



MEDIA - TRAINING

CALL FOR PROPOSALS EACEA/02/2011

APPLICATION FORMS

**INITIAL TRAINING:
SUPPORT FOR THE NETWORKING AND MOBILITY OF
STUDENTS AND TRAINERS IN EUROPE**

Decision no 1718/2006/CE
of the European Parliament and of the Council

INTRODUCTION

Before completing the application form, please make sure you have read the **Guidelines**. The Education, Audiovisual and Culture, Executive Agency ("The Agency") will not consider applications, **which do not provide all the information and documents requested. In the same way, applications which do not comply with the eligibility criteria will not be considered for evaluation.**

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

Please respect the format provided and follow the page order. If you need to include more information, do it by way of an annex, although annexes are not to be used as a substitute for completing the appropriate sections in the form. The form is available on the Internet at the following address: <http://ec.europa.eu/media>

The procedure to be followed to submit a proposal is explained as in section 13 of the Guidelines.

Receipt Acknowledgement

This page will be returned to you once the Agency has received your application. Please therefore complete the information below clearly (*coordinator details only*):

Full Legal Name of applicant coordinator:	
Title of the action:	
Street & N°:	City :
Postcode :	Country:
Tel: +	Fax: +
E-mail :	
Contact person :	

Date you sent in the proposal:/...../.....
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Reserved to the Agency:

We acknowledge receipt of your application within the framework of the Call for Proposals 02/2011.

Reference:

Date of postmark:/...../.....
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Please use this reference number in all communication with the Agency.

CHECKLIST

Please use this checklist to ensure that you attach all of the necessary documents and sign below. Applications failing to supply the necessary documents will be considered as ineligible.

I. Official forms:

- Receipt acknowledgment and checklist duly completed and signed
- Application forms **I to X** duly **completed**
Please make sure that all signatures and stamps required on application forms I, III, V, VIII and IX have not been forgotten.

II. Information on the applicant coordinator (annex A):

- Copy of all documents officially establishing the company, together with any subsequent amendments.

III. Information on the financial capacity of the applicant coordinator (annex B – if applicable only):

- Complete annual accounts (balance sheet, profit and loss accounts and relevant annexes) of the applicant coordinator for the last year available if it is a non-profit organisation (for the last 2 years available if the applicant co-ordinator is a commercial company).
- For proposed actions where requested grants exceed EUR 500 000: an external audit report certifying the accounts, produced by an approved auditor.

IV. Information on the operational capacity of the applicant consortium (annex D):

- Job description of staff members involved (or to be involved) in the proposed action

V. Information on the proposed action (annexes C and D):

- A detailed course timetable
- A list of all trainers and tutors involved in the proposed action
- A brief description of their professional background.
- Letters of commitment to the proposed action by tutors / trainers already confirmed

VI. Forecast financial statement signed by the legal representative:

- Estimated budget and Note on the budget
- Financing plan – table of sources of income
- Statements of partnership of all financial contributors involved (Application form points VIII and IX)
- If applicable: a copy of the VAT registration for the applicant coordinator (annex E)

Name of legal representative: Position in the organisation:
Signature of legal representative:..... Date:

I – Declaration of Honour

The applicant coordinator certifies:

- * that it is not in one of the exclusion cases listed in section 6 of the guidelines of Call for Proposals 02/2011;
- * that it is a European organisation as defined in the guidelines applicable to this Call for Proposals;
- * that it is familiar with the guidelines “Support for the networking and mobility of Students and Trainers in Europe” of Call 02/2011 of the MEDIA Programme and that it accepts and observes the conditions and procedures specified therein;
- * 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 it agrees with the publication of information about the grant awarded, should its application be successful;
- * that it commits, in case the proposal will be considered for awarding, to inform the Media Desks of the selection of the action and to keep them regularly informed about the progress of the action: dates, venues, names of tutors and participants;
- * that the amounts and details declared in the Budget Summary form are accurate and necessary for the implementation of the action and fall within the definition of eligible costs specified in the financial guidelines relevant to this current Call for Proposals;
- * that, should a MEDIA support be granted and the source of co-financing declared in the provisional budget not confirmed yet, it undertakes to guarantee financial cover for the action;
- * that it has the financial and operational capacity to complete the proposed action;
- * that it has read the checklist/annexes and supplied all of the documentation requested;

I am fully aware that the consortium 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.

