DISTRIBUTION

SELECTIVE SCHEME

SELECTED PROJECTS – MONITORING

F.A.Q. - Frequently Asked Questions

Call for Proposals EACEA/13/2015
ROUND 1 & ROUND 2

These FAQ's apply to the Call for Proposals and rounds as indicated above. Please check that you refer to the correct Call for Proposals and use the respective forms.

*To check the Call for Proposals:
The Call for Proposals under which your Grant Decision/Grant Agreement has been issued is mentioned on the 1st page of your Grant Decision/Grant Agreement.

IMPORTANT:
In the Selective Scheme, we are not only issuing Grant Agreements but also Grant Decisions. Grant Decisions are issued to beneficiaries in all member states of the EU and are only signed by the EACEA. Grant Agreements are concluded with beneficiaries in other eligible countries and are signed by both parties.
In these FAQ's, you will see references to both Grant Decisions and Grant Agreements.

*To check the Round:
Grant Decision/Grant Agreement nº: 2016-2851 / 001 – 001 – 387468-CREA-1-2016-1-NL-MED-DISTSEL (stated on 1st page of your Grant Decision/Grant Agreement)

*To check if it is a single or a consolidated Grant Decision/Grant Agreement:
If it is a single Grant Decision/Grant Agreement, the action will have the title of the awarded project/film (1st page of your Grant Decision/Grant Agreement).
In the case of multiple small awards for a single beneficiary, we consolidate the grant into a unique action. In this case, the title of the action will be "Package nº___", and the list of awarded projects/films will be enclosed with the Grant Decision/Grant Agreement (Annex I).

All reporting for this call will be done by e-form.
For information on how to proceed, please refer to the beneficiaries' space on the Creative Europe website and follow the instructions:
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## General Questions

### 1. When will I receive the grant?

There are different possibilities regarding the pre-financing payment, described below. To verify which condition your payments depend upon, please always check Art. 4.1 of the Grant Decision / Art. I.4.1 of your Grant Agreement:

- **a)** You receive the pre-financing payment – **50%** of the forecast award – *upon the notification of the Grant Decision / upon entry into force of the Grant Agreement*. You receive the **second instalment** of the grant **upon acceptance by the EACEA (the "Agency") of the Final Report and the other contractual documents** (of all films in the package in case of a consolidated Grant Decision / Grant Agreement).

- **b)** You receive the pre-financing payment – **50%** of the forecast award – *upon acceptance by the Agency of all the Release Reports and the other contractual documents* of all films in the package. You receive the **second instalment** of the grant **upon acceptance by the Agency of the Final Report and the other contractual documents** (of all films in the package in case of a consolidated Grant Decision / Grant Agreement).

- **c)** You do not receive a pre-financing payment, but only a **final payment** *upon acceptance by the Agency of all the Release Reports, the Final Report and the other contractual documents* (of all films in the package in case of a consolidated Grant Decision / Grant Agreement).

### 2. What is the period of the Action?

The action shall run from the date of application or (for consolidated contracts) the date of first application in the package ("the starting date of the Action") and shall end 18 months after the deadline of the first or second round. This means that the date of first theatrical release of the film in the territory must take place within these two dates (see also FAQ nº 6).

### 3. When and how can I request an extension of the Action period?

You should inform us as soon as you know that you cannot release the film within the period of the action mentioned in the Grant Decision in Art. 2.2 / in the Grant Agreement in Art. I.2.2. Please send us as soon as possible and at the latest **1 month before the end of the period of the action**, a **written request**, justifying the **reasons** for this extension. This request has to be signed by the authorized signatory of the company (see Art. 6.2 of the Guidelines).

After evaluation of your request and if accepted, a **maximum extension of 6 additional months** to the period of the action will be given. EACEA will then issue an amendment to the Grant Decision/Grant Agreement with the new dates of the Action period.
Example:
Grant Decision Art. 2.2/ Grant Agreement Art. I.2.2: "The action shall run as of 01/12/2015 ("the starting date of the action") and shall end on 01/06/2017. This means that the date of first theatrical release of the film in the territory must take place within these two dates."

