



A programme of the European Union



**MEDIA Programme (2007-2013)**

**Call for Proposals EACEA/05/2011**

**Pilot Projects**

**Application Form**

Council Decision N° 1718/2006/EC  
of the European Parliament and the Council

## CONDITIONS OF SUBMISSION

### 1. Proposal language

All sections must be completed, preferably in English, in order to be of assistance to the evaluators. In any case the applicants are requested to attach a translation of the abstract and an extended summary of the proposal in English. The action plan required in the application must in any case be in English.

### 2. Application form

Applications may only be submitted using this form. The Agency will accept only printed forms which have not been modified and which have been completed correctly, in full. The annexes requested may be hand-written. Please respect the format provided and follow the page order. You are strongly advised to read through the entire application form before beginning to complete it.

This form is available on the Internet and can be downloaded (in word format) at the following address, as well as the budget form (in excel):

[http://ec.europa.eu/culture/media/programme/newtech/pilot/forms/index\\_en.htm](http://ec.europa.eu/culture/media/programme/newtech/pilot/forms/index_en.htm)

The application comprises two parts and five annexes (see section 5.6.2. of the Guidelines).

**Part A** collects administrative information about the proposal and its proposers (e.g. title of the proposed action, proposer's names and addresses, brief description of the work, total funding requested by type of expenditure, etc.).

**Part B** asks for a detailed description of the nature of the proposed action. Part B should also identify and describe the partners and their responsibilities within the proposed action.

The annexes requested are necessary to provide the Agency with additional administrative information to assist in the preparation of a contract if the proposal is successful.

### 3. Guidelines

Before completing the application form, please read these guidelines. The Agency reserves the right not to consider applications, **which do not provide all of the information requested. Applications, which do not comply with the eligibility criteria detailed in these guidelines, will not be considered.**

Applicants are requested to submit a detailed budget for each 12-month period, as well as a general forecast for the full period of the project (2 or 3 years). However their selection will be made on a yearly basis and will depend on results obtained and evolution at the moment of evaluation.

Particular attention should be given to the Financial Conditions (see section 9. of the Guidelines). Any costs presented in the budget which do not comply with the Financial Conditions will be considered as ineligible and will not be taken into account when calculating the support to be awarded.

#### **4. Number of copies**

Applicants are required to present one signed original application form completed with the requested annexes and two copies (including copies of the annexes.)

In addition, a **CD-Rom or DVD-Rom** with the application in electronic format (application form in Word, budget in Excel) shall be provided.

#### **5. Deadline for reception**

All applications must be sent by registered mail or courier service (at the applicant's own expense) by **14/06/2011**. The postmark will be taken as proof of timely submission.

#### **6. Presentation and delivery**

Proposals must be clearly marked with the following words: "**MEDIA Programme – Pilot Projects – EACEA/05/2011**" to the following address:

Education, Audiovisual and Culture Executive Agency  
MEDIA Programme – Pilot Projects – EACEA/05/2011  
Mr Constantin Daskalakis (BOUR 03/30)  
Avenue du Bourget 1  
B - 1140 Brussels  
Belgium

**Proposals delivered by hand must arrive before 3.00 pm on the relevant deadline.**

Applications sent by fax or email will not be accepted.

**PART A: ADMINISTRATIVE INFORMATION**

<b>1- PURPOSE OF THE APPLICATION (double click in box to tick)<sup>1</sup></b>	
ACTION 1: <b>Distribution</b> : new ways of creating and distributing European audiovisual content via non linear services.	<input type="checkbox"/>
ACTION 2: <b>Open Media Production Environment</b>	<input type="checkbox"/>
ACTION 3: <b>Distribution - Promotion &amp; Marketing</b> : the use of web techniques to develop local Cinema Communities.	<input type="checkbox"/>
ACTION 4: <b>Audiovisual Junction Portal</b> : to widen and improve the access and the exploitation of structured information of European audiovisual content across multiple databases	<input type="checkbox"/>
<b>2- TITLE OF ACTION</b>	
<i>Action title:</i>	
<i>Acronym (if any):</i>	
<i>Reference N° (for office use only):</i>	
<b>3- DURATION OF PILOT PROJECT (double click in box to tick)</b>	
12 Months .....	<input type="checkbox"/>
24 Months .....	<input type="checkbox"/>
36 Months .....	<input type="checkbox"/>

