

Company name:.....  
Country: .....

MEDIA PROGRAMME - DEVELOPMENT  
Call for Proposals 24/2008



## **MEDIA 2007 (2007-2013)**

### **CALL FOR PROPOSALS EACEA 24/2008**

#### **APPLICATION FORMS**

#### **SUPPORT FOR THE DEVELOPMENT OF SINGLE PROJECTS (DRAMA, ANIMATION AND CREATIVE DOCUMENTARY)**

**To complete the application forms you must refer to the document "Call for Proposals – Guidelines on support for the development of Single Projects" downloadable from the website: <http://ec.europa.eu/media>**

**Application forms must be sent to the following address :**

Education, Audiovisual & Culture EXECUTIVE AGENCY  
M. Constantin Daskalakis  
BOUR 3/29  
Av. du Bourget 1  
B-1140 Brussels

**Envelopes must be clearly marked :**

"MEDIA PROGRAMME - DEVELOPMENT CALL N° 24/08"

Company Name

Country

Category (animation, creative documentary, drama)

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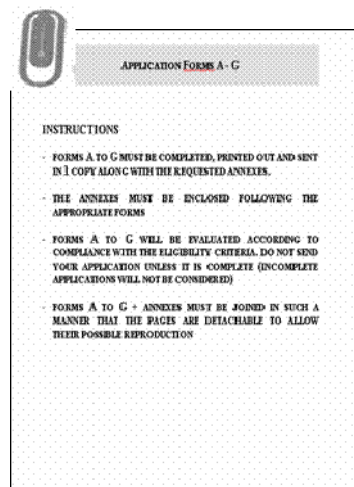
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## APPLICATION FORMS A - G

### INSTRUCTIONS

- **FORMS A TO G MUST BE COMPLETED, PRINTED OUT AND SENT IN 1 COPY ALONG WITH THE REQUESTED ANNEXES**
- **THE ANNEXES MUST BE ENCLOSED FOLLOWING THE APPROPRIATE FORMS**
- **FORMS A TO G WILL BE EVALUATED ACCORDING TO COMPLIANCE WITH THE ELIGIBILITY CRITERIA. DO NOT SEND YOUR APPLICATION UNLESS IT IS COMPLETE (INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)**
- **FORMS A TO G + ANNEXES MUST BE JOINED IN SUCH A MANNER THAT THE PAGES ARE DETACHABLE TO ALLOW THEIR POSSIBLE REPRODUCTION**



Company name:.....  
Country: .....

MEDIA PROGRAMME - DEVELOPMENT  
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**FORM A :**  
**ACKNOWLEDGEMENT OF RECEIPT OF THE PROJECT SUBMITTED**

**COMPANY NAME :**  
**TO THE ATTENTION OF MR/MS :**  
**APPLICANT COMPANY ADDRESS**  
**STREET + N° :**  
**POSTCODE + TOWN/CITY :**  
**COUNTRY :**

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**Section to be completed by the applicant company**

<b>Title of project submitted :</b>	
<b>Drama</b> <input type="checkbox"/>	<b>Animation</b> <input type="checkbox"/>
<b>Creative Documentary</b> <input type="checkbox"/>	
<b>Delivery platform:</b>	
<b>TV</b> <input type="checkbox"/>	<b>Cinema</b> <input type="checkbox"/> <b>Other :</b> ..... <input type="checkbox"/>
<b>MEDIA contribution requested:</b> €	
<b>Is the project being resubmitted?</b> <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>	

Date                      Signature of the authorised signatory                      Company stamp

---

**Section for Agency use only**

Brussels,

We acknowledge receipt of your application, which has been given the following reference number:

0824DE01

Please mention this reference number in all correspondence with the Agency.

Date on which your application was received .....
---

Yours faithfully,

Constantin Daskalakis  
Head of Unit

Company name:.....  
Country: .....

**FORM B :**  
**DECLARATION ON THE APPLICANT'S HONOUR**

I the undersigned.....declare that I am the authorised signatory for the applicant company and guarantee on my honour that:

CONCERNING THE APPLICANT COMPANY

- the information contained in the application forms and annexes is complete and correct, according to the terms defined in the Guidelines for this Call for Proposals,
- the applicant company is an independent European production company according to the definition provided in the Guidelines of this Call for Proposals and has been legally constituted for at least 12 months,
- the applicant company has complied with all its contractual obligations signed with the Commission under the MEDIA I, MEDIA II, MEDIA PLUS and MEDIA 2007 programmes,
- the applicant company is not in any of the situations entailing exclusion as referred to in section 6 of the Guidelines for this Call for Proposals,
- the applicant company is not subject to an open Slate Funding agreement,
- the applicant company has sent only one submission in the framework of this Call for Proposals (if you make a submission for the first deadline of 17/11/2008, you cannot make a submission to the second deadline of 17/04/2008).