=> Consequently:
For example – Round 1
- You have to send your request in writing at the latest by 01/05/2017

- The new latest release date will be: 01/06/2017 + 6 months = 01/12/2017

- The new action period will be: 01/12/2015 – 01/12/2017.
### Release Report

4. Where can I find the Release Report form?

The Release Report has to be completed and submitted using the eReports from the Research and Innovation Participant Portal (http://ec.europa.eu/research/participants/portal/desktop/en/home.html).

**IMPORTANT:** In the eReports system, the Release Report is called Interim Report.

We strongly recommend to carefully read the user guide "how to complete and submit a project report using e-Reports" (http://eacea.ec.europa.eu/creative-europe/beneficiaries-space/distribution-selective-scheme-support-for-transnational-distribution-european-films-2017_en)

5. When do I have to submit the Release/Interim Report?

- **For single Grant Decisions/Grant Agreements:**

  The Release/Interim Report is due within 1 month after the date of first theatrical release of the film in the territory. It can be sent as soon as you have the release results of the first week of release, in order to fill in the requested information.

- **For consolidated Grant Decisions/Grant Agreements:**

  When you have a consolidated contract with several films in a package, for each film we request you to fill in a Release/Interim Report within 1 month of the release of the film.

**IMPORTANT:** only click the Submit button when you have filled in all Release/Interim Reports of all films in the package and uploaded all attachments. This closes the Release/Interim Report and transfers all info definitively in our database. If you hit the Submit button before you have filled out all Release/Interim Reports, you lock the report and we have to ask our helpdesk to reopen it, in order for you to fill out the other films.

However, when you, on your side, fill in the data in the Release/Interim Report form and then save, we, on our side, are able to see what you filled out. So, please do so for every film, as contractually required, it allows us to have a better follow-up of the projects.
6. Which date is considered as the date of "first theatrical release"?

The date of "first theatrical release" of a film is the official release date, i.e. the date in which the film was theatrically released for commercial purposes in the territory.

The date of first theatrical release of the film, also for consolidated Grant Decisions/Grant Agreements, must take place from the date of application until 18 months after the deadline of the specific round ("period of the Action", see also FAQ nº 2):

**ROUND 1**: the film can be released from the date of submission of the application, and at the earliest on 1st October 2015, until 1st June 2017.

**ROUND 2**: the film can be released from the date of submission of the application and at the earliest on 14th April 2016, until 14th December 2017.

7. Can a special screening or a screening in a festival be considered as "first theatrical release" date?

No, screenings during a film festival, avant – premières or special / private / press screenings cannot be considered as the first theatrical release of a film.

8. What should I write in the tab "Budget"/"Costs" of the Release/Interim Report?

In the tab "Budget", "Costs" are not related to the total "Distribution Costs", but they should correspond exactly to "Income".

**Example:**
Estimated number of screens in France: 35
Forecast award: 45.700,00 €

Final eligible screens in first week: 20
Final award declared: 35.700,00 €

- **Costs:**
  - Distribution Costs - Contractual: 45.700,00 €
  - Distribution Costs - Declared: 35.700,00 €

- **Income:**
  - EU grant requested - Contractual: 45.700 €
  - EU grant requested - Declared: 35.700,00 €

9. Should I submit other documents together with the Release/Interim Report?

Yes, when you submit the Release/Interim Report using the eReport, you have to attach an electronic version of the poster of the film(s) and, optionally, a selection of promotion/advertising material.
10. Where can I find the Final Report form?

The Final Report - as well as the embedded Activity Reports in case of consolidated projects only - has to be completed and submitted using the eReports from the Research and Innovation Participant Portal (http://ec.europa.eu/research/participants/portal/desktop/en/home.html).


11. When do I have to submit the Final Report?

- **For single Grant Decisions/Grant Agreements:**
  
The Final Report – accompanied by the most recent Royalty statement and the Final Payment Request – is due at the latest 8 months after the date of first theatrical release.

  Example:  
  
  Date of first theatrical release: 01/10/2016  
  => Final Report due by (latest): 01/06/2017

- **For consolidated Grant Decisions/Grant Agreements:**

  You can submit the Final Report – accompanied by the most recent Royalty statement of each film and the Final Payment Request – only when all projects in the package have been completed. The Final Report is due at the latest 8 months after the date of first theatrical release of the last released film in the package.