<sup>1</sup> The same application **cannot** be submitted for different areas

**Call for proposals EACEA/05/2011**

Action Name:

Date:

**4- ORGANISATION RESPONSIBLE FOR THE ACTION (co-ordinator)<sup>2</sup>**

*Full legal Name:*

*Legal Address:*

*Tel (Office):*

*Fax:*

*Tel (Mobile):*

*E-mail:*

*Legal status:*

*Correspondence address (if different):*

**5- PERSON IN CHARGE OF THE ACTION WITHIN THE ABOVE ORGANISATION (who will be authorised to sign the Agreement for MEDIA support if the application is selected)<sup>3</sup>**

*Name:*

*Function:*

*Address:*

*Tel (Office):*

*Fax:*

*Tel (Mobile):*

*E-mail:*

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<sup>2</sup> If the action is selected, only the organisation designated in point 4 will be authorised to receive MEDIA support

<sup>3</sup> Similarly, only the legal representative mentioned in the official company documents will be authorised to sign the Grant Agreement for MEDIA support. Any subsequent changes must be duly substantiated and are subject to prior approval by the Agency.

**Call for proposals EACEA/05/2011**

Action Name:

Date:

**6- BRIEF DESCRIPTION OF ACTION (maximum 1000 characters)**

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**7- ACTION BUDGET**

The next two pages are the templates for the budget (7.1 – Expenditure & 7.2 – Income).

The budget must be balanced and should indicate clearly the budgetary year. It must be initialled on every page by the legal representative of the co-ordinator.

Please fill in one budget (expenditure and income) for every year of the action in order to show an overview of the costs for subsequent years.

However the financial contribution requested from the MEDIA Programme may only be awarded for the current year. Any further contribution will be subject to a new application for the action.

Signature: .....

YEAR:

**7.1 Estimated Budget**

Rate per Day  
or Unit Price

Number of  
Days or Units

in Euro

% of total  
costs

*Personnel costs, travel & subsistence costs & any budget item should be broken down in detail*

**1 - Personnel Costs**

*(please specify Name & Job Title)*

1.1. - Management Staff (Managers, Executives...)

1.2. - Assistants, Secretaries, Temporary Staff

1.3. - Miscellaneous Staff (e.g. IT, accountancy...)

**TOTAL Heading 1**

**2 - Operating Costs**

*(please specify)*

2.1 - Travel and Subsistence Costs

2.2 - Durable Equipment

2.3 - Advertising and Promotion Costs

2.4 - Costs of Bank Guarantee

2.5 - Other Operating Costs

**TOTAL Heading 2**

**3 - Sub-contracting Costs**

*Limited to 30% of the total eligible costs*

*(please specify)*

**TOTAL Heading 3**

**4 - Reporting Costs**

4.1 - Costs of the certification by the Approved External Auditor

**TOTAL Heading 4**

**SUB-TOTAL (1+2+3+4)**

**Overheads: *May not exceed 7% of the total eligible costs (Sub-total)***

maximum

**TOTAL in Euro**

## Call for proposals EACEA/05/2011

Action Name:

Date:

### **MEDIA BUDGET – Explanatory note**

The estimated budget as well as the final report has to be presented in exactly the same way and structured as follows:

1. Heading (*level to verify the transfers allowed*)
  - 1.1. Sub-heading (*expense category*)
    - 1.1.1. Item (*expense level*)
      - 1.1.1.1. Sub-item (*detail of expense level*)

To avoid rejection of expenses when submitting the final report, rules described below must be respected when carrying out the action:

#### **1. Heading**

The number of headings cannot be changed after the signature of the contract, even through an amendment.

#### **1.1. Sub-heading**

Additional sub-headings can be added through a prior amendment to the initial eligible estimated budget.

#### **1.1.1. Item**

Additional Items can be added through a simple prior written approval by the Agency.

#### **1.1.1.1. Sub-item**

Additional sub-items can be added by the Beneficiary without prior Agency approval as far as the sum of the new sub-items is not superior to the total of the existing specific sub-items, already mentioned in the eligible estimated budget.

