CALL FOR PROPOSALS
EACEA/23/2014

HOW TO APPLY
Distribution Selective Scheme

STEP 1 – REGISTER / UPDATE YOUR COMPANY IN THE PARTICIPANT PORTAL

In order to submit an application, applicants must register their company in the Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal: https://ec.europa.eu/education/participants/portal

The tool also allows applicants to upload different documents related to their organisation. These documents have to be uploaded once and will not be requested again for subsequent applications by the same organisation.

The documents to be uploaded are:

1. The legal identification form duly signed by the person authorised to enter into legally binding commitments on behalf of the applicant (download: http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entitie_s_en.cfm
2. For private companies: extract from the official gazette/trade register, and certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required).
   For public entities: legal resolution or decision established in respect of the public company, or other official document established for the public-law entity.
3. A copy of the organisation’s legal statutes permitting to establish the European shareholding.

When the request exceeds 60,000€:

6. For commercial companies: Complete and certified annual accounts (balance sheet, profit and loss account and the annexes) for the 2 most recent years available
   For non-profit companies: Complete and certified annual accounts (balance sheet, profit and loss account and the annexes) for the most recent year available

At the end of the registration process you will receive the Participant Identification Code (PIC CODE). This code is unique for each company and will be requested in the application form.

If after your registration any information related to your company changes you must update your company details in the portal and upload the relevant new documents.

STEP 2 – ONLINE SUBMISSION

Applications must be submitted through an eForm (download: https://eacea.ec.europa.eu/PPMT/). Ensure that Adobe Reader 8.1.5 or higher is installed on your computer. On this webpage you will also find how to test the eForm and useful advice on the Adobe security settings.

The eForm must be saved on your computer (or local network drive) before you can start filling it in.
The following annexes are mandatory and must be attached to the e-form (they cannot exceed 5MB):

1. Coordinators
   - Declaration on the applicant's honour:
   - Financial plan of the film signed by the delegated producer of the film

Templates for the documents can be found at: https://eacea.ec.europa.eu/creative-europe/funding/distribution-selective-scheme-support-for-transnational-distribution-european-films-2015_en

2. Distributors:
   - Declaration on the applicant's honour

Template for the document can be found at: https://eacea.ec.europa.eu/creative-europe/funding/distribution-selective-scheme-support-for-transnational-distribution-european-films-2015_en

   - The distribution agreement for the territory applied for (complete copy, with annexes and without any deletion) with hand written statement "Copy certified as conforming to the original" signed by the statutory legal representative of the company

The applicants need to fill in and submit the e-Form by 12:00 on the relevant deadline (Midday, Brussels time). Please note that the system will shut down at 12:00 (noon, Brussels time) and that it will be impossible to submit an E-Form after that time. It is strongly recommended not to wait until the last minute. In case of technical problem, please see "Further Assistance" (Templates for the documents can be found at: https://eacea.ec.europa.eu/creative-europe/funding/distribution-selective-scheme-support-for-transnational-distribution-european-films-2015_en)

Any technical problems must be reported before the deadline time.

Before submitting the application ensure that the e-mail address of the contact person is correct as the submission confirmation will be sent to this address immediately after a successful electronic submission.

### STEP 3 – APPLICATION PACKAGE

Compulsory annexes that cannot be submitted online have to be sent to the Agency by post:

**Coordinators:**
- a copy of the film (DVD or any other format) for which support is sought
- for live-action children's' films: any material that can support the qualification of the film

**Distributors** (if applicable):
- if you are a new company: the curriculum vitae of the legal representative of the company and of the Head of Distribution (if they are not the same person).
- if you are joining a grouping that has already been selected at a previous session: a letter from the grouping’s coordinator acknowledging your participation to the grouping

The application package must be sent by registered mail or private courier no later than the submission deadline to the following address:

**Education, Audiovisual & Culture Executive Agency**
Creative Europe Programme
MEDIA Sub-programme – SELECTIVE SCHEME
A cover letter must indicate:

- the name of the company:
- PIC number:
- the country of distribution:
- the title of the film:
- the E-form confirmation number: