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 response to the Calls for Proposals EACEA/06/2015. 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 the reporting forms and a set of frequently asked questions) is published under: http://eacea.ec.europa.eu/creative-europe/beneficiaries-space/

The eligibility criteria of the 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 narrative storytelling nature of the project, the 8 months rule regarding the entry into production of the work.

1. **Payment of the grant**

The Agency has allocated to your project a global MEDIA contribution of between 10.000€ and 150.000€, which does not exceed 50% of the eligible costs of the project.

1.1 Identification of the project

The details relating to the submitted and accepted project are contained in Annex I of the Grant Decision. The MEDIA grant must be used only for this project.

1.2 Payment of the grant

The MEDIA grant will usually be paid in two instalments:

1. A pre-financing payment corresponding to 50% of the grant amount will be transferred to the beneficiary within 30 days either of the date when the last of the two parties signs the agreement, or of the notification of the grant decision, provided all requested guarantees have been received. This payment is automatic and no action is necessary by the beneficiary;
In case no pre-financing was made and if specified in the grant agreement, an Interim payment shall be paid to the beneficiary. Interim payment is intended to cover the beneficiary’s expenditure on the basis of the receipt of an interim technical report and financial statement in accordance with General Condition n° 23.2. a) and b). The interim payment shall not exceed 50% of the maximum MEDIA grant.

2. a final payment (balance) equivalent to a maximum of 50% of the MEDIA grant is paid following the acceptance of a “Final Report”. If the total of earlier payments is higher than the final grant amount, the beneficiary will be required to reimburse the amount paid in excess by the Agency through a recovery order.

2. Duration of the Action

The action and the eligibility period run from the date of submission of your application until 30 months. If a 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.

3. Final report

The final payment can only be made after the submission and acceptance of the Final Report. This report must be submitted no later than 2 months after the end of the eligibility period.

3.1 Content of the final report

The report will contain the following elements:
- A description of the project status (overview; current status of the project; development work undertaken);
- A list of outputs (including supporting documents/material), which must display the EU flag and to acknowledge the support received under the Creative Europe MEDIA programme. You can download the logo from our website: https://eacea.ec.europa.eu/about-eacea/visual-identity_en;
- A description of the impact of the MEDIA support on the creative development, production/financing/research and marketing of the project;

In addition, the final report includes a financial statement/final financial report including project expenditures and sources of finance, and a final payment request.

Finally, you are asked to provide the Agency with a Report of Factual Findings on the Final Financial Report – Type Ⅰ, which must be delivered by an independent and qualified external auditor. ²

3.2 Eligible costs and supporting documents to be kept

Please read carefully General condition n°19. Eligible costs of the action are costs actually incurred by the beneficiary which meet the following criteria:

2 The content of the interim report is the same as the final report but make sure you use the models published in the beneficiary's space.
- they are incurred in the eligibility period of the action (refer to Article 2), with the exception of costs relating to the request for payment of the balance and the Report of Factual Findings on the Final Financial Report – Type I;
- they are indicated in the estimated budget set out in Annex III of the Grant Decision;
- they are incurred in connection with the action as described in Annex I of the Grant Decision and are necessary for its implementation;
- they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and with the usual cost accounting practices of the beneficiary;
- they comply with the requirements of applicable tax and social legislation; and
- they are reasonable, justified, and comply with the principle of sound financial management, in particular regarding economy and efficiency.

There are two categories of costs: direct costs (General condition 19.2) and indirect costs (General condition 19.3):

- **Direct costs** of the action are those specific costs which are directly linked to the implementation of the action and can therefore be attributed directly to it. They may not include any indirect costs.
- **Indirect costs** of the action are those costs which are not specific costs directly linked to the implementation of the action and can therefore not be attributed directly to it. They may not include any costs identifiable or declared as eligible direct costs. Unless otherwise specified in Article 3 of the Grant Decision, eligible indirect costs shall be declared on the basis of a flat rate of 7% of the total eligible direct costs.

Keeping reliable and up-to-date accounting records is essential to demonstrate how the project used its financial resources. All direct costs must be supported by proofs, for example:
- Personnel costs: timesheets for each staff member showing the time spent on the project, for which project. Payroll documentation must also be retained.
- Travel and subsistence costs: original airline tickets or travel agent invoices and boarding passes, bus/train tickets and taxi receipts, hotel invoices. The name of the staff member and the project reference/title must be clearly identifiable.
- Option / Right fees: contracts and invoices supporting payments. Indicate the reference and title of the project on supporting documents/invoices.

For detailed information on supporting documents to be retained, please refer to our Financial information kit: [http://eacea.ec.europa.eu/about/documents/fik_1202.pdf](http://eacea.ec.europa.eu/about/documents/fik_1202.pdf)

### 3.3 Calculation of the final grant

In accordance with the terms of the General Condition n°25, the final MEDIA contribution will be limited to the amount mentioned in Article 3(a) of the Grant Decision. In addition the final MEDIA contribution shall be limited to the amount obtained in applying the percentage of support shown in Article 3(a) of the final eligible costs; as a consequence, if the final amount of eligible expenditure is less than the provisional amount, the Agency will reduce the amount of the foreseen final payment, or demand the partial or total repayment of the pre-financing.

As indicated in article 8 of the Grant Decision, budget transfers between budget categories are limited to 10% of the estimated eligible costs of the action.
As stipulated in article 10.2 of the Grant Decision, any conversion into euro of costs incurred in other currencies shall be made by the beneficiary at the monthly accounting rate established by the Commission and published on its website (http://ec.europa.eu/budget/contracts_grants/info_contracts/infotax/infotax_en.cfm) applicable on the month when the financial statement is drafted.

The Agency reserves the right to request the submission of any other documents judged necessary for the evaluation of the development of each project.

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: https://ec.europa.eu/education/participants/portal

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 (i.e. extension of eligibility period, changes in the budget breakdown, project substitution). 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. Audits

In accordance with the terms of the General Condition n°27, the Agency reserves the right to request an audit into the use of the MEDIA support, during a period of 5 years following the date of the final payment of support.

6. Correspondence

All correspondence should be sent to the following address:

Education, Audiovisual & Culture Executive Agency
MEDIA Programme Development – Unit B2
Office BOUR 3/29
Avenue du Bourget 1
B – 1049 Brussels

Contact by e-mail is also possible:
EACEA-MEDIA-DEVELOPMENT@EC.EUROPA.EU
Please do not forget to inform us of major changes/events/milestones in the lifecycle of your project.