CONCERNING THE PROJECT

- the proposed project does not infringe the rights of a third party,
- the proposed project is not already fully scripted and finalised and production will not start before signature of the agreement by the Agency,
- the proposed project did not benefit from a MEDIA development support or from any other Community funding.

IN CASE OF SELECTION

- should the sources of finance (Form 4.6) for the project not be confirmed, the applicant company undertakes to guarantee financial cover for the project,
- the applicant company accepts that the name and address, the subject of the financial support, the amount awarded and the rate of funding will be published by the Agency.

Signature: .....

Date:

Done at (state location):

Company name:.....  
 Country: .....

<b>FORM C :</b>		
<b>LEGAL STATUS OF THE APPLICANT COMPANY</b>		
<b>FULL LEGAL NAME</b>		
<b>LEGAL FORM</b>		
<b>DATE OF LEGAL REGISTRATION</b>		
<b>LEGAL REGISTRATION NUMBER</b>		
<b>INTERNATIONAL VAT N° (IF APPLICABLE)</b>		
<b>STATUTORY LEGAL REPRESENTATIVE AND POSITION IN THE COMPANY</b>		
<b>AUTHORISED SIGNATORY AND POSITION IN THE COMPANY (IF DIFFERENT FROM ABOVE)</b>		
<b>CONTACT PERSON AND POSITION IN THE COMPANY</b>		
<b>ADDRESS OF THE REGISTERED OFFICE</b>		
<b>STREET/ TOWN/POST CODE/COUNTRY</b>		
<b>TEL (OFFICE)</b>		
<b>FAX</b>		
<b>TEL (MOBILE)</b>		
<b>E-MAIL</b>		
<b>WEBSITE</b>		
<b>ADDRESS FOR CORRESPONDENCE (IF DIFFERENT)</b>		
<b>STREET/ TOWN/POST CODE/COUNTRY</b>		
<b>TEL (OFFICE)</b>		
<b>FAX</b>		
<b>NAME OF SHAREHOLDERS</b>	<b>NATIONALITY</b>	<b>PERCENTAGE</b>
<b>IS THE COMPANY AN INDEPENDENT PRODUCTION COMPANY?</b>		
Audiovisual production activity is mentioned as object in the extract from the company's registration and/or memorandum of association: <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> In this case your application will not be considered.		
A broadcasting company does not hold more than 25% in the applicant company (50% if several broadcasters are involved): <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> In this case your application will not be considered.		
Over a period of three years, the applicant company does not achieve more than 90% of its turnover with the same broadcasting company: <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> In this case your application will not be considered.		
<b>THE APPLICANT COMPANY HAS BEEN REGISTERED FOR AT LEAST 12 MONTHS ?</b>		
<b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> In this case your application will not be considered.		

Signature of the authorised signatory: .....

Date:

Done at:

<b>SUPPORTING DOCUMENTS MUST BE ENCLOSED AT THE END OF THIS FORM</b>
<b>ANNEX C OF THE APPLICATION :</b>
- Official gazette/Recent extract from the official national company registration office (see table of equivalence available on website <a href="http://ec.europa.eu/media">http://ec.europa.eu/media</a> ) and proof of VAT. If the applicant does not have a VAT number, "Not applicable" shall be written down.

Company name:.....  
Country: .....

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**FORM D :**  
**FINANCIAL STATUS OF THE APPLICANT COMPANY**

**I. Financial Identification** ([http://ec.europa.eu/budget/execution/ftiers\\_en.htm](http://ec.europa.eu/budget/execution/ftiers_en.htm)):

ACCOUNT NAME	
ACCOUNT NAME(1)	
ADDRESS	
TOWN/CITY	POSTCODE
COUNTRY	

CONTACT		
TELEPHONE		FAX
E - MAIL		

BANK		
BANK NAME		
BRANCH ADDRESS		
TOWN/CITY	POSTCODE	
COUNTRY		
ACCOUNT NUMBER		
IBAN <sup>(2)</sup>		

<b>BANK STAMP + SIGNATURE OF BANK REPRESENTATIVE</b> <b>(both Obligatory)</b> <sup>(3)</sup>

<b>DATE + SIGNATURE ACCOUNT HOLDER :</b> <b>(Obligatory)</b>
DATE _____

(1) The name or title under which the account has been opened and not the name of the authorized agent.  
(2) If the IBAN Code (International Bank account number) is applied in the country where your bank is situated.  
(3) It is preferable to attach a copy of recent bank statement , in which event the stamp of the bank and the signature of the bank's representative are not required. The signature of the account holder is obligatory in all cases.

