These FAQ apply to the Call for the Proposals as indicated above. This document is not contractual.

GENERAL QUESTIONS

1. Who may I contact for getting advice when drafting my application?
2. Does MEDIA Sub-programme support training actions for students / recent graduates?
3. Does MEDIA Sub-programme support official education programmes?
4. Should I apply for support for a European or for an International action?
5. How many applications can one entity / grouping of entities submit?
6. Is there a min/max amount of budget per project?
7. Can a European action take place outside MEDIA Sub-programme participating countries?
8. Which documents must be submitted together with the application?

GUIDELINES

5.2. Eligible countries:
9. Which countries participate in the MEDIA Sub-programme?

5.4. Eligible target group:
10. Which are the criteria applied for checking the eligibility of participants?
11. Can nationals from countries not participating in the MEDIA Sub-programme participate in its training supported actions?

Period of the action / eligibility of costs:

12. Within which timeframe my training action must be implemented?

9.1 Contractual provisions and payment procedures:

13. Is there a possibility to apply also for 1-year agreement or is it only meant for FPA 2-year agreements?

14. The 2 year Partnership agreement means that these 2 years are split into two distinct training programmes /courses (2014/15- 2015/2016) or is the same training programme / course divides into two years?

Eligible costs:

15. Costs for team members or people external to the team but who are working on specific tasks must be claimed under Personnel costs and elsewhere?

16. Travel costs for non-EU participants are eligible under the same rules as MEDIA participants? Even if plane tickets from non-EU countries are much more expensive than a train ticket from EU countries?

17. What is the market average for daily allowances for experts, teachers, etc?

ONLINE SUBMISSION (E-FORMS)

18. When do I have to submit my application?

19. What happens if the reception time of my application (as appears in the online submission tool) is 12:01?

20. I have some problems when submitting my application online, who may I contact?

21. Do I need to send a paper copy of the application?

22. I did not receive any Acknowledgement of receipt following the submission of my application, why?

23. In the eForm it is stated that Annex I – the description of the programme should have maximum 40.000 characters. For complex actions (i.e. multi-activity actions), it seems a very limited space. Is there any possibility of increasing this space?

APPLICATION FORM

Annex I – Description of the action:

24. Which is the difference between action and activity?
25. Which is the difference between activity and eligibility period?
26. What is a multi-beneficiary agreement?
27. Is it mandatory to build a partnership with other entities in the other countries?
28. Must co-beneficiaries provide a Declaration by financial partners?
29. For those non project based programmes, is the List of results mandatory?

**Annex II – Estimated budget:**

30. I cannot add any row to the budget template, what can I do?
31. I would like to provide further detailed explanation on the estimated costs but the set space is quite limited.
32. Which is the difference between a mono and a multi-activity budget?
GENERAL QUESTIONS

1. Who may I contact for getting advice when drafting my application?

First of all, applicants are encouraged to read carefully the documents of the Call for proposals and, in particular, the Guidelines regarding eligibility criteria.

For any doubt, regarding content or administrative issues, applicants are invited to contact, in first place, their local Creative Europe Desks. Creative Europe Desks may also help applicants to identify any possible partner in their geographical area of interest.

Otherwise, applicants can also contact the Training team within the EACEA: EACEA-MEDIA-TRAINING@ec.europa.eu

Applicants are also invited to have a look to the annual MEDIA Training and Networks Guide which contains information on the training actions supported by MEDIA Sub-programme every year.

2. Does MEDIA Sub-programme support training actions for students / recent graduates?

MEDIA Sub-programme supports continuous training for professionals (not students). If you target continuous training for professionals (at any stage of professional career: junior, intermediate, senior), and if your application fulfils the objectives and criteria of the Call, then you can apply.

3. Does MEDIA Sub-programme support official education programmes?

If your application is an official training course (i.e. Master degree) certified by your national authorities, then you should seek for support within other EU programme (i.e. Erasmus+ programme: http://eacea.ec.europa.eu/erasmus-plus_en).

4. Should I apply for support for a European or for an International action?

You must submit ONE application per category of action (European or International).

Both categories of actions aim at training and increasing the skills and networking capabilities among professionals in the audio-visual sector.

- If your training action aims at professionals (EU¹ and not EU) from the audio-visual sector to operate mainly in Europe, you must apply for a European action.

- If your training action aims mainly at EU professionals who wish to operate at international level, you must apply for an International action. Your action must target a specific geographical area and you must justify its potential regarding business possibilities. The training action must provide participants all suitable tools to enable them to access the targeted international market.

