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. What is the lump sum funding support?
Lump sum funding support means that the MEDIA contribution is a fixed amount based on the genre of the project, i.e. whether it is a fiction, documentary or animation.
In the project proposal, applicants had to present a detailed budget coherent with the project activities, and this aspect was assessed during the selection process.
However, at final report stage, a detailed budget of actual expenditures is not requested. Beneficiaries have to show that the project has advanced in terms of artistic creative development and financial and marketing research.
Financial data - final (or estimated) total development costs and final (or estimated) total production costs (including development) – are requested for statistical reasons only.

2. When is the final technical report due?
The final report is due either:
- Two months after the end of the action 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 (the period of the action ends on the date of entry into production), whichever is sooner.
Please note that the first day of principal photography of the submitted project must not have occurred less than 8 months from the date of your application (otherwise the project will be considered as ineligible).

3. Where can we find the final technical report templates?
Please make sure that you download the forms corresponding to your Call for proposals and scheme.

4. Can we send the final technical report by e-mail?
Yes you can scan all the documents dated and signed by the legal representative as indicated in the Grand Decision/Agreement (the payment request letter, the declaration on honour, the final technical report) and send it by e-mail to EACEA-MEDIA-DEV-MONITORING@ec.europa.eu or to the project officer you are in contact with.

5. Is the legal representative authorised to give a proxy for the signature of the final report?
The legal representative as indicated in the Grand 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.

6. What is the exact amount to justify in the MEDIA final report? The total budget, the lump sum granted or just the first instalment?
No expenditure has to be justified in the framework of lump sums. The delivery outputs will determine the final grant amount as indicated in the Article 9.5 of the Grant Decision or Article I.9.5 of the Grant Agreement.
7. How will my final technical report be assessed? Do I have to send the artistic material or any other supporting documents?
The Agency will carefully check if the project has advanced in terms of:

- Artistic creative development outputs: updated script (or equivalent); new research material (such as visuals,...); list of key artistic crew/casting confirmed
- Financing and marketing research outputs: new marketing items, proof of participation to markets, forums, training initiatives; new distribution contracts and/or statements of interest by distributors

All relevant documents to support the outputs listed in the report must be kept by the beneficiary, and be provided upon request from the Agency. They shall not be sent together with the final technical report to the Agency.

However, beneficiaries are asked to complete the narrative report carefully and provide specific information, examples or links, to illustrate the development of the project.

8. 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. The logo can be downloaded from the Agency website: https://eacea.ec.europa.eu/about-eacea/visual-identity_en

AMENDMENTS

Amendments through the participant portal ONLY:

9. The company has changed legal address, legal status and legal name? Should I communicate to you these changes?
The change of company legal address (and legal name once it has been officially modified) has to be introduced in the EACEA/EAC participants’ 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 Agreement was issued.

The EACEA/EAC participants' portal is accessible under https://ec.europa.eu/education/participants/portal/desktop/en/home.html

Please note that the changes can only be done by the person registered as LEAR (Legal Entity Appointed Representative).

In addition, you will be asked to upload a new Legal entity form and an official company registration document, showing the modification.

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 encounter any technical problem, please contact EC-GMSS-EDUCATION-SUPPORT@EC.EUROPA.EU

Amendments through official request to the Agency ONLY:
10. Who can make a request for amendment and when?
   All requests of amendment should be made in writing, by scanned letter duly signed by the legal representative as indicated in the Grand Decision/Agreement, at least 1 month before the end of the action.

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

12. We would like to make some changes in our budget: what do we have to do?
You do not need to inform us as you have been awarded a lump sum for a single project for which no financial reporting is required.

13. We have changed bank account. What shall we do?
You should provide:
- A request of amendment signed by the legal representative as indicated in the Grand Decision/Agreement;
- New bank account form: please join a bank statement with the IBAN on it (or stamp and signature from the bank). You can download the bank identification form here:
  
  http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm

Please note that amendment for change of bank account can be done at any time, even after the end of the action period. However to avoid any fund return, the amendment for change of bank account should be done before the submission of your final report.

14. We have changed legal representative?
You should 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