Company name:.....  
 Country: .....

**II. If the requested amount exceeds 25,000 € please provide the following:**

**a) To be filled in by all applicants**

Applicant certifies that the following document is enclosed with the application:

**Complete annual accounts for 2 years (commercial companies) or 1 year (non profit companies) {balance sheet, profit and loss accounts and, if available, all relevant annexes} of the applicant company.**

**Please specify whether the annual accounts are approved by:**

Board  General Assembly  
 Other (please specify).....

Date:.....Signed by:.....  
 Position:.....

**Certified by:**

Approved by an approved auditor external to the company in compliance with the Directive 2006/43/EC of the European Parliament and the Council of 17 May 2006 on statutory audits of annual accounts and consolidated accounts  
 Name of the external auditor: .....

The Applicant company must provide the following figures, based on the 2 last fiscal years<sup>1</sup> the most recent complete certified accounts enclosed with this application:

Fiscal Year(s): .....

Currency:

**b) To be filled in if the applicant is a profit/commercial company:**

**LAST available fiscal year (N) : .....**

Attention: ONLY the three first lines must be filled in for 3 years as far as the information is available

	<u>N</u>	<u>N-1</u>	<u>N-2</u>
Profit or loss financial year after tax			
Depreciations			
Dividends			

Equity	
Total balance sheet	
Currents assets	
Current liabilities	
Total costs from the Profit & Loss account	

Signature of the Applicant company's authorised signatory

Date : \_\_\_\_\_

Done at :

<sup>1</sup> Based on the last available fiscal year for non profit companies. See table of equivalence available on website <http://ec.europa.eu/media>

Company name:.....  
Country: .....

**SUPPORTING DOCUMENTS MUST BE ENCLOSED AT THE END OF THIS FORM**

**ANNEX D-II 1 TO THE APPLICATION :**

- Complete and certified annual accounts for the 2 years (commercial companies) or 1 year (non profit companies) (balance sheet, profit and loss account and, if available, all relevant annexes);
- In the case where the company does not have a balance sheet and profit and loss account for its first year of existence, an estimate certified by an approved auditor of the data required must be provided.

**III. If the requested amount is equal to or under 25,000 € please complete the following:**

I the undersigned....., as the authorised signatory of the applicant company, guarantee on my honour that in the event MEDIA support is granted, the applicant company has stable and sufficient sources of funding to maintain its activity throughout the lifetime of the project.

Signature:.....

Date

Done at:

Company name:.....  
Country: .....

**FORM E :**  
**EXPERIENCE OF THE APPLICANT COMPANY**

**Companies submitting an application must have produced a work and prove:**

- they were the sole production company; or
- they were, in the case of a co-production with another production company, the major co-producer in the financing plan or the delegate producer; or
- that their Chief Executive or one of their shareholders has a personal credit on the work as producer or delegate producer.

**A previous work produced by a company other than the applicant company** may be accepted, if the applicant company can show that its Chief Executive, one of its shareholders or one of the producers it employs, has a personal credit in the role of producer, delegate producer or executive producer. This producer must have been employed by the company for at least 12 months. In this case proof of payments related to this period must be provided. Only official credits that appear in the onscreen credits are accepted as proof of personal credits. Declarations of third parties will not be taken into account.

**The applicant company must also show that the work has been distributed during the period between 1 January 2006 and the date of submission of their application.**

Only the following proofs will be accepted: theatrical distribution agreement; broadcasting agreement/coproduction agreement with a tv broadcaster; sales agent agreement; international sales report; DVD publishing contract or on-line distribution agreement; proof of cinema release exploitation (screening programme clearly showing the source and date); box-office results mentioning the exhibition period; proof of broadcast: tv programme clearly showing the source and date; tv rating.

Only when animation shorts can be accepted (in case of submission of an animation project): proof of the exhibition at festivals.

<b>Type of experience :</b>	
<b>Work produced by the applicant company</b>	<input type="checkbox"/> In this case, please complete point 1.
<b>Work produced by the applicant company's producer</b>	<input type="checkbox"/> In this case, please complete point 2.

1. The reference work, distributed during the period between 1 January 2006 and the date of submission, has been produced by the applicant company

<b>Title of the work</b>	
<b>Category of the work</b>	
<b>Duration of the work (in minutes)</b>	
<b>Year of completion of the production</b>	
<b>Production Budget</b>	
<b>Financing plan (name of partners and %)</b>	
<b>Evidence</b>	

Company name:.....  
 Country: .....

<b>demonstrating the status of delegate producer and/or major production company and/or personal credit</b>	
<b>Evidence document of distribution and date (NB! The date must be after 01/01/06)</b>	<input type="checkbox"/> Theatrical distribution agreement <input type="checkbox"/> Broadcasting agreement/Co-production agreement with a TV broadcaster <input type="checkbox"/> Sales agent agreement or sales report <input type="checkbox"/> DVD publishing contract or on-line distribution agreement <input type="checkbox"/> Proof of cinema release exploitation or broadcast <i>Only when animation shorts can be accepted :</i> <input type="checkbox"/> Proof of exhibition at festivals <b>Date</b> (please specify):.....
<b>Name and nationality of the distributor</b>	

2. The reference work, distributed during the period between 1 January 2006 and the date of submission, has been produced by a company other than the applicant company but the applicant company can show that its Chief Executive, one of its shareholders or one of the producers it employs, has a personal credit in the role of producer, delegate producer or executive producer. This producer must have been employed by the company for at least 12 months.

<b>Name of the producer within the applicant company</b>	
<b>Position in the applicant company</b>	<input type="checkbox"/> Shareholder, CEO, Managing Director <input type="checkbox"/> Producer employed by the applicant company for at least 12 months In this case proof of payments related to this period must be provided.
<b>Title of the work</b>	
<b>Category of the work</b>	
<b>Duration of the work (in minutes)</b>	
<b>Year of completion of the work</b>	
<b>Personal credit in the previous work</b>	<input type="checkbox"/> Producer <input type="checkbox"/> Delegate producer <input type="checkbox"/> Executive producer
<b>Evidence of previous on screen credit</b>	<input type="checkbox"/> DVD attached <input type="checkbox"/> Other (please specify)
<b>Evidence document of distribution and date (NB! The date must be after 01/01/06)</b>	<input type="checkbox"/> Theatrical distribution agreement <input type="checkbox"/> Broadcasting agreement/Co-production agreement with a TV broadcaster <input type="checkbox"/> Sales agent agreement or sales report <input type="checkbox"/> DVD publishing contract or on-line distribution agreement

Company name:.....  
 Country: .....

	<input type="checkbox"/> Proof of cinema release exploitation or broadcast <i>Only when animation shorts can be accepted :</i> <input type="checkbox"/> Proof of exhibition at festivals <b>Date</b> (please specify):.....
<b>Name and nationality of the distributor</b>	

3. If the reference work mentioned in point 1 or 2 belongs to the category “creative documentary”, please explain the creative nature of the documentary and provide supporting evidence (author’s statement of intent, press article, video, etc.).

**SUPPORTING DOCUMENTS MUST BE ENCLOSED AT THE END OF THIS FORM**

**ANNEX E 1 TO THE APPLICATION :**

- Document showing that the previous work had been distributed during the period between 1 January 2006 and the date of submission. The date taken into account in verifying that distribution has taken place during the reference period is the date on which the distribution contract was signed or the date the distribution took place.
- *If the reference work is a creative documentary: supporting evidence (author's statement of intent, press article, etc)*

**ANNEX E 2 TO THE APPLICATION :**

- Where the previous work has been produced by the applicant company: evidence of its status as delegate producer and/or major producer or evidence that its Chief Executive or one of its shareholders has a personal credit of producer or delegate producer (certified financing plan, co-production agreement, list of official credits etc).
- OR
- Where the previous work has been produced by a company other than the applicant company:
    - \* evidence of the position of the producer, if his experience is required, within the applicant company as Chief Executive (if not mentioned in the extract of company's registration provided in Annex C) or as shareholder of the applicant company (memorandum of association or equivalent) or employee standing as producer for at least twelve months (in this case a proof of payments related to this period must be provided)
    - \* evidence of its on-screen personal credit in the role of producer, delegate producer or executive producer

**ANNEX E 3 TO THE APPLICATION :**

- 1 DVD copy of the previous work and/or the proof of official delivery by the laboratory of the answer print (for cinema films), respectively of the master copy to the broadcaster (for works intended for television)



Company name:.....  
Country: .....

a co-production or co-development agreement duly dated and signed by the parties involved and clearly showing that the applicant company holds the majority of the rights at the date of the application.

<b>Duration of ownership of rights or option</b>
<b>From (dd/mm/yy) to (dd/mm/yy)</b>
<b>Date of signature of the agreement</b>
<b>Dd/mm/yy</b>

**3. In the event of a chain of title, please summarise the different stages of transfer of rights from the author to the applicant company, giving details of the parties involved.**

**SUPPORTING DOCUMENTS MUST BE SUBMITTED AT THE END OF THIS FORM AND MUST BE DULY DATED AND SIGNED**

**ANNEX E1 TO THE APPLICATION:**  
**In case of original work**  
- Option agreement concerning the transfer of rights  
OR  
- Contract transferring the rights from the author to the applicant company  
OR  
- Unilateral declaration of the transfer of rights to the applicant company where the author is the producer, shareholder or employee of the company  
OR  
- A co-production or co-development agreement clearly showing that the applicant company holds the majority of the rights at the date of the application.

**In case of adaptation**  
- Option agreement or contract transferring the rights concerning the adaptation rights (with the author or the holder of the rights to the existing work)  
AND  
- Option agreement concerning the transfer of rights or contract transferring the rights from the author of the artistic material (concept, subject, treatment, script) to the applicant company.  
  
- Co-development/co-production agreements if applicable

Company name:.....  
Country: .....

MEDIA PROGRAMME - DEVELOPMENT  
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**FORM G :**  
**AWARD CRITERIA: AUTOMATIC POINTS**

*To be completed only if applicable*

**Has the applicant company completed the production of a work supported by MEDIA Plus Development or MEDIA 2007 Development (1 point) ?**

**YES**  In this case proof of completion must be provided **NO**

Please provide the project title:.....

**Has the submitted project been the subject of training supported by the MEDIA Programme (2 points) ?**

**YES**  In this case evidence must be provided **NO**

Specify which training has been followed, which member(s) of the company or of the creative team participated in the training and also the start and end dates of the training :  
.....

**SUPPORTING DOCUMENTS MUST BE SUBMITTED AT THE END OF THIS FORM**

- ANNEX G1 TO THE APPLICATION**
- If applicable, evidence that the project supported by MEDIA Development is completed
  - If applicable, certificate of participation in a MEDIA training activity clearly mentioning the title of the project which has been the subject of training

Company name:.....  
Country: .....

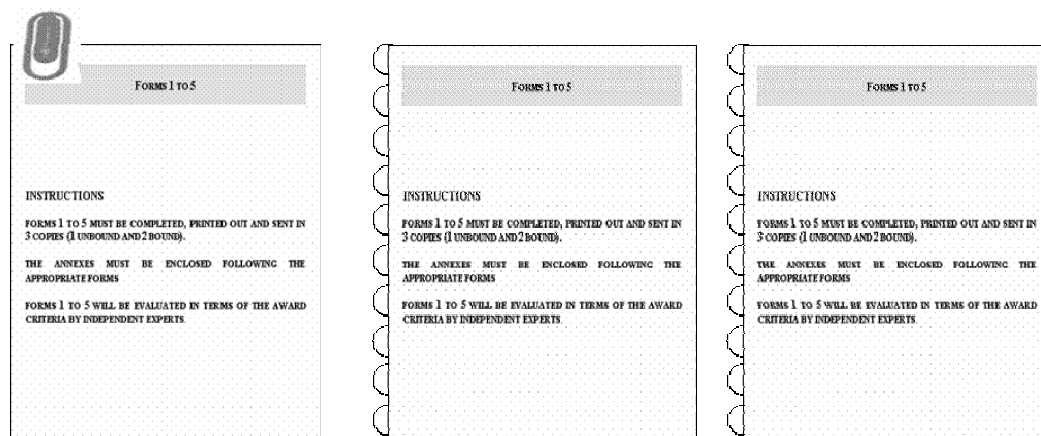
# FORMS 1 TO 5

## INSTRUCTIONS

**FORMS 1 TO 5 MUST BE COMPLETED, PRINTED OUT AND SENT IN 3 COPIES (1 UNBOUND AND 2 BOUND).**

**THE ANNEXES MUST BE ENCLOSED FOLLOWING THE APPROPRIATE FORMS.**

**FORMS 1 TO 5 WILL BE EVALUATED IN TERMS OF THE AWARD CRITERIA BY INDEPENDENT EXPERTS.**



Company name:.....  
Country: .....

MEDIA PROGRAMME - DEVELOPMENT  
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<b>FORM 1 :</b> <b>INFORMATION CONCERNING THE APPLICANT COMPANY</b>
--

<b>COMPANY NAME</b>
<b>DATE OF CREATION</b>
<b>CHIEF EXECUTIVE/MANAGING DIRECTOR OF THE APPLICANT COMPANY</b>
<b>HEAD OF DEVELOPMENT OR CONTACT PERSON</b>

<b>SUPPORTING DOCUMENTS MUST BE SUBMITTED AT THE END OF THIS FORM</b>
---

<b>ANNEX TO FORM 1 TO THE APPLICATION</b>
<ul style="list-style-type: none"><li>- Presentation of the applicant company and of the members of the production team who will be working directly on the development of the submitted project</li> <li>- List of the current projects and works produced to date by the applicant company and/or the producer whose experience is referred to with regard to access to the MEDIA programme (see form E2). The following information must be stated: title, category, year of production, production budget in €, co-producers and their nationality, distribution territories, selection at festivals and prizes.</li></ul>

Company name:.....  
 Country: .....

<b>FORM 2 :</b>
<b>PROJECT DESCRIPTION</b>

<b>Drama</b> <input type="checkbox"/>	
Please specify the genre (comedy, drama, thriller etc.) :	
<b>Creative documentary</b> <input type="checkbox"/>	
<b>Animation</b> <input type="checkbox"/>	
Please specify the techniques which will be used:	
<b>Title of project :</b>	
<b>Original work :</b> <input type="checkbox"/>	<b>Adaptation :</b> <input type="checkbox"/>
<b>In case of adaptation, title and author of the original work:</b>	
<b>Total duration of the project in ' (in case of a series, please specify number and length of episodes):</b>	<b>Treatment/script language and production language:</b>
<b>Delivery platform:</b>	
TV <input type="checkbox"/> Cinema <input type="checkbox"/> Other :..... <input type="checkbox"/>	
<b>Shooting format (35 mm, video...):</b>	
<b>Summary of the project in English (maximum 3 lines):</b>	
<b>Author(s)/scriptwriter(s):</b>	
<b>Director :</b>	
<b>Other members of the creative team (script-editor, director of photography, graphic artist etc.). Please specify name and role.</b>	
<b>Requested Amount</b>	
<b>Total Development Budget in €</b>	
<b>Total production cost in €</b>	
<b>European countries intended for possible co-production:</b>	

Company name:.....  
Country: .....

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**SUPPORTING DOCUMENTS MUST BE SUBMITTED AT THE END OF THIS FORM**

**ANNEX TO FORM 2 OF THE APPLICATION**

- Author's note of intent of the submitted project
- Synopsis of the project (in English)
- A treatment according to the submitted project:
  - Drama** : a treatment of at least 10 pages + minimum one dialogue scene
  - Creative documentary** : a treatment of at least 2 pages, comprising a description of the subject, the narrative structure, the visual approach and the creative nature.
  - Animation** : literary bible or treatment including the description of the subject, the narrative structure, the characters and the visual approach + an extract from the storyboard and/or a sample of the artistic work of the project in colour (drawings and/or model sheets of main characters, backgrounds, etc.).
- CVs of key members of the creative team specifying their role as author, script-editor, director, director of photography etc.
- Optional supporting documents: visual material (shorts, previous works, promo-reel) considered useful for the evaluation of the submitted project (in 3 copies)
- In case of resubmission, a description of the substantial changes made to the original application since its last submission

Company name:.....  
Country: .....

**FORM 3 :**

**DESCRIPTION OF THE DEVELOPMENT STRATEGY**

Describe the activities during the development of the project as well as the development schedule until the start of production (including : scriptwriting, script editing, research work, choice of the director, casting, scheduled start of filming etc.).

**SUPPORTING DOCUMENTS MUST BE SUBMITTED AT THE END OF THIS FORM**

**ANNEX TO FORM 3 OF THE APPLICATION**

- Optional supporting document: Note of intent of the producer

Company name:.....  
Country: .....

**FORM 4 :**

**REQUESTED AMOUNT , ESTIMATED DEVELOPMENT BUDGET AND SOURCES OF FINANCE**

**1. Amount of support requested from MEDIA Development**

The minimum grant is €10,000. The maximum grant is €60,000 except for feature-length animations intended for theatrical release, for which the maximum is €80,000. This amount cannot exceed 50% of the estimated development budget except when the project presents an interest in promoting European cultural diversity (in this case project can benefit from a support up to maximum 60% of the development budget). This must be justified in point 5.

**Requested amount**

€

**2. Establishment of the detailed estimated development budget**

Requests for grants must contain a detailed provisional budget in which all items must be given in Euros and must be eligible costs. Companies based in countries which are not part of the "Eurozone" must use the conversion rate published in the Official Journal of the European Communities on the date of submission of their application. This rate can be consulted on the following website: <http://ec.europa.eu/budget/inforeuro/>.