5. How many applications can one entity / grouping of entities submit?

There is not a fixed limit. In view of administrative simplification we encourage the submission of multi-activity proposals. Anyhow, please keep in mind:

- One application = one budget = one requested grant

¹ EU refers to nationals coming from countries participating in the MEDIA Sub-programme
Each application must be coherent in terms of field of activity, subjects and target group.

One application per category of action: European vs. International actions (different level of co-financing)

6. Is there a min/max amount of budget per project?

No. The only limit is the co-funding rate on the total budget:

- European actions: up to 60% of total costs
- International actions: up to 80% of total costs

7. Can a European action take place outside MEDIA Sub-programme participating countries?

Yes, but the choice of the location must be duly justified and in line with the proposed action plan.

8. Which documents must be submitted together with the application?

<table>
<thead>
<tr>
<th>Documents</th>
<th>Assessed criteria</th>
<th>Eligibility</th>
<th>Exclusion</th>
<th>Selection</th>
<th>Where submit them</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Operational capacity</td>
<td>Financial capacity</td>
<td></td>
</tr>
<tr>
<td>A. For all grants</td>
<td>Legal entity form + legal supporting documents</td>
<td>X</td>
<td></td>
<td></td>
<td>Participant Portal</td>
</tr>
<tr>
<td></td>
<td>Application form* + budget</td>
<td>X</td>
<td></td>
<td></td>
<td>To be downloaded from CREATIVE EUROPE website*</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>To be attached to e-Form</td>
</tr>
<tr>
<td></td>
<td>Audit report*</td>
<td></td>
<td></td>
<td>X</td>
<td>Participant Portal</td>
</tr>
<tr>
<td>B. For grants &gt; 60,000 €</td>
<td>Declaration on applicant’s honour</td>
<td>X</td>
<td></td>
<td>X</td>
<td>Annex 3 application form (to be attached to e-Form)</td>
</tr>
<tr>
<td></td>
<td>Summary of activities over last 2 years</td>
<td></td>
<td>X</td>
<td></td>
<td>e-Form</td>
</tr>
<tr>
<td></td>
<td>Financial capacity form + financial statements*</td>
<td></td>
<td></td>
<td>X</td>
<td>Participant Portal</td>
</tr>
<tr>
<td>C. For grants &lt; / = 60,000 €</td>
<td>Declaration on applicant’s honour</td>
<td></td>
<td></td>
<td>X</td>
<td>Annex 3 application form (to be attached to e-Form)</td>
</tr>
</tbody>
</table>

* Annex 1 with its 3 attachments (course timetable, declaration of financial partners and list of results)
* [http://ec.europa.eu/culture/media/fundings/creative-europe/call_2_en.htm](http://ec.europa.eu/culture/media/fundings/creative-europe/call_2_en.htm)
* As the Call for proposals EAC/S23/2013 refers only to Framework Partnership agreements, the audit report must be submitted in all cases
* For commercial companies: complete annual accounts (balance sheet, profit and loss accounts and the annexes) for the 2 most recent years available. For non-profit companies: complete annual accounts (balance sheet, profit and loss accounts and the annexes) for the most recent year available. Public law bodies are exempted from financial capacity check and therefore, they do not have to submit any financial statement.
5.2. Eligible countries:

9. Which countries participate in the MEDIA Sub-programme?

The list of non-EU countries that are likely to fulﬁl the conditions in time to be eligible for the current calls for proposals is regularly updated in our website:


The final selection of projects from these countries is dependent on the conclusion of an Agreement with the European Commission before the award decisions for the projects.

5.4. Eligible target group:

10. Which are the criteria applied for checking the eligibility of participants?

The criteria taken into account is the nationality (as it appears in the national ID and passport) regardless the place of residency.

11. Can nationals from countries not participating in the MEDIA Sub-programme participate in its training supported actions?

Any professional from the audio-visual industry is eligible, regardless the nationality, with the following limits:

- European actions: nationals from countries not participating in the MEDIA Sub-programme are eligible up to 20% of total participants
- International actions: nationals from countries not participating in the MEDIA Sub-programme are eligible up to 50% of total participants

MEDIA Sub-programme supported training actions are open to nationals from countries not participating in the sub-programme beyond the set limits. In those cases, these participants are not considered as eligible by MEDIA Sub-programme and, therefore, their related costs cannot be claimed in the MEDIA budget.

