yes or no (it does not include national co-productions).

20. What is an interoperable standard identifier and where can I get it from?
An interoperable standard identifier is a unique identifier for audiovisual works and related versions, similar to ISBN for books.

It provides a unique, internationally recognized and permanent reference number for each audiovisual work and related versions throughout their entire life cycle from conception, to production, to distribution and consumption.

The most well-known identifiers are ISAN and EIDR:
http://www.isan.org/
https://eidr.org/
Having an ISAN/EIDR (or any other standard identifier) is mandatory before the submission of the final report.

For more information on how to get ISAN/EIDR, please refer to the websites mentioned above.

21. If I spend less on the short film, can I compensate with expenditure from the other projects of the Slate?

No, the costs relating to the short film are separated from the costs relating to the other projects of the Slate. If the final eligible costs of the short film are equal to or higher than the estimated total eligible costs for the short film, the MEDIA award will be the same as indicated in Annex I of the Grant Decision/Agreement. If the final eligible costs of the short film are lower than the estimated budget of the short film, we recalculate the MEDIA award by applying the percentage specified in Annex I of the Grant Decision/Agreement to the actual eligible costs approved by the Agency.

AMENDMENTS

Amendments through the participant portal:

22. The company has changed legal address, legal status, legal name or bank account? Should I communicate to you these changes?

These changes have to be introduced in the Participant Portal in your company file, called the Participant Identification Code (PIC). When you submitted your project application, you had to create this PIC and it was validated by our validation services before your Grant Decision/Agreement was issued. Please note that the changes can only be done by the person registered as LEAR (Legal Entity Appointed Representative).

In addition, for a change of legal address, you will be asked to upload a new Legal entity form and an official company registration document, showing the new address. Once the change has been validated by our validation services, the Agency will also send you a confirmation that the change has been taken into account.

If you need further support, please have a look at the IT manual or contact the IT helpdesk in case of technical issues.

If you have any question on the validation process, please refer to the Research Enquiry Service and Participant Validation webpage.

Amendments through official request to the Agency ONLY:

23. Who can make a request for amendment and when?

The following requests of amendment should be made in writing, by scanned letter signed by the legal representative as indicated in the Grant Decision/Agreement, at the latest 1 month before the end of the action:

- Change of legal representative
- Extension of the eligibility period
• Exchange of project
• Adjustment to the estimated budget (new sub-heading(s); transfer between headings)

24. We would like to request the adjustment of the estimated budget. What do we have to do?
If you wish to add new sub-heading(s) or if transfers between headings from the estimated budget to the final budget are more than 10% of the total estimated budget, you should provide:
- A motivated request of amendment with the new sub-heading(s) and the new amount(s).
- A revised estimated budget with the new sub-headings. Please note that the amount of the revised estimated total budget must remain the same as the original estimated budget.

25. We would like to substitute a project in a slate: how do we have to proceed?
It is possible to substitute one project but this request must duly motivated with detailed reasons and will be accepted only if all criteria are fulfilled (as at application stage) and the requested supporting documentation have been provided.
Please note in addition that the proposed project must be in active development and have clear and concrete development needs when the request is made.

Please contact the project officer in charge of your project (or contact EACEA-MEDIA-DEV-MONITORING@ec.europa.eu) to receive the necessary forms.

26. We have a Slate of 4 or 5 projects: what happens if we remove a project?
Yes, it is possible to remove one project from the Slate. However, a slate of projects shall comprise a minimum of 3 projects and a maximum of 5 projects.
Please note that none of the costs incurred for the project which is removed will be considered eligible.
You can reallocate the remaining budget to the other projects but beware that the maximum MEDIA grant per project is 60,000,00 € (and 50% of the costs). Therefore, for the 3 remaining projects, you can get maximum 180,000,00€.

In case your Slate includes a short film, it may not be removed.

27. We would like to extend the eligibility period?
The legal representative as indicated in the Grant Decision/Agreement should send a motivated request to the Agency explaining the reasons. The extension is for a fixed period of 6 months, not renewable.

28. We have changed legal representative?
A/ You have to provide:
- A request of amendment from the current or the new legal representative;
- A copy of an official document from the company register with the name of the new legal representative
- Full contact details of the legal representative.