  Example for a package of 3 films:

  
  Effective date of theatrical release of film 1: 06/08/2016  
  Effective date of theatrical release of film 2: **04/03/2017**  
  Effective date of theatrical release of film 3: 11/02/2016  
  => Final Report due by (latest): **04/11/2017**

**IMPORTANT:** Just like for the Release/Interim Reports (see also FAQ nº 5), you can already start filling in and saving data for individual films, but only press the "Submit" button when all the reports for all the films are filled in and all the attachments are uploaded (and after you submitted the Release/Interim Reports).
12. What is an "eligible screen"?

To be eligible, cinemas must show the film minimum 5 times during the peak week/widest point of release (except for children films - live-action and animation for less than 12 years old - which have to be presented a minimum of 3 times during the first week of release), as part of a commercial release that is advertised as such in the cinemas' listings and where a normal ticket price is paid. Special events are therefore excluded.

A maximum of one screen per cinema can be declared.

13. What is the "Peak Week"?

The Peak Week, or the widest point of release is the period of 7 consecutive days where the most screens are reached in the territory. Please see FAQ nº 12 for consulting the minimum number of screenings per cinema/screen, for this to be considered eligible.

14. The final number of screens is different from the forecast number of screens in the Grant Decision/Grant Agreement. Does this affect my MEDIA award?

The MEDIA award can never be higher than the amount specified in the Grant Decision (Art. 3) / Grant Agreement (Art. I.3).

In the event of non-execution or clearly inadequate execution of the action, the final grant will be reduced according to the lump sum table (see page 11 of these FAQ's) as specified in the guidelines to Call for Proposals EACEA/19/2016, and where applicable, you will be required to reimburse any excess amounts paid by the Agency in the form of pre-financing. (Art.9.6 of the Grant Decision/ Art I.9.6 of the Grant Agreement)

Example:
Estimated number of screens in France: 35
Forecast award: 45.700,00 €

- Overspending:
  Final number of screens (approved): 45
  => Final MEDIA award: 45.700,00 € (= maximum amount)

- Underspending:
  Final number of screens (approved): 20
  => Final MEDIA award: 35.700,00 € (=maximum amount according to the lump sum table)
15. What should I write in the tab "Budget"/"Costs" of the Final Report?

In the tab "Budget", "Costs" are not related to the total "Distribution Costs" stated under the tab "Activity Reports"/"Information on the release", but they should correspond exactly to "Income".

**Example:**
Estimated number of screens in France: 35
Forecast award: 45.700,00 €

Final eligible screens in first week: 20
Final award declared: 35.700,00 €

- **Costs:**
  - Distribution Costs - Contractual: **45.700,00 €**
  - Distribution Costs - Declared: **35.700,00 €**

- **Income:**
  - EU grant requested - Contractual: **45.700 €**
  - EU grant requested - Declared: **35.700,00 €**

16. Should I submit other documents together with the Final Report?

Yes, at the time of the submission of the Final Report, you have to attach the following documents:

- The most recent **Royalty Statement** (one for each film if it is a consolidated Grant Decision/Grant Agreement) (see FAQ nº 17)
- The completed and signed **Final Payment Request** (see FAQ nº 18)

17. What is the Royalty Statement? Is there any template?

The Royalty Statement is the document that the distributor sends to the licensor of the distribution agreement (usually the Sales Agent), to report on the total current income and expenses of the film, for each category of granted rights, stating what is due to each party. This happens usually first on a monthly basis after the release and later on a quarterly basis.

EACEA does not provide a specific form for this document, it depends on the model each company uses.
### 18. What is the Final Payment Request? Where can I find it?

The Final Payment Request is a **form to be filled in and signed by the Legal Representative or the authorised signatory of the company.**


### 19. Which kind of document should I provide in case of further analysis of the Final Report?

If the project is selected for a further analysis of the Final Report, EACEA will request evidence in order to substantiate the declaration of the distributors (according to the permanent Guidelines to the selective scheme for call EACEA/19/2016, p 16).

