



MEDIA 2007

CALL FOR PROPOSALS 18/2008

**MEASURES TO SUPPORT PROMOTION AND
MARKET ACCESS: AUDIOVISUAL FESTIVALS**

ANNEX I

**APPLICATION FORMS AND CHECK-LIST
FOR A**

SINGLE GRANT AGREEMENT FOR AN ACTION

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CHECK-LIST

Please refer to Section 13 of the Guidelines of the present Call for information on application procedure.

I. Official Forms:

- Application forms A to F duly completed and signed
- Budget forms: Annex II a, b and c.

II. Information concerning the action

- A summary of the applicant's activities over the last three years
- List of professionals accredited for the festival's last edition. ***This list must indicate their name, function, company and nationality*** to be considered.
- Curriculum Vitae of the legal representative, project manager and key organisational staff.
- The official screening programme of the festival's last edition
- The official catalogue of the festival's last edition. Please ensure that the statistics you provide on the last edition (FORM F.1) are **consistent with the corresponding catalogue**. Inconsistent statistics will impact on the reliability of next edition's forecast.
- Didactic material edited as part of the film education activities, if any.

III. Co-financing sources

- Co-financing agreements from financial partners declared in the financing plan. If proof of financial support is not secured for next edition, proof of financial support on previous edition and/or letter of intent for upcoming edition from all declared partners should be provided.

IV. Identification of the applicant company

- Copy of the organisation's registration certificate from the relevant authority (incl. any amendment), showing the company's registration number, full legal title, registered address, date and place of registration.
- If the applicant is a public institution (e.g. Town Council): legal resolution or decision establishing the institution should be provided. A proof of the official address of the institution is also needed.
- A copy of the complete up to date list of company directors / share holders / board members, indicating their function and nationality.
- If the name of the company's legal representative does not appear on the official registration documents provided, a proof of his/her nomination is also required (e.g.: signed Board minutes).
- The company statutes.
- If the signatory of any agreement with the Agency is not the statutory legal representative, a letter of proxy (signed by the statutory legal representative or a member of the board) giving him the authority to sign agreements with the Agency on the organisation's behalf is required.
- A copy of the VAT registration including the VAT.

FORM A : ACKNOWLEDGEMENT OF RECEIPT
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Section to be completed by the applicant

Name of applicant:
Title of the action:
Correspondence address:
Contact person:
Fax number (to which this acknowledgement should be sent) :
Email address:

Section for EACEA use only

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

0818PR01

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

FORM B :
APPLICATION - DECLARATION ON THE HONOUR

The applicant company/organisation*[insert company/organisation name]*,
hereby applies for a community grant within the framework of call for proposals 18/2008, and certifies:

- * it is not in one of the exclusion cases listed in section 6 of the guidelines of call for proposals 18/2008;
- * it is a European organisation as defined in the guidelines applicable to this Call;
- * it is familiar with the guidelines of call for proposals 18/2008 "Measures to support Promotion: Audiovisual Festivals" of the MEDIA Programme and accepts and observes the conditions and procedures specified therein, particularly regarding matching funds;
- * the amounts and details declared in the budget summary forms in annexe are accurate and necessary for the implementation of the action and fall within the definition of eligible costs specified in the guidelines of this current call for proposals;
- * the information contained in this application is true and verifiable;
- * the person signing this application has been duly authorised by the company to do so;
- * it agrees with the publication of information about the grant awarded, should its application be successful;
- * it has read the checklist contained in Annex 1 and supplied all of the documentation requested;
- * it has the operational and financial capacity to complete the proposed action;
- * that, should a MEDIA support be granted and the source of co-financing declared in the provisional budget is not confirmed, it undertakes to guarantee financial cover for the action.

In my capacity of the applicant company's legal representative, I am fully aware that my organisation is not entitled to receive more than one grant from the Commission for the action covered by this application. I undertake to withdraw any other application for any other grants from the Commission should this application be successful, or to withdraw this application should any other application be successful.

Name of legal representative: Date:

Signature: Job title:

