



A programme of the European Union



MEDIA 2007 (2007-2013)

CALL FOR PROPOSALS EACEA 24/2011

APPLICATION FORMS

I2I AUDIOVISUAL

Please read carefully the Permanent Guidelines 2012 - 2013

APPLICATION FORM
To be completed and signed by the applicant company
CHECK LIST

The following documents must be submitted in one original copy

Applications failing to supply the necessary documents may be considered ineligible.

I. IDENTIFICATION OF THE APPLICANT COMPANY

- Copy of all registered documents officially establishing the company, together with copies of any subsequent amendments, including proofs of the company registration number, the full legal title of the organisation, the registered address and the legal signatory and a complete list of all shareholders / Management Board certifying their nationalities (Form I.a. and II).
- Copy of VAT registration documents.
- Completed and signed by the applicant company and the bank copy of Form I.b. 'Bank Information form,' ensuring that all details correspond with information set out in the registered documents provided.
- Signed, completed copy of Form I.c. 'Legal Status,' ensuring that all details correspond with information set out in the registered documents provided
- Curriculum vitae of the legal representative (or the managing director) and the main collaborators.

II. DECLARATIONS

- Signed declaration (Annex III).
- Declaration of the co-producers designating the applicant producer as the delegate producer in the case of a contract with the EACEA.

III. INFORMATION CONCERNING THE PROJECT

- A declaration concerning the rights to the work:
 - if the project is an original work, a declaration by the author and the applicant producer certifying that the work does not infringe the rights of any third party
 - if the project is an adaptation upon copyrighted material, a contract between the rights holder or agent and the applicant producer.
- A work plan (specifying all the stages for the production of the work).
- Signed co production agreement(s).
- Signed distribution agreement(s).

IV. FORECAST FINANCIAL STATEMENT (EXCEL)

- Summary of Forecast Expenses & Incomes.
- Forecast Production Budget (Annex V.a.).
- Forecast Financial Plan, specifying all the requested details (Annexe V.b.)

Company Name:
Project Title:

V. INFORMATION CONCERNING THE MODULES

Modules Table.

Table that indicates the applicant's choice of Modules and the requested amount. (Maximum € 50 000, the amounts filled in this table must correspond to the ones of the provisional budget and financial plan) (Annex VI.a.)

For Module 1

Summary insurance Table (Annex VI.b.)

Copy of the insurance policies

For Module 2

Copy of the Completion Guarantee

AND

Copy of the Completion Agreement

For Module 3

Copy of the full bank financing agreement, including the cash flow schedule or an estimate of the financial costs made by the bank

VI. ACKNOWLEDGEMENT OF RECEIPT (Annex VI)

VII. TABLE OF EQUIVALENCE RELATIVE TO COMPANY DOCUMENTS

Company Name:
Project Title:

I.a. IDENTIFICATION OF THE COMPANY

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

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:

Name of the legal representative:

Position in the Company:

Signature of the legal representative:

Date:

I.b. FINANCIAL IDENTIFICATION



I.b FINANCIAL IDENTIFICATION PRIVACY STATEMENT

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm

ACCOUNT NAME	
ACCOUNT NAME	<input type="text"/>
ADDRESS	<input type="text"/>
CITY	<input type="text"/>
COUNTRY	<input type="text"/>

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

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

BANK NAME AND SIGNATURE OF BANK REPRESENTATIVE (both Obligatory)
<input type="text"/>

DATE + SIGNATURE ACCOUNT HOLDER : (Obligatory)
DATE <input type="text"/>

(1) The name of the bank 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.

Company Name:
Project Title:

I.c. APPLICANT IDENTIFICATION FORM (LEGAL STATUS)

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

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

LEGAL ENTITIES

PRIVATE COMPANIES

TYPE OF COMPANY	<input type="text"/>		
NGO	YES <input type="checkbox"/>	NO <input type="checkbox"/>	(Non-Governmental Organisation)
NAME(S)	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
ABBREVIATION	<input type="text"/>		
ADDRESS OF HEAD OFFICE	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
POST CODE	<input type="text"/>	P.O. BOX	<input type="text"/>
TOWN/CITY	<input type="text"/>		
COUNTRY	<input type="text"/>		
VAT (1)	<input type="text"/>		
PLACE OF REGISTRATION	<input type="text"/>		
DATE OF REGISTRATION	<input type="text"/> <input type="text"/> <small>D D</small>	<input type="text"/> <input type="text"/> <small>M M</small>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <small>Y Y Y Y</small>
REGISTRATION N° (2)	<input type="text"/>		
PHONE	<input type="text"/>	FAX	<input type="text"/>
E-MAIL	<input type="text"/>		

This "Legal entities" form should be completed and returned together with:

- 1. A copy of the VAT registration document if applicable and if the VAT number does not appear on the official document referred to at 2 below.***
- 2. A copy of some official document (official gazette, company register etc...) showing the name of the legal entity, the address of the head office and the registration number given to it by the national authorities.***

DATE AND SIGNATURE OF AUTHORISED REPRESENTATIVE

Company Name:
Project Title:

II. INFORMATION CONCERNING THE COMPANY

Contact person for this project:

Contact Person:
Position in the company:
Phone: Fax:
email:

Company personnel:

Managing Director:
Head of Finance:
Number of employees: permanent: temporary:

Shareholders of first rank:

Name of shareholder	Nationality	% shareholding
.....
.....
.....
.....

Shareholders of second rank:

State precisely on an explanatory sheet the information requested to prove that the company is held either directly, or by majority share by citizens of Member states of the European Union and established in those countries. In the case of insufficient information, the producer may be considered as ineligible.

Existing subsidiaries of the company:

Name of Company	Country	Main activity	% shareholding
.....
.....
.....

Activities of the company during the last 12 months:

Production (including co-productions):
in pre-production
.....
in production
.....
productions completed
.....
Other activities
.....

Company Name:
Project Title:

Works produced or co-produced by the company in 2010 and 2011:

TITLE	Year of production	Category	Duration	Territories sold	Revenues

III. DECLARATION

Declaration

The applicant company certifies:

- that it is familiar with the guidelines “i2i Audiovisual” of Call 24/2011 of the MEDIA Programme and that it accepts and observes the conditions and procedures specified therein, particularly regarding co-financing;
- that it is not in one of the exclusion cases listed in section 6 of the guidelines of Call for proposals 24/2011;
- that it is a European Independent production company as defined in the guidelines applicable to this Call;
- that the work proposed(project title) does not consist of advertising, pornographic or racist material, nor advocates violence;
- 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 is fully aware that its organisation is not entitled to receive more than one grant from the Agency for the action covered by this application and will therefore withdraw any other application for any other grant from the Agency should this application be successful, or will withdraw this application should any other application be successful;
- that it has read the checklist below and supplied all of the documentation requested;
- that it has the financial and operational capacity to carry out the submitted project.

Name of the legal representative:

Position in the Company:

Signature of the legal representative:

Date:

Company Name:
Project Title:

IV. INFORMATION CONCERNING THE PROJECT

In the event that more than one project is proposed, forms III to VII (including all the corresponding Annexes) must be completed for each project.

Title:
Original Title:

<u>Cast and crew list:</u>		
Director:		
Name:	Nationality / Residence:	
This film is the director's:		
<input type="checkbox"/> 1 st feature film	<input type="checkbox"/> 2 nd feature film	<input type="checkbox"/> Other
Script Writer:		
Name:	Nationality / Residence:	
Main cast:		
Name:	Nationality / Residence:	
Name:	Nationality / Residence:	
Name:	Nationality / Residence:	
Composer:		
Name:	Nationality / Residence:	
Production design (art direction):		
Name:	Nationality / Residence:	
Director of photography:		
Name:	Nationality / Residence:	
Editor:		
Name:	Nationality / Residence:	
Sound:		
Name:	Nationality / Residence:	
Shooting location:	Country:	
Laboratory:	Country:	

Company Name:
Project Title:

Genre:
Fiction cinema TV Drama Animation cinema Animation TV
Documentary
Format: **Length (in minutes):**
First day of principal photography (date):

Was the development of the project supported (Slate Funding, Single Project or New Talent) within the framework of the MEDIA Programme?
 YES – SF YES – SP YES – NT NO
If YES, please indicate the MEDIA Development contract number:
Contract n°:

Is the project supported under the TV Broadcasting scheme within the framework of the MEDIA Programme?
 YES NO

Is the project supported under the MEDIA Production Guarantee Fund within the framework of the MEDIA Programme?
 YES NO

Log line of the project (max 3 lines) N.B. This information may be made publicly available.
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Description of the project (in English or French): (Enclose a synopsis / treatment)
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Company Name:
Project Title:

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