Costs must be incurred by the beneficiary it self and must correspond to effective costs that can be supported by invoices. VAT cannot be included unless the beneficiary can show they are unable to recover it. All costs exceeding €10,000 must be detailed.

**Estimated development budget**

€

**3. Period of eligibility of costs**

The period of eligibility of costs will start from the date of the submission of the application and ends no later than 30/06/2011 for requests for support submitted within the 17/11/2008 and no later than 30/11/2011 for those requests submitted within the 17/04/2009. If the project enters into production before the aforementioned dates, the period of eligibility of costs ends on the date of entry into production of the project. However, the acquisition of author rights is eligible retroactively for a period of 12 months preceding the date of submission of the application.

With the exception of the acquisition of rights, all costs incurred before the date of the submission of the application will be considered ineligible.

**The selection of a particular applicant does not signify agreement to the level of financial support requested. If the eligible costs actually incurred by the beneficiary during the action are lower than anticipated in the provisional budget annexed to the agreement between the Agency and the beneficiary, the Agency will apply its rate of funding to the actual costs, and the beneficiary will, where applicable, be required to repay any excess amounts already transferred by the Agency under the pre-financing payment.**

Company name:.....  
 Country: .....

#### 4. Detailed Estimated Development Budget

This section of the application should be replaced by the Excel version which is available on website: <http://ec.europa.eu/media>. A specific version including an automatic conversion for applicants from countries outside the euro zone is also available.

	<b>PARTIE A: EXPENDITURE DETAILED BUDGET</b>	<b>Unit Cost or rate</b>	<b>Quantity h/d/w</b>	<b>Total €</b>
	<b>1- RIGHTS (including social security/fringes)</b>			
	<b>1.1. Rights acquisition</b> <b>1.1.1. Subject</b> 1.1.1.1. Option agreement concerning the transfer of rights to the existing work (novel, biography etc.) 1.1.1.2. Rights acquisition concerning the transfer of rights to the existing work (novel, biography etc.) 1.1.1.3. . Option agreement concerning the transfer of rights to the original work (concept, subject, treatment, script) 1.1.1.4. Rights acquisition concerning the transfer of rights to the original work (concept, subject, treatment, script) <b>1.1.2. Adaptation and script dialogues</b> 1.1.2.1. Writer of adaptation 1.1.2.2. Dialogue writer 1.1.2.3. Script writing consultant <b>1.1.3. Other rights</b> 1.1.3.1. Director ( <i>specify the function for the development</i> ) 1.1.3.2. Archive material 1.1.3.3. Photographs and documents 1.1.3.4. Sound recordings 1.1.3.5. Other ( <i>specify</i> ) <b>1.1.4. Agents</b> <b>1.1.5. Specialised Consultants</b> <i>Specify number and function for the development</i>  <b>1.2. Translation</b> <i>Specify the languages and function for the development</i>			
	<b>Sub-total 1:</b>			
	<b>2- DEVELOPMENT DEPARTMENT SALARIES (including social security/fringes)</b>			
	<b>2.1. Production</b> 2.1.1. Head of development  <b>2.2. Production of a video treatment/pilot</b> <b>2.2.1. For Drama / Creative Documentary</b> 2.2.1.1. Director 2.2.1.2. Director of photography 2.2.1.3. Other ( <i>specify</i> ) <b>2.2.2. For Animation</b> 2.2.2.1. Director 2.2.2.2. Assistants 2.2.2.3. Graphic designers and Illustrators (including 3D professionals) 2.2.2.4. Additional temporary personnel ( <i>list responsibility and activity</i> )  <b>2.3. Production staff</b> 2.3.1. Production manager 2.3.2. Assistant to development 2.3.3. Secretary 2.3.4. Other ( <i>specify</i> )			
	<b>Sub-total 2:</b>			

Company name:.....  
Country: .....