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FORM C :
INFORMATION CONCERNING THE APPLICANT ORGANISATION

FULL LEGAL NAME:			
NAME OF THE ACTION:			
EDITION:		LOCATION (TOWN & COUNTRY):	
DATES:		WEBSITE:	
STATUTORY LEGAL REPRESENTATIVE	TITLE (Mr / Mrs / Ms): SURNAME: FORENAME: FUNCTION:		
AUTHORISED SIGNATORY FOR THE MEDIA AGREEMENT (IF DIFFERENT)	TITLE (Mr / Mrs / Ms): SURNAME: FORENAME: FUNCTION:		
REGISTERED OFFICE			
LEGAL ADDRESS:			
TEL (OFFICE):		FAX:	
CORRESPONDENCE (IF DIFFERENT FROM LEGAL ADDRESS)			
CORRESPONDENCE ADDRESS:			
TEL (OFFICE):		FAX:	
EMAIL:		TEL (MOBILE):	
CONTACT PERSON FOR THIS APPLICATION			
TITLE (Mr/Mrs/Ms):		SURNAME:	
FORENAME:		FUNCTION:	
TEL (OFFICE):		FAX:	
TEL (MOBILE):		E-MAIL:	
ORGANISATION PERSONNEL			
DIRECTOR:		PROGRAMMER:	
COORDINATOR:		OTHERS:	
GRANTS obtained from MEDIA (2007-2013) and MEDIA Plus (2001-2006)			
NAME OF THE ACTION		EDITION	€
ANY OTHER COMMUNITY GRANTS OR CONTRIBUTION obtained directly or indirectly during the last 3 years. Please also mention community grants requested this year.			
PROGRAMME	NAME OF THE ACTION	YEAR	€

FORM D :
BANK IDENTIFICATION FORM



FINANCIAL IDENTIFICATION

PRIVACY STATEMENT

http://ec.europa.eu/budget/execution/ftiers_fr.htm

ACCOUNT NAME	
ACCOUNT NAME	
ADDRESS	SPECIMEN
CITY	POSTCODE
COUNTRY	

CONTACT	
TELEPHONE	FAX :
E-MAIL	
ORIGINAL FORM	

BANK NAME	TO		BANK
BRANCH ADDRESS	DOWNLOAD		
CITY	http://ec.europa.eu/budget/execution/ftiers_en.htm	POSTCODE	
COUNTRY			
ACCOUNT N° NUMBER			
IBAN(*)			

<u>BANK STAMP + SIGNATURE OF BANK REPRESENTATIVE</u> <small>(both Obligatory) ⁽³⁾</small>

<u>DATE + SIGNATURE ACCOUNT HOLDER :</u> <small>(Obligatory)</small>
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 (if all the above details are mentioned), 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.

FORM E:
LEGAL ENTITIES

Please use the form relevant to the nature and place of registered address of the applicant organisation. Forms must be downloaded from the following website:
http://ec.europa.eu/budget/execution/legal_entities_en.htm
 The applicant must ensure that the information below is coherent with the legal documents provided.

ENTITE LEGALE	
<u>SOCIETE PRIVEE & ORGANISMES A BUT NON LUCRATIF</u>	
FORME JURIDIQUE	
NOM(S)	SPECIMEN
ABREVIATION	
ADRESSE OFFICIELLE (siège social)	
CODE POSTAL	BOITE POSTALE
VILLE	ORIGINAL FORM
PAYS	
TVA	TO
LIEU D'ENREGISTREMENT	
DATE D'ENREGISTREMENT	DOWNLOAD
N° DE REGISTRE	
TELEPHONE	FAX
E-MAIL	
PERSONNE DE CONTACT	
<p>IL CONVIENT DE FOURNIR EN TOUT CAS UN PLEIN DE COMPLÉMENTS SUSSMENTIONNE</p> <p>* UNE COPIE DE TOUT DOCUMENT OFFICIEL (P-EX. MONITEUR, JOURNAL OFFICIEL, REGISTRE DU COMMERCE,...) PERMETTANT D'IDENTIFIER LE NOM DE L'ENTITE LEGALE, L'ADRESSE DU SIEGE SOCIAL ET LE NUMERO D'ENREGISTREMENT AUPRES DES AUTORITES NATIONALES</p> <p>* UNE COPIE DU DOCUMENT d'ASSUJETTISSEMENT A LA TVA SI CELLE-CI EST D'APPLICATION ET SI LE N° DE TVA NE FIGURE PAS SUR LE DOCUMENT OFFICIEL SUSMENTIONNE</p>	
DATE :	CACHET
NOM + FONCTION DU REPRESENTANT AUTORISE	
SIGNATURE	SPECIMEN

FORM F: WORK PROGRAMME

1. FESTIVAL STATISTICS

Please include information relating to the last 3 editions of the festival + provisional information for the edition for which support is requested. Reasonable estimations **MUST** be provided for the next edition.

Specify the edition n°: Specify the year:	Edition...	Edition...	Edition...	Edition...
	20.....	20.....	20.....	20.....
<u>PROGRAMMING:</u>				
Statistics are requested on eligible works (Section 1.2 of the guidelines) detailed in the official catalogue and screened during the official festival period. The following cannot be counted: free screenings in the lounges, pre-selection screenings, and screenings focusing on any of the themes listed under point 5.3 of the guidelines. Please ensure that the statistics provided are coherent with the catalogues.				
Total number of films in the catalogue				
* number of feature films				
* number of short films				
Number of fictions				
Number of Documentaries				
Number of Animations				
Number of national premières (i.e. never shown in your territory)				
Number of unreleased films (i.e.: not distributed commercially in your territory)				
Total number of European works				
Total number of European non-national works				
Total number of non-national works in the catalogue from European countries with a low audiovisual production capacity ¹				
Number of countries participating in the MEDIA Programme represented by works in the catalogue (max 32 countries)				
<u>AUDIENCE:</u>				
(A distinction must be made between the main event and the decentralised screenings)				
<u>Festival</u>	- Total audience (at screenings only)			
	- Single tickets sold (screenings only)			
	- Season tickets sold			
	- Other events (concerts, roundtables, exhibitions ...)			
<u>Satellite events</u> (if any) Please detail the audience in each town where a satellite event is organised				

¹ All MEDIA countries with the exception:

- of France, Germany, Italy, Spain, UK

- national works **even if** your country is a low audiovisual production capacity country

2. FESTIVAL DESCRIPTION	
NAME OF THE FESTIVAL:	
EDITION:	DATE:
GENRE: general <input type="radio"/> animation <input type="radio"/> short films <input type="radio"/> documentaries <input type="radio"/> new media <input type="radio"/> other:	
PRINCIPAL LOCATION (Town, Country):	OTHER SCREENING LOCATION :

NO GLOBAL ANSWER !! Please answer **each** question **on the form** (write "not applicable" where questions are not relevant).

<p><u>A. FESTIVAL DESCRIPTION</u></p> <p>Please briefly describe the festival edition for which Community support is sought, including the objectives and expected results (<u>maximum 15 lines</u>).</p>

<p><u>B. PROGRAMMING</u></p> <p>1. Please describe the programme structure (sections, competitions, cartes blanches, tributes etc.) (<u>maximum 1 page</u>).</p> <p>2. Please detail any focus and/or themes that are already foreseen for next edition (<u>maximum 1 page</u>).</p>

<p><u>C. AUDIENCE IMPACT</u></p> <p>1. Please comment on the evolution of the audience over the past 3 years and explain the method applied to measure the scale of the audience. If an increase or a decrease is already foreseen, please detail.</p> <p>2. Screening locations: please fill in the table below:</p>

Name	Description	Maximum capacity	Number of screenings during last edition

<p>3. Please describe, if any, satellite events.</p> <p>4. Please describe, if appropriate, media literacy activities, notably actions of film education. Please include in the application didactic material edited as part of the film education activities of last festival edition.</p>

D. IMPACT ON THE PROMOTION AND CIRCULATION OF EUROPEAN WORKS

1. Please describe, if appropriate, the mechanisms in place for the follow-up during and after the festival for the sale of the films presented.
2. Please detail, if appropriate, the sales resulting from the last edition of the festival (films sold + distributor/Sales Agent/TV Buyers). Please make a distinction between cinema sales and TV sales.
3. Please describe, if appropriate, actions in place aimed at encouraging meetings and commercial transactions between professionals of the industry.
4. Please describe, if appropriate, policies in place aimed at promoting the works of young European professionals and to facilitating their access to markets.
5. Please describe, where appropriate, actions in place aimed at circulating and promoting the works after the festival (other festivals, cinemas, decentralised screenings, DVD's, etc.).

E. COLLABORATION WITH OTHER EUROPEAN AUDIOVISUAL FESTIVALS

1. Please describe, if appropriate, the name of any network the festival belongs to.
2. Please provide details of festivals (name and country) with whom collaboration agreements have been signed. Please make a distinction between permanent collaborations and collaborations limited to the last or upcoming edition.
3. Please describe the actions carried out within all festival networks and/or concrete actions to be put into place through collaboration with other festivals.

F. FILM PROFESSIONALS' ATTENDANCE

1. Please indicate the number of professionals attached to films of the festival's programming (filmmaker, actor, scriptwriter or producer).

	Last edition (on the basis of the accreditation list)	Next edition (forecast)
National		
European		
Non-European		

2. Please indicate the number of professionals prospecting for films.

	Last edition (accreditation list)	Next edition (forecast)
Festivals		
National		
European		
Non-European		
TV buyers		
Sales agents		
Distributors		
Exhibitors		
Cine-clubs		
Others: ...		

3. Please provide the accreditation list of professional attendance at the last edition. To be taken into account, it is compulsory that this list mention the **name, nationality, activity and the company or school**.

** The statistics above must be coherent with the accreditation list provided!*

G. MATERIAL TO INCLUDE IMPERATIVELY

- Official catalogue of previous edition
- Screening programme of previous edition
- Didactic material edited by the applicant for the event

Name of the Legal Representative:.....

Date:.....

Signature :.....