Name of the co-ordinating organisation:

Name of legal representative: Position in the organisation:

Signature of legal representative:..... Date:

II - Information on the applicant consortium

Information on coordinator only:

Name of the coordinator (full legal title of the organisation) :	
Legal status (public entity, commercial company, association, university etc.)	
Website:	
Statutory legal representative	Name: Position:
Authorised signatory for the MEDIA agreement (if different)	Name: Position:
Registered Office : StreetN°:	
Post code:City:.....Country:.....	

Correspondence (contact for the follow-up of the file):

Address : (if different from legal address)	
tel (office):	fax:
tel (mobile):	e-mail:
Contact Person Surname and Forename :	
Contact Person Position:	

Subsidies granted by a European institution in the course of the last three years (program MEDIA included) **and** request for subsidy in progress. In this case, specify "in progress" in the column "year of contribution" (*if the support is granted, the applicant must inform the program MEDIA of it*)

Name of EU Program	Titre & reference of the project	Year of contribution	Amount (€)

Information on co-beneficiaries (to provide for each partner)

Full legal title of the organisation	
Legal status (association, university etc.):	
Registered office : StreetN°:	
Post office:City:.....Country:.....	
Official registration number:	
VAT number (if not applicable, please write "N/A")	
Tel :	email :
Website:	
Legal representative / authorised signatory of the organisation: Position:	
Contact Person :	
Contact Person Position:	

Information on each partner (coordinator and co-beneficiaries)

Brief description of the activities of each partner of the consortium. *(further information on their organisation, publications or activity reports can be inserted in appendix):*

IIIa – Financial identification

Please use the form corresponding to the financial identification of the applicant coordinator according to the country where the organisation is established. The correct forms **must be downloaded on the website** http://ec.europa.eu/budget/execution/ftiers_en.htm. The applicant must check that all the data included in this form are coherent with the official documents sent

ACCOUNT NAME	
NAME ⁽¹⁾	<input type="text"/>
ADDRESS	<input type="text"/>
CITY	<input type="text"/>
COUNTRY	<input type="text"/>
	POST CODE <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"/>
ADDRESS (BRANCH)	<input type="text"/>
TOWN/CITY	<input type="text"/>
COUNTRY	<input type="text"/>
NUMBER	<input type="text"/>
IBAN ⁽²⁾	<input type="text"/>
	POSTCODE <input type="text"/>

BANK STAMP + SIGNATURE OF BANK REPRESENTATIVE
(both mandatory) ⁽³⁾

DATE + SIGNATURE ACCOUNT HOLDER :
(Mandatory)

- ⁽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.

IIIb – Legal entity form

Please use the form corresponding to the legal form of the applicant organisation according to the country where the company is established. The forms must be downloaded on the website

http://ec.europa.eu/comm/budget/execution/legal_entities_fr.htm.

The applicant must check that all the data included in this form are coherent with the official documents sent.

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)	<input type="text"/>	
POSTAL CODE	<input type="text"/>	
CITY	<input type="text"/>	
COUNTRY	<input type="text"/>	
VAT	<input type="text"/>	
PLACE OF REGISTRATION	<input type="text"/>	
DATE OF REGISTRATIO	<input type="text"/>	
REGISTRATION N°	<input type="text"/>	
PHONE	<input type="text"/>	FAX <input type="text"/>
E-MAIL	<input type="text"/>	
CONTACT PERSON	<input type="text"/>	

SPECIMEN
ORIGINAL
FORM TO
DOWNLOAD

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	

IV – Work programme for the 2012 action

General data on the Action:

Action title:

Timetable for implementing the action

- Date of start of the action (including preparation) dd/mm/yyyy
- Date of end of the action (including evaluation & dissemination of results): dd/mm/yyyy

The applicant requests that the costs directly linked to the preparation of the action and incurred before the signature of the agreement but not earlier than the 1st of September 2011 be considered as eligible (cf guidelines - section 3).