- *As specified in the agreement art II.14.1, to be considered as eligible costs of the action, costs must be provided for in the estimated budget. To satisfy this requirement, **sub-heading level will be considered.***
- *Should the transfers between headings exceed the limit of 10% specified in art I.3.4, the provisions of art II.13.3 apply and prior amendment has to be requested by the beneficiary providing a modified estimated budget. It is to be noted that the total of the **estimated budget cannot be changed.***

<b>Signature: .....</b>				
<b>YEAR:</b>				
<b>7.2 Financing Plan</b>	Type of Document	Date of Signature	in Euro	% of total costs
<b>1 - Own Resources</b> - Applicant's Investment - Action's Revenues				
<b>2 - Private Sources</b> <i>(contributions in kind cannot be included)</i>  <i>Please indicate names of companies and amounts of co-financing</i>				
<b>3 - Public Funding other than MEDIA 2007</b> <i>(local, regional, national and supranational sources)</i>  <i>Please indicate names of funding bodies and amounts of support</i>				
<b>4 - Financial contribution requested from the MEDIA 2007 Programme</b>  <b>TOTAL INCOME in Euro</b>				
The budget must be balanced, i.e. Income (Part 7.2), including the financial contribution requested from the MEDIA 2007 Programme, must match Expenditure (Part 7.1). Otherwise the Agency reserves the right not to accept the application.				

<i>Signature of the legal representative</i>	<i>Date</i>
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**7.3- NOTE TO THE ESTIMATED BUDGET**

This Note should justify the costs incurred under the various Budget Headings and establish the direct link with the execution of the Action. Attention should be given to the details requested in Section 9 of the Guidelines.

**PART B: PRESENTATION OF THE PROPOSED ACTION**

**8- OBJECTIVES**

This section should not exceed two pages. The objectives should be achievable within the action's period, not through any subsequent developments, and should be quantifiable and verifiable. Evaluations will measure the progress of the action work against these objectives.

**9- ACTION PARTNERS**

(to be filled in for each partner of the action, **INCLUDING the co-ordinator**),

9.1 - ADMINISTRATIVE INFORMATION (to be filled in for each partner of the action)		
Name of Partner	Type of Activity <sup>4</sup>	Reg. nr
Signatory name <sup>5</sup>	Contact name (if different)	VAT nr
Phone nr	Fax nr	Mobile nr
e-mail	Official registered address	

**9.2 - DESCRIPTION OF PARTNERS (to be filled in for each partner of the action)**

This section, should provide a short description of participating organisations and key persons involved:

1. Short profile of each organisation participating in the action (no more than two pages per organisation)
2. Short CVs of the key persons to be involved (no more than one page per CV), stating their function within the action
3. How organisations and key people complement each other (no more than one page)

<sup>4</sup> Type of Activity: Area of expertise of the partner

<sup>5</sup> Signatory according to the organisation's registration documents

9.3 - DECLARATION (to be filled in for each partner of the project)

I, the undersigned (**First Name, Last Name**), acting as (**Position**) for (**Full Organisation Name**), certify that the organisation I manage is registered in an eligible country (as defined in section 5.2 of the Guidelines).

I hereby confirm:

- that the content of the action, for which support is requested, does not consist of advertising, pornographic or racist material nor advocates violence;
- that I am familiar with the "Guidelines for Pilot Projects" to Call for Proposals EACEA/05/2011 of the MEDIA Programme and that I accept and observe the conditions and procedures specified therein;
- that I strictly respect the confidentiality of any document (including the contents of sealed envelopes) I receive from the partners of the action;
- that the information contained in this application form is true and verifiable;
- that the person signing this application has been duly authorised by the company to do so.
- that I, in the name of (**Full Organisation Name**), designate (**Full Name of the Organisation co-ordinating the action**) as the Co-ordinator of (**Action Name**) in the event of a grant agreement with the Agency.
- that, should a MEDIA support be granted and the source of co-financing declared in the estimated budget not be confirmed yet, the Co-ordinator undertakes to guarantee financial cover for the action;
- that I have the financial and operational capacity to complete the proposed action.

Place: \_\_\_\_\_ Date     /     /     (day/month/year)

Signature \_\_\_\_\_ Name of the Organisation

Name and position in capitals \_\_\_\_\_ Stamp of the applicant / contracting organisation

#### 10- ACTION WORK PLAN

This section, which should not exceed 20 pages, describes the work planned in order to achieve the objectives of the action. Essential elements of the work plan:

1. Introduction, explaining the structure of the work plan and the methodology that enables achievement of the action
2. Work plan of the action, showing the timing of the work to be accomplished
3. Graphical presentation of the action's components, illustrating their separate elements
4. Detailed action description including identification of significant risks and contingency plans.

#### 11- ACTION'S CONTRIBUTION TO THE OBJECTIVE OF THE PILOT PROJECTS SCHEME

According to Decision 1718/2006/EC, the objective of the Pilot Projects scheme is to ensure that the programme adapts to market developments, mainly in connection with the introductions and use of information and communication technologies.

This section should identify the priorities of the submitted project and in which way, the action contributes to the above mentioned objective

Each part of this section is limited to one page.

11.1 – Please explain how the submitted action contributes to the objectives of the Pilot Projects scheme.

11.2 – Please describe the extent and the potential of the European Dimension of submitted action, in terms of origin of the content, target audience and network of partners.

11.3 – Please describe the envisaged strategies of the submitted action, in order to reach the planned objectives and target audience...

11.4 – Please explain in a concise manner the financial strategy and choices made in order to realise the action.

11.5 – Please describe briefly the management plan and the added value of the partners.

11.6 – Please describe the plan for dissemination of the results.

11.7 – Please describe clearly the nature and choice of the technology to be used for the purpose of the submitted action.

#### 12- MANAGEMENT

This section, which should not exceed five pages, should describe the management structure and management planning for the action, the decision making structures to be applied, the communication flow within the grouping, the quality assurance measures to be implemented, and should demonstrate how changes will be controlled and any conflicts resolved.

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Action Name:

Date:

**13- ECONOMIC DEVELOPMENT**

This section, which should not exceed five pages, should highlight future plans. The action should clearly identify the conditions required to maximise project success. Strategic impact of the proposed action in terms of improvement of competitiveness or creation of markets and of market opportunities for the participants should be described. This should include assessment of market size, competition, pricing and potential sales.

## ANNEXES

Please fill in and attach the following annexes in the correct order, as required. The following annexes must be filled by the co-ordinator of the action ONLY.

- **Annex I: Financial Identification** (Bank detail sheet to be completed and signed by bank manager and authorised signatory of applicant organisation)

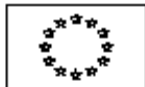
A template is available on: [http://ec.europa.eu/budget/execution/ftiers\\_en.htm](http://ec.europa.eu/budget/execution/ftiers_en.htm)

- **Annex II: Legal entity form**

A template is available on: [http://ec.europa.eu/budget/execution/legal\\_entities\\_en.htm](http://ec.europa.eu/budget/execution/legal_entities_en.htm)

- **Annex III: Financial Capacity form**
- **Annex IV: Declaration**
- **Annex V: Acknowledgement of Receipt**

ANNEX I: FINANCIAL IDENTIFICATION



FINANCIAL IDENTIFICATION

PRIVACY STATEMENT

[http://ec.europa.eu/budget/execution/fiers\\_fr.htm](http://ec.europa.eu/budget/execution/fiers_fr.htm)

ACCOUNT NAME	
ACCOUNT NAME <sup>(1)</sup>	<input type="text"/>
ADDRESS	<input type="text"/>
	<input type="text"/>
TOWN/CITY	<input type="text"/>
COUNTRY	<input type="text"/>
POSTCODE	<input type="text"/>

CONTACT	<input type="text"/>	
TELEPHONE	<input type="text"/>	FAX <input type="text"/>
E - MAIL	<input type="text"/>	

BANK	
BANK NAME	<input type="text"/>
BRANCH ADDRESS	<input type="text"/>
	<input type="text"/>
TOWN/CITY	<input type="text"/>
COUNTRY	<input type="text"/>
POSTCODE	<input type="text"/>
ACCOUNT NUMBER	<input type="text"/>
IBAN <sup>(2)</sup>	<input type="text"/>

REMARKS:

**BANK STAMP + SIGNATURE OF BANK REPRESENTATIVE**  
(Both Obligatory)<sup>(3)</sup>

**DATE + SIGNATURE ACCOUNT HOLDER :**  
(Obligatory)

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.

