

ANNEX I: Application Form

- **Annex I.a.** **Application Forms + Check-List**
- **Annex I.b.** **Budget Summary Form**

**Proposals delivered by hand or express courier must arrive
before 15.00 hours on the relevant deadline.**

ANNEX I.a.: Application Forms

(To be completed and signed in two original copies)

The applicant company certifies:

- that it is not in one of the exclusion cases listed in point 6. of the guidelines of Call for Proposals 05/2005;
- that it is a European company as defined in the guidelines applicable to this Call for Proposals;
- that it is familiar with the guidelines “Measures to support Promotion - Market Access/European Audiovisual Festivals Networks” of Call 05/2005 of the MEDIA Plus Programme and that it accepts and observes the conditions and procedures specified therein, particularly regarding matching funds;
- that the amounts and details declared in the Budget Summary Form are accurate and necessary for the implementation of the project and fall within the definition of eligible costs specified in the guidelines and financial guide relevant to this current Call for Proposals;
- that the information contained in this application form are true and verifiable;
- that the person signing this application has been duly authorised by the company to do so;
- that it agrees with the publication of information about the grant awarded, should its application be successful;
- that it has read the checklist below and supplied all of the documentation requested.

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 and will therefore withdraw any application for any other grant from the Commission should this application be successful, or will withdraw this application should any other application be successful.

Signature of legal representative: Date:

Name of legal representative: Position in the Company:

Annex I.a.i. Identification of the company (Legal entity)

LEGAL ENTITIES

PRIVATE COMPANIES & NON-PROFIT ORGANISATIONS

TYPE OF COMPANY	<input type="text"/>										
NAME(S)	<input type="text"/>										
	<input type="text"/>										
	<input type="text"/>										
ABREVIATION	<input type="text"/>										
OFFICAL ADDRESS (Head Office)	SPECIMEN										
	<input type="text"/>										
POSTAL CODE	<input type="text"/>	P.O. BOX				<input type="text"/>	<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"/>	
	<small>D</small>	<small>D</small>	<small>M</small>	<small>M</small>	<small>Y</small>	<small>Y</small>	<small>Y</small>	<small>Y</small>			
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 SPECIFIC TYPE OF COMPANY OF THE APPLICANT ACCORDING TO THE COUNTRY IN WHICH THE APPLICANT COMPANY IS ESTABLISHED. THE FORMS ARE AVAILABLE ON THE WEBSITE http://europa.eu.int/comm/budget/execution/legal_entities_fr.htm

Annex I.a.ii. Identification of the company (bank details):

Full legal name of the Company:	
Short name (where applicable)	
Acronym (where applicable)	
Legal Status (association, commercial company, etc...)	
Foundation date:
VAT No.
Legal Registration No.
Statutory Legal Representative:
Position in the company:
The information stated will be used to establish the contract between the Commission and the applicant if selected. Please mention the complete name and legal status of the company along with the statutory legal representative.	

Name of the authorised signatory for contracts with the Commission and position in the company:
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Address of the registered office:	
Street:	Tel:
Town:	Fax:
Post Code:	Country E-mail:

Address for correspondence (if different):	
Street:	Tel:
Town:	Fax:
Post Code:	Country E-mail:

Details of the bank account:	
Name of Bank:
Name of the branch:
Address of Branch:	Street..... Town..... Postal CodeCountry.....
Account Number:
Branch Code:
SWIFT Code (BIC):
IBAN Code:
Name of account's holder:
<i>(If this page is not stamped, the applicant is required to enclose a letter from the bank confirming these bank details)</i>	
Address in bank's records:	
Street:	N°
Post Code:	Town: Country.....

Signature of the statutory legal representative of the company:
Date and Signature:

Original Stamp of the Bank:
Name and signature of an authorised official of the bank:

Annex I.a.iii. Information concerning the Applicant company:

Companies/associations holding a share of the applicant's capital (where applicable):

Subsidiary companies/associations of the applicant (where applicable):

Community grants or any type of contribution obtained directly or indirectly during the last years (including the ongoing ones) from the MEDIA Programme or any other Commission services (where applicable):

For each grant please give details of

- Community Programme in question
- Title of the operation
- Year of the award by the Commission
- Amount of the grant, loan, contract

NB: Applicants shall inform the MEDIA Plus Programme of any request for funding approved by other Commission departments.

Annex I.a.iv. Information concerning the project

Contact person within the Applicant company:

Name, First name:

Position in the company:.....