Period of the action / eligibility of costs:

12. Within which timeframe my training action must be implemented?

<table>
<thead>
<tr>
<th>Year of partnership</th>
<th>Estimate signature agreement</th>
<th>Start of the action</th>
<th>End of the action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st year</td>
<td>Last quarter 2014</td>
<td>Between 01/09/2014 and 30/06/2015</td>
<td>12 months after start of the action</td>
</tr>
<tr>
<td>2nd year</td>
<td>Last quarter 2015</td>
<td>Between 01/09/2015 and 30/06/2016</td>
<td>12 months after start of the action</td>
</tr>
</tbody>
</table>
Some examples of timeframes:

<table>
<thead>
<tr>
<th>Year of partnership</th>
<th>Start of action</th>
<th>End of action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>01/09/2014</strong></td>
<td><strong>31/08/2015</strong></td>
</tr>
<tr>
<td></td>
<td>(earliest start date)</td>
<td>(earliest end date)</td>
</tr>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; year</td>
<td><strong>01/01/2015</strong></td>
<td><strong>31/12/2015</strong></td>
</tr>
<tr>
<td></td>
<td><strong>30/06/2015</strong></td>
<td><strong>29/06/2016</strong> (latest end date)</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; year</td>
<td><strong>01/09/2015</strong></td>
<td><strong>31/08/2016</strong></td>
</tr>
<tr>
<td></td>
<td>(earliest start date)</td>
<td>(earliest end date)</td>
</tr>
<tr>
<td></td>
<td><strong>01/01/2016</strong></td>
<td><strong>31/12/2016</strong></td>
</tr>
<tr>
<td></td>
<td><strong>30/06/2016</strong></td>
<td><strong>29/06/2017</strong> (latest end date)</td>
</tr>
</tbody>
</table>

The maximum period of an action is 12 months but a lower period (in line with the duration of the training activities) is possible.

### 9.1 Contractual provisions and payment procedures

**13. Is there a possibility to apply also for 1-year agreement or is it only meant for FPA 2-year agreements?**

No. The current Call for Proposals is for applying for a Framework Partnership agreement of 2 years, so it is not possible to apply for funding for only 1 year.

This means that there will not be a new Call for Proposals in 2015 for funding of training activities to be carried out in 2016 (already covered by the current Call for Proposals).

**14. The 2 year Partnership agreement means that these 2 years are split into two distinct training programmes /courses (2014/15- 2015/2016) or is the same training programme / course divides into two years?**

Applicants selected for funding will be awarded with a Framework Partnership agreement for two years. The supported action must have duration of 12 months in any case. Within this Framework Partnership agreement, the beneficiary must submit, every year, an updated action plan. Therefore, for the coming deadline (23 May 2014), applicants must submit a Global Action plan for the two years and an action plan and budget for the 1st year of the action.

**Eligible costs:**

**15. Costs for team members or people external to the team but who are working on specific tasks must be claimed under Personnel costs and elsewhere?**

Costs regarding staff involved in the action implementation can be claimed under personnel if there is an agreement and all tax/social security costs are duly fulfilled.

**16. Travel costs for non-EU participants are eligible under the same rules as MEDIA participants? Even if plane tickets from non-EU countries are much more expensive than a train ticket from EU countries?**
Rules regarding eligibility of costs are applied equally regarding EU and non EU participants. In case of plane tickets, only economy class tickets are eligible independently of the place of origin/destination.

17. What is the market average for daily allowances for experts, teachers, etc?

There are no fixed rates regarding market prices. The cost-effectiveness of the estimated budget is one of the criteria assessed in the evaluation of the proposals. It is this fully up to the applicant to estimate these costs and what they think what is reasonable.

The only limits regarding eligible costs concerns:
- Personnel costs: Costs cannot exceed 25% of total eligible costs
- Subsistence costs: See applicable rules in page 16 of the Guidelines
- Travel costs: See applicable rules in page 15 and 16 of the Guidelines
- Indirect costs: Costs cannot exceed 7% of eligible direct costs

**ONLINE SUBMISSION (E-FORMS)**

18. When do I have to submit my application?

As soon as your application is ready!! In order to avoid last minute unforeseen circumstances, we strongly recommend not waiting until last minute for the submission of the application.

Anyhow, applications have to be submitted by May 23\(^{rd}\), at **12:00** (Midday, **Brussels time**) by the latest.

19. What happens if the reception time of my application (as appears in the online submission tool) is 12:01?

According to the eligibility criteria set in the Call Guidelines, your application has been submitted out of deadline and therefore, it will be considered as ineligible and excluded from the next phase of the process (evaluation).