**ANNEX II: LEGAL ENTITY FORM**

**LEGAL ENTITIES**

**PRIVATE COMPANIES & NON-PROFIT ORGANISATIONS**

TYPE OF COMPANY	<input type="text"/>										
NAME(S)	<input type="text"/>										
	<input type="text"/>										
	<input type="text"/>										
ABBREVIATION	<input type="text"/>										
OFFICIAL ADDRESS (Head Office)	<b>SPECIMEN</b>										
	<input type="text"/>										
POSTAL CODE	<input type="text"/>					P.O. BOX	<input type="text"/>				
CITY	<input type="text"/>										
COUNTRY	<input type="text"/>										
VAT	<input type="text"/>										
PLACE OF REGISTRATION	<input type="text"/>										
DATE OF REGISTRATION	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	D	D	M	M	Y	Y	Y	Y			
REGISTRATION N°	<input type="text"/>										
PHONE	<input type="text"/>					FAX	<input type="text"/>				
E-MAIL	<input type="text"/>										
CONTACT PERSON	<input type="text"/>										

*This "Legal entity" form should be filled in and returned together with:*

- \* A copy of any official document (e.g. official gazette, register of companies etc...) showing the company's name and official address, as well as the registration number given to it by the national authorities;
- \* A copy of the VAT registration document if applicable, and if the VAT number does not appear on the official document referred to above.

DATE :	STAMP
NAME AND FUNCTION OF THE AUTHORISED REPRESENTATIVE	
SIGNATURE	

**PLEASE USE THE FORM RELEVANT TO THE NATURE OF THE APPLICANT ORGANISATION. THESE FORMS ARE AVAILABLE ON THE WEBSITE:**

[http://ec.europa.eu/budget/execution/legal\\_entities\\_en.htm](http://ec.europa.eu/budget/execution/legal_entities_en.htm)

**ANNEX III: FINANCIAL CAPACITY**

**Funding of the action**

Total costs of the action: EUR  
Amount requested from the MEDIA Programme: EUR  
Other funds already obtained for the action (not from MEDIA): EUR  
Total number of months of the action (max 18 months):

**Tick the relevant box for the coordinator of the applicant organisation:**

- The applicant is a **commercial company**
- The applicant is a **non-profit organization**
- The applicant is a **public law body**: it is exempted from the verification of its financial capacity.

**To be provided ONLY by private companies when they request a single grant agreement exceeding 25.000€:**

Please specify whether in accordance with your national legislation, the annual accounts have been:

**Approved by:**

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

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

Position:.....

**Certified by:**

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

**SUPPORTING DOCUMENTS TO BE ANNEXED TO THIS FORM**

- For commercial companies: Complete and certified annual accounts (balance sheet, profit and loss account and the annexes) for the 2 most recent years available
- For non profit companies: Complete and certified annual accounts (balance sheet, profit and loss account and the annexes) for the most recent year available

Depending on the legal status of your company/organisation, please fill in point a) or point b)

**a) NON-PROFIT ORGANISATION ONLY**

When not exempted from the calculation of its financial capacity, the applicant must provide the figures requested **based on the most recent complete annual accounts<sup>6</sup> enclosed with this application**

Financial Year: .....

Currency: .....

**Information to be extracted from the Balance Sheet**

Equity (Capital and reserves <sup>7</sup>):

Formation expenses

Total assets<sup>8</sup>:

**Information to be extracted from the Profit and Loss Account**

Profit or loss for the financial year *before* income tax<sup>9</sup>:

Total costs<sup>10</sup>:

**b) COMMERCIAL COMPANIES ONLY**

When not exempted from the calculation of its financial capacity, the applicant must provide the figures requested **based on the complete<sup>11</sup> annual accounts for the two most recent years enclosed with this application** :

Financial Year: .....

Currency: .....

**PLEASE NOTE THAT THE FOLLOWING INFORMATION MUST BE PROVIDED FOR THE LAST 3 YEARS WHEN AVAILABLE:**

<sup>6</sup> Balance sheet as well as the Profit and loss account and the annexes.

<sup>7</sup> Capital and reserves = Equity capital (called up shared capital + share premium account + (profit/loss account)). The figure is part of the liabilities side.

<sup>8</sup> Balance sheet total = total assets side = total liabilities side.

<sup>9</sup> Profit/loss is the difference between the Operating financial and extraordinary income) and the Operating, financial and extraordinary charges). Please indicate whether this amount is positive (« + ») or negative (« - »).

<sup>10</sup> Total costs = total of operating expenses, financial charges, extraordinary charges and taxation charges before income tax.

<sup>11</sup> Balance sheet as well as the Profit and loss account and the annexes.

**Call for proposals EACEA/05/2011**

Action Name:

Date:

<b>Accounting year:</b>	.....	.....	.....
Profit/loss of the financial year <i>after tax</i>	.....	.....	.....
Depreciations	.....	.....	.....
Dividends	.....	.....	.....
Equity (Capital and reserves)	.....		
Total assets	.....		
Current assets	.....		
Current liabilities	.....		
Total costs from the Profit & Loss account	.....		
Date: .....			
Name: .....			
Signature of the applicant's <u>legal representative</u> :			

**Ongoing grants and new applications under review (This must be filled in by all applicants.)**

Ongoing subsidies granted by the Media Programme in the course of the last three years **and** request for subsidy in **Progress**. In this case, specify "P" in the column "status" (*if the support is granted, the applicant must inform the MEDIA programme of it*).

Title & reference of the action	Status (O/P)	Total costs of the action	Media contribution	Duration of the action (years/months)



**ANNEX V: ACKNOWLEDGEMENT OF RECEIPT**

<p><i>To be completed by the applicant</i></p> <p>Address to which acknowledgement should be sent:</p> <p>(Complete the right-hand column)</p>	
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**MEDIA Programme (2007-2013)**

**Call for Proposals EACEA/05/2011**

**Pilot Projects**

Education, Audiovisual and Culture Executive Agency

**ACKNOWLEDGEMENT OF RECEIPT**

*To be completed by the applicant*

Application form for action entitled:

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Reference number to be quoted in all correspondence (*will be attributed by the Agency*):

**1105 PP01**

**Education, Audiovisual and Culture Executive Agency**

## CHECKLIST

This checklist will help you check that your proposal is complete and meets all the eligibility criteria and formal requirements of the programme. Your project will be evaluated only if your application fulfils all the following criteria:

- Administrative information about the submitted Action and the applicant organisation (A.1 to A.5)
- Brief description of the Action (A.6)
- Action Budget: Expenditure and Income (A.7.1 & A.7.2) **initialled on every page**
- Action Objectives: Content and Strategies for Commercialisation (B.8)
- Action Partners (**for each partner**):
  - Administrative information (B.9.1)
  - Description of the organisation (B.9.2), including **CVs of the key persons and short profiles of the organisations involved in the action**
  - **DECLARATION signed, stamped and dated (B.9.3)**
- Action Work Plan (B.10)
- Action 's Contribution to the objective of the Online Distribution scheme (B.11)
- Management (B.12)
- Economic Development (B.13)
- Mid-term Activity & Financial Reports from the previous period (for projects already supported)

- 
- Financial Identification Form (**Annex I**)
  - Legal Entity Form (**Annex II**), together with:
    - **a copy of the statutes of the applicant organisation**
    - **the official registration document**
    - **the VAT registration document**
  - Financial Capacity Form (**Annex III**), together with (**only for the co-ordinator**):
    - **the balance sheet for the last fiscal year (2 years for profit companies)**
    - **the profit & loss account for the last fiscal year (2 years for profit companies)**
    - **when the requested contribution from the MEDIA Programme is higher than € 500,000, the full audited accounts for the last fiscal year, certified by an approved auditor**
  - Declaration **signed, stamped and dated (Annex IV)**
  - Acknowledgement of Receipt (**Annex VI**)

- 
- Does your action fulfil the European dimension criterion (i.e. content from at least four eligible countries representing at least three different official languages of the European Union<sup>13</sup>)?
  - Is the budget presented in conformity with the format and instructions of the application form?
  - Have all sections (of Part A & B) of your application been **printed**? (Hand-written documents are not acceptable)
  - Have you submitted **one signed and dated original application form** and **two copies**?
  - Have you included an electronic copy of the entire application **on CD-Rom / DVD-Rom**?

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<sup>13</sup> For the purpose of Call for Proposals EACEA/05/2011, this means the 23 official languages of the European Union, as well as Norwegian, Icelandic and Croatian.