Tel.:..... Fax: E-mail:.....

3.1 Brief description of the project

Name of project:

Number of previous editions:.....

Start date of project/event:

End Date of project/event:

Territory:.....

Type of Action (please tick):

Action 1

Action 2

Action 3

Action 4

Action 5

(A full description of the proposal should be attached separately to the application)

(Where applicable, please indicate whether part or parts of the application will be subcontracted)

3.2 Expected outcome of the project

3.3 Timetable for the project

3.4 A business plan describing in detail the company's development and activities over the next three years.

The plan should include the following information:

- An executive summary of the company's present position, its global activities and its future aims
- A history of the company since its foundation
- The company's markets and targets
- Timetable
- The potential competition with other companies sharing the same market segment
- A breakdown of the managerial structure

Annex I.a.v. Information concerning the Applicant's financial capacity

Applicant certifies that it has enclosed the following document with the application:

Complete annual accounts (balance sheet, profit and loss accounts and, if available, all relevant annexes) of the applicant company

Approved by :

Board General Assembly
 Other (please specify).....
 Date:..... Signed by:.....
 Position:.....

Certified by :

Approved independent Auditor/Chartered Accountant, in compliance with the 8th Directive 84/253/CEE
 Name:.....

The Applicant company must provide the following figures, based on the most recent complete certified accounts enclosed with this application :

Fiscal Year :

Currency:

I – BALANCE SHEET

<i>Assets</i>	<i>Liabilities</i>
Formation expenses: <input style="width: 150px;" type="text"/>	Capital and reserves: <input style="width: 150px;" type="text"/>
Total assets: <input style="width: 150px;" type="text"/>	Capital and reserves + creditors: <input style="width: 150px;" type="text"/>
	(=)

II – PROFIT AND LOSS ACCOUNT

Depreciation (recognised as operating expenses):

Operating profit or loss¹:

Total costs²:
 (operating costs + financial charges + extraordinary charges + taxation charges)

Profit or loss for the financial year after tax:

Name of the Applicant company's legal representative:

Date and signature :

¹ Operating Profit is the difference between the Operating Income (excluding financial and extraordinary income) and the Operating Costs (excluding financial and extraordinary charges). Please indicate whether or not this amount is positive (« + ») or negative (« - »).

² Total costs = total of operating costs, financial charges, extraordinary charges and taxation charges.

CHECK LIST

**Applications failing to supply the necessary documents may be considered ineligible.
The following documents must be provided in 2 COPIES.**

I. Identification of the Applicant Company:

The legal representative of the company must date and sign the section “Identification of the Company”

- Form I.a.i. “Legal entity” duly completed;
- Copy of all documents officially establishing the company, together with any subsequent amendments, legal statutes etc...;
- Form I.a.ii. “Bank details” duly **stamped** by the bank: or a letter from the bank confirming the applicant company’s bank account details;
- Curriculum vitae of the legal representative and the responsible of the project (if different);

II. Information concerning the Applicant Company:

- Form I.a.iii. duly completed;
- Financial position of the company (full audited accounts - balance sheet and complete profit & Loss Accounts - for the last fiscal year, certified by an independent chartered accountant or auditor);
- For newly created companies: a bank declaration (document delivered by the bank), confirming that the applicant company is the holder of an account which is properly operated;
- For applicants requesting a contribution of more than 300,000€ the certified accounts must be accompanied with an external audit report done by an approved independent chartered accountant/auditor³. This report certifies the accounts of the last or most recent fiscal year and gives an opinion about the Applicant’s financial capacity to carry out the project to its end;
- Complete, correct Annex I.a.v. including accurate and verifiable figures;

III. Information concerning the project

- Brief Summary of the proposal properly completed (Form I.a.iv.);
- Full description of the Project on a separate document;
- Business Development Plan over the next three years and summary of applicant’s activities;

IV. Budget Summary Form

- Part I – Financing Plan;
- Part II – Expenditure;
- Explanatory note of the applicant (breakdown of the costs on a separate page/ explanation relevant to the provisional budget if necessary);
- Statements of partnership of all partners involved (properly signed, stamped and dated) and/ or letter of guarantee of applicant for all co financings not confirmed;
- Declaration of VAT (if applicable).

³ In compliance with the 8th Council Directive 84/253/EEC of 10 April 1984 based on Article 54 (3) (g) of the EEC Treaty, concerning the approval of persons responsible for the statutory audit of accounting documents (*Official Journal n° L 126 of 12/05/1984 p. 20*)