It is recommended in case of technical (IT) problems, to organise an evidence (i.e. print screen) giving proof of the problem as well as that the submission sent on time (before 12:00 on May 23\(^{rd}\)).

Your application is duly submitted once you receive your submission number.

20. I have some problems when submitting my application online, who may I contact?

In case of IT problems, applicants must address their requests to the Helpdesk:

**Helpdesk e-mail address:** eacea-helpdesk@ec.europa.eu
**HelpDesk phone:** +32 2 299 0705
21. Do I need to send a paper copy of the application?

NO. The submission of the application is STRICTLY online and no application package has to be sent to the Agency by post. You can attach electronically any suitable supporting document to the application form6.

22. I did not receive any Acknowledgement of receipt following the submission of my application, why?

It is very important that, when filling the eForm, you encode correctly a valid contact e-mail address7 for any communication regarding your application.

23. In the eForm it is stated that Annex I – the description of the programme should have maximum 40,000 characters. For complex actions (i.e. multi-activity actions), it seems a very limited space. Is there any possibility of increasing this space?

In the eForm8 it is stated that Annex I – the description of the programme- should have maximum 40,000 characters. The 40,000 characters reference is actually an indication. The only real limit is 5MB for the whole application.

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**APPLICATION FORM**

**Annex I – Description of the action**

24. Which is the difference between action and activity?

Action is the proposed training programme for which the applicant requests funding for a set period (action = eligibility period). One action can have one training activity (mono-activity budget) or several training activities (multi-activity budget).

25. Which is the difference between activity and eligibility period?

The eligibility period refers to the period within all the costs are incurred (including preparation and dissemination). Activity duration refers to the training activity(ies).

26. What is a multi-beneficiary agreement?

In view of administrative simplification and facilitating synergies between training providers, we facilitate the submission of proposals by a grouping of entities:

- One of the partners must be appointed as Co-ordinator
- Co-beneficiaries must fulfil the same eligibility and selection criteria as the Co-ordinator9
- Co-beneficiaries can directly claim costs in the budget

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6 Please see section *Useful information*, page 3 Annex I
7 Section A.2: Person responsible for the management of the application (contact person)
8 Page 9
9 They must registered themselves in the Participant Portal (PIC number); they must be European entities established in one of the countries participating to the MEDIA Sub-programme and owned directly or by majority participation, by nationals from such countries; if applicable, they must submit the requested financial statements for verification of financial capacity
27. Is it mandatory to build a partnership with other entities in the other countries?

It is not mandatory to build a partnership in order to apply for MEDIA Sub-programme funding. Anyhow, the building of pan European partnerships is a criteria assessed during the evaluation phase as it reinforces the EU added value and the structuring effect of the training actions.

28. Must co-beneficiaries provide a Declaration by financial partners?\(^{10}\)

Any contribution in cash\(^{11}\) by third parties and by co-beneficiaries must be supported by the corresponding Declaration by financial partners and stated in the estimated financing plan.

29. For those non project based programmes, is the List of results\(^{12}\) mandatory?

In those cases, applicants should provide some feedback on the results or impact on the alumni professional career after having participated in the training action (i.e. surveys). The applicants can attach this information to the application form in a separate document, regardless the given List of results template.

**Annex II – Estimated budget:**

30. I cannot add any row to the budget template, what can I do?

No extra rows can be added as the template is secured. Applicants must provide all the necessary information in the set rows.

31. I would like to provide further detailed explanation on the estimated costs but the set space is quite limited.

No Note to the Budget\(^{13}\) is foreseen as it has been replaced by the Detailed Budget. Any forecast costs and their explanation must fit into the blue cells. Anyhow, if you consider that certain items should be explained more thoroughly, you can add a supplementary sheet to the worksheet (free format). This detailed explanation must be complementary and not repetitive from the information provided in the detailed budget.

32. Which is the difference between a mono and a multi-activity budget?

The distinction between mono and multi activity budget concerns one single training action. One action may consist in only one activity or several activities.

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\(^{10}\) Attachment n° 2

\(^{11}\) Contributions in kind are not eligible. If provided by third parties, they must not be taken into account for the calculation of total incomes / costs

\(^{12}\) Attachment n° 3

\(^{13}\) The information on page 14 of the Guidelines is not correct: “A budget and the note on the budget for the whole Action”. The mention to the note on the budget must be disregarded.