The current document provides a resume of the principal contractual stages relating to the Grant Decision signed by the Education, Audiovisual & Culture Executive Agency following your application to the Call for Proposals EACEA/18/2015. This document is strictly informative and is of no legal value whatsoever.

Be reminded that you must read carefully your Grant Decision and the General Conditions. Note that useful information for beneficiaries (including a set of frequently asked questions) is published under: http://eacea.ec.europa.eu/creative-europe/beneficiaries-space/

1. Payment of the grant

The Agency has allocated to you a lump sum contribution relating to the genre of your project. The amount of the support is stated in Article 3 of the Grant Decision. It must be used for the creative and financial development of the fiction, creative documentary or animation project detailed in the Grant Decision Annex I.

The MEDIA grant is paid out in two instalments:

- a pre-financing payment equivalent to 70% of the lump sum is paid upon the signature of the Grant Decision or Agreement by the Agency. This payment is automatic and no action is necessary by the beneficiary;

- a final payment (balance) equivalent to a maximum of 30% of the lump sum is paid following the acceptance of a “Final Technical Report”.

2. Duration of the Action

The action runs from the date of submission of your application until 30 months. If the project enters into production before 30 months, the action ends on the date of entry into production. These dates are specified in the Grant Decision Article 2.

If for an exceptional reason, duly justified, you require an extension to the period the beneficiary must formally submit a written and signed request for an extension (six months maximum) to the Agency no later than one month before the end of the Action.
3. Final Technical Report: Development outputs to be delivered

The final payment of Development support will not be made before the submission and the approval of a final technical report. This report must be submitted as an eReport available via the Participant portal: http://ec.europa.eu/research/participants/portal/desktop/en/home.html and it must be submitted no later than 2 months after the end of the action period.

The final report will:

- provide an update on the current state of development of the project and will reflect the progress made since the application stage in the two main areas of concrete activities covered by the development action: the creative development and the financing as well as marketing research;
- explain how the MEDIA support was utilised;
- give the information on which the calculation of the final amount of MEDIA support is based.

In the report, the beneficiary certifies that all the outputs mentioned in the final technical report are real and accurate and that all the relevant documents are at his disposal and can be provided to EACEA upon request.

The list of outputs in the final technical report correspond to the Grant Decision Article 9.5 which states the development outputs to be delivered:

<table>
<thead>
<tr>
<th>1. CREATIVE DEVELOPMENT</th>
<th>WEIGHTING (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Updated creative development (treatment, script, bible, episodes outline or others)</td>
<td>50%</td>
</tr>
<tr>
<td>Research work undertaken and visual material</td>
<td>10%</td>
</tr>
<tr>
<td>Key Artistic Crew/casting involved</td>
<td>10%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. FINANCING AND MARKETING RESEARCH</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Updated Financing and production budgets and schedules</td>
<td>10%</td>
</tr>
<tr>
<td>Distribution and marketing strategies described</td>
<td>20%</td>
</tr>
</tbody>
</table>

In order to receive the full payment of the lump sum grant, the beneficiary has to deliver at least 70% of the development outputs covering both the artistic and financial development of the project.

If 50-69% of the development outputs covering both artistic and financial development are delivered, the final grant is limited to the pre-financing payment already received.

If the development outputs are limited to only one category (artistic or financial development) and/or if they cover under 50% of the weighting, the beneficiary is deemed to have failed to prove the proper implementation of the project, and the Agency can terminate the Grant Decision and recover the amount paid to the beneficiary.
Also the eligibility criteria of the relevant Call for Proposals must be respected throughout the lifecycle of the support. This includes the rights to the project, the European nature of the beneficiary company, eligibility of the action i.e. the duration/length of the audiovisual work, 8 months rule regarding the entry into production of the work.

4. Amendments

In order to allow us to deal with your report in the most efficient way, we would ask that you keep your company data updated in the Participant Portal: http://ec.europa.eu/research/participants/portal/desktop/en/home.html

If any changes have occurred in the company details since the signature of the Decision/agreement, please modify the relevant data in your profile (legal name and/or status of the company, legal and/or correspondence address).

Any amendment to the Grant Decision shall be made in writing and has to be duly justified by the beneficiary. The beneficiary must also inform the Agency of any change of bank account details and legal representative.

We would draw your attention to the fact that all requests for amendments must be made no later than one month before the end of the action as indicated in Article 2.2 of the Grant Decision.

5. Correspondence

All correspondence should be sent to the following address:

EACEA-MEDIA-DEV-MONITORING@EC.EUROPA.EU

Please do not forget to inform us of major changes/events/milestones in the lifecycle of your project.