The applicant requests an extension of the duration of the action beyond 12 months (up to 18 months)

Justification for extension (cf guidelines - section 3) :

Specific data on each activity (Repeat this part for each activity included in the Action)

Activity name:

Schedule per training activity

- Total number of sessions part of the activity:
- Number of days by session:
- Dates of the sessions:
- Venue(s) of the sessions:

Content of the activity(ies) (tick box(es) when appropriate)

- Management
- Development
- New technologies on cinema and television

Target group

Type of participants for whom the training activity has been designed:

Level of education of participants for whom the training activity has been designed:
Target group : <input type="checkbox"/> Students <input type="checkbox"/> Trainers

Participants

Number of participants foreseen :
Participation fee: Participation fee includes:

Number of trainers working for the project foreseen: (+ c.v. in Annex D)
Working language during the activity Language/s used in case of translations:

V- Information concerning the applicant's financial capacity

Please provide the following information about the 2012 action:

Total eligible costs of the action: EUR ...

Amount requested from the MEDIA Programme: EUR ...

Other funds already obtained for the action: EUR ...

Total number of months of the action (max 12 months or 18 if justified):

Tick the relevant box for the coordinator of the applicant consortium:

- The applicant coordinator is a **commercial company**; therefore the applicant coordinator has enclosed its complete annual accounts for the last 2 years.
- The applicant coordinator is a **non-profit organization**; therefore the applicant coordinator has enclosed its complete annual accounts for the last year.
- The applicant coordinator is a **public law body** and requests to be exempted from the verification of its financial capacity.
- The amount requested to the MEDIA Programme for the action submitted under the Call 02/2010 is **less than EUR 25 000**; therefore the applicant coordinator requests to be exempted from the verification of its financial capacity. The applicant certifies through the declaration of honour that it has the operational and financial capacity to implement the action to be granted (Application form I).

Please provide the following information only if your organisation is not exempted from the verification of its financial capacity:

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.

When not exempted, the applicant coordinator must provide the figures requested on the following page, **based on the most recent complete annual accounts¹ enclosed with this application** (Last year for non-profit organisations / 2 last years for commercial companies) :

Financial Year :

Currency:

¹ Balance sheet as well as the Profit and loss account and relevant annexes

A – NON-PROFIT ORGANISATION ONLY

I – Information to be extracted from the Balance Sheet

Capital and reserves¹:

Total balance sheet ²:

II – Information to be extracted from the Profit and Loss Account

Turnover:

Depreciation³:

Operating profit or loss⁴:

Total expenses⁵:

Profit or loss for the financial year after tax:

B – COMMERCIAL COMPANIES ONLY

I – Information to be extracted from the Balance Sheet

Current assets:

Current liabilities:

Capital and reserves:

Total balance sheet:

II – Information to be extracted from the Profit and Loss Account

Total expenses :

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

	N	N-1	N-2
Depreciation:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Profit or loss for the financial year after tax:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dividends:	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date + name and signature of the Applicant coordinator's legal representative:

.....

¹ Capital and reserves = Equity capital (called up shared capital + share premium account). The figure is part of the liabilities side

² Balance sheet total = total assets side = total liabilities side

³ The depreciation allowance is recorded in the operating expenses

⁴ Operating Profit is the difference between the Operating Income (excluding financial and extraordinary income) and the Operating Expenses (excluding financial and extraordinary charges). Please indicate whether this amount is positive (« + ») or negative (« - »).

⁵ Total expenses = total of operating expenses, financial charges, extraordinary charges and taxation charges.

VI- Information on the operational capacity of the applicant

Applicant's human and technological resources :

Applicant's experience in organising training activities :

Applicant's international network of contacts in the audiovisual industry :

VII- Global Action Plan (2012-2014)

In this section, please provide a summary description of the proposed training activities following the headings hereafter.

Short description of the action (5 lines):

Description of the format/participants:

Please provide enough information to enable the evaluation team to get a clear picture of what you intend to do and which results you want to achieve. Additional material (such as brochures, detailed description of training courses, description of the