3- OTHERCOSTS			
<p><b>3.1. Travel, hotel and living expenses</b></p> <p><b>3.1.1. Authors</b></p> <p>3.1.1.1. Travel  3.1.1.2. Hotel  3.1.1.3. Meals  3.1.1.4. Communication expenses (tel, fax, e-mail...)  3.1.1.5. Miscellaneous (parking, visas, taxis...)</p> <p><b>3.1.2. Head of Development and/or other Personnel (specify)</b></p> <p>3.1.2.1. Travel  3.1.2.2. Hotel  3.1.2.3. Meals  3.1.2.4. Communication expenses (tel, fax, e-mail...)  3.1.2.5. Miscellaneous (parking, visas, taxis...)</p> <p><b>3.2. Equipment</b></p> <p><b>3.2.1. Locations Scouting</b></p> <p>3.2.1.1. Equipment rental (<i>specify</i>)  3.2.1.2. Consumables (pictures, audio...)  3.2.1.3. Other (<i>specify</i>)</p> <p><b>3.2.2. Production of a video treatment for Drama/Creative Documentary</b></p> <p>3.2.2.1. Equipment rental (<i>specify</i>)  3.2.2.2. Consumables (pictures, audio...)  3.2.2.3. Other (<i>specify</i>)</p> <p><b>3.2.3. Production of the pilot for Animation</b></p> <p>3.2.3.1. Research (including 3D models) (<i>specify</i>)  3.2.3.2. Storyboard  3.2.3.3. Lay-out  3.2.3.4. Animation  3.2.3.5. Ink and paint  3.2.3.6. Video post-production (editing, mixing, compositing...)  3.2.3.7. Sound post-production (music, sound effects, dialogue...)  3.2.3.8. Studio rental  3.2.3.9. Material rental  3.2.3.10. Photo, Audio, Video consumables  3.2.3.11. Other (<i>specify</i>)</p> <p><b>3.3. Miscellaneous</b></p> <p><b>3.3.1. Insurance and Financial costs</b></p> <p>3.3.1.1. Insurance  3.3.1.2. Legal consultant  3.3.1.3. Legal registration  3.3.1.4. Accounting Fees</p> <p><b>3.3.2. Project presentation and Marketing</b></p>			
			<b>Sub-total 3:</b>
<b>Total Headings 1 to 3</b>			
<b>Overhead Allowance</b> Max 7% of the total of headings 1 to 3			
<b>TOTAL</b>			

Signature of company's authorised signatory

Date :

Done at :

Company name:.....  
Country: .....

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### 5. Cultural Diversity

**Projects presenting an interest in promoting European cultural diversity are those which bring together different cultural identities national and/or regional within a framework of inter-cultural dialogue among at least two European countries. The project must be centred on the cultural specifics of the countries involved and highlight the values held by their populations. If you consider that the submitted project presents an interest in this perspective, please justify the reasons below (NB! Those projects can, as an exception, receive support up to a maximum of 60% of the development budget)**

Company name:.....  
 Country: .....

**6. Sources of Finance**

Please state in the table below the sources of finance envisaged to cover the development budget, together with their status (confirmed – in which case attach a contract – or to be confirmed).

<b>Partie B : SOURCES OF FINANCE</b>					
<b>Source of Finance</b>	<b>Name of Financial Partner</b>	<b>Date of Contract or Letter on Intention</b>	<b>Amount in €</b>	<b>Status (confirmed/ to be confirmed)</b>	<b>%</b>
<b>1. Public Funds</b> 1.1. Advances on receipts 1.2. Loans 1.3. Subsidies 1.4. Other ( <i>please specify</i> )					
<b>2. Private Funds</b> 2.1. Loans 2.2. Subsidies 2.3. Other ( <i>please specify</i> )					
<b>3. Pre-sales</b> 3.1. Distributors 3.2. Televisions 3.3. Publishers 3.4. Other ( <i>please specify</i> )					
<b>4. Producer's investment</b>					
<b>5. Co-producers' investment</b> 5.1. Co-development 5.2. National co-producers 5.3. International co-producers					
<b>6. Contribution from MEDIA</b>					
<b>TOTAL</b>					<b>100%</b>

Signature of company's authorised signatory

Date :

Done at :

**SUPPORTING DOCUMENTS MUST BE ENCLOSED AT THE END OF THIS FORM**

**ANNEX TO FORM 4 TO THE APPLICATION**

- Contracts or letters of confirmation for all sources of finance listed as « confirmed » in the summary table of sources of finance (public subsidy, co-development, co-production, pre-sales etc.).

Company name:.....  
Country: .....

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**FORM 5 :**

**DESCRIPTION OF THE FINANCING AND DISTRIBUTION STRATEGY**

1. Describe the financing strategy envisaged to finance the production of the submitted project. Please mention the main options, the initial financial elements in place or to be confirmed and explain which countries you consider important in terms of co-production.

2. Describe the planned distribution strategy at national and European level, marketing potential (national and international) and the envisaged target audience. Explain which countries you consider important for the distribution of your project and if you have already entered into first distribution agreements.

**SUPPORTING DOCUMENTS MUST BE ENCLOSED AT THE END OF THIS FORM**

**ANNEX TO FORM 5 TO THE APPLICATION**

- Letters of interest for co-development/co-production/pre-sale/distribution and/or the respective agreements.