Evidences such as **box-office reports, screening reports, cinema invoices, cinema listings, Comscore reports, Cinetel reports, MACCS reports are accepted** if it clearly proves the number of screenings by screen (=cinema) during the **first week of theatrical release.**

It is advised that distributors have this evidence available in case of verification or audit.
The Lump Sum Table

The lump sum requested is set according to the country and the size of the release that is quantified on the basis of the maximum number of eligible screens covered on the peak week of release:

<table>
<thead>
<tr>
<th>Countries</th>
<th>A (1-2) screens</th>
<th>B (3-7) screens</th>
<th>C (8+) screens</th>
<th>D (15+) screens</th>
<th>E (25+) screens</th>
<th>F (40+) screens</th>
<th>G (60+) screens</th>
<th>H (100+) screens</th>
<th>I (200+) screens</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Bulgaria, Croatia, Estonia, Ireland, Iceland, Lithuania, Luxembourg, Latvia, Romania, Slovenia, Slovakia, other countries¹</td>
<td>3.000€</td>
<td>5.300€</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>8.700€</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Czech Republic, Denmark, Finland, Greece, Hungary, Norway, Portugal, Sweden</td>
<td>4.500€</td>
<td>8.800€</td>
<td>15.500€</td>
<td>21.300€</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>31.600€</td>
</tr>
<tr>
<td>3 Austria, Belgium, Poland, (Switzerland), The Netherlands.</td>
<td>4.800€</td>
<td>8.500€</td>
<td>14.200€</td>
<td>22.300€</td>
<td>33.700€</td>
<td></td>
<td></td>
<td></td>
<td>59.100€</td>
</tr>
<tr>
<td>4 France, Germany, Italy, Spain, United Kingdom.</td>
<td>2.800€</td>
<td>13.200€</td>
<td>22.800€</td>
<td>35.700€</td>
<td>45.700€</td>
<td>64.400€</td>
<td>99.600€</td>
<td>125.000€</td>
<td>150.000€</td>
</tr>
</tbody>
</table>

¹ Albania, Bosnia & Herzegovina, FYRoM, Montenegro, Republic of Serbia
## Timetable of the Call

<table>
<thead>
<tr>
<th>Stages</th>
<th>Date or indicative period</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Publication of the call</td>
<td>September 2015</td>
</tr>
</tbody>
</table>
| b) Deadline for submitting applications                              | **Round 1**: Thursday 1\(^{st}\) December 2015, 12:00 noon (Brussels time)  
|                                                                      | **Round 2**: Wednesday 14\(^{th}\) June 2016, 12:00 noon (Brussels time) |
| c) Evaluation period                                                 | December 2015 – March 2016                     |
| d) Information to applicants                                         | April 2016                                     |
| e) Signature of Grant Agreement or notification of Grant Decision    | May 2016                                       |
| f) Starting date of the action (first release of the film)            | The film can be released from the date of submission, and at the earliest on **1\(^{st}\) October 2015.**  
|                                                                      | The film can be released from the date of submission, and at the earliest on **14\(^{th}\) April 2016.** |
| g) Max. duration of the action                                        | From date of the application until 18 months after the deadline. |
Checklist for beneficiary

Before submitting the Release/Interim and the Final Report, you can use this checklist to make sure that you filled in all necessary information:

<table>
<thead>
<tr>
<th>Checklist Item</th>
<th>✔️</th>
</tr>
</thead>
<tbody>
<tr>
<td>I submitted the Release/Interim Report(s) (for each film in case of a consolidated Grant Decision/Grant Agreement), corresponding to the right project.</td>
<td></td>
</tr>
<tr>
<td>I attached some publicity material of the film(s), at least one poster, together with the Release/Interim Report(s).</td>
<td></td>
</tr>
<tr>
<td>I filled in the Final Report, corresponding to the right project.</td>
<td></td>
</tr>
<tr>
<td>Inside the Final Report, I filled in the Activity Report(s) and the Peak Week: List of Cinemas (for each film in case of a consolidated Grant Decision/Grant Agreement).</td>
<td></td>
</tr>
<tr>
<td>In each Activity Report, I entered a brief description of the Theatrical Release Campaign.</td>
<td></td>
</tr>
<tr>
<td>I attached the most recent Royalty Statement(s) of the film (for each film in case of a consolidated Grant Decision/Grant Agreement), as sent to the Licensor</td>
<td></td>
</tr>
<tr>
<td>I attached the Final Payment Request, signed by the Legal representative or the authorised signatory of the company</td>
<td></td>
</tr>
</tbody>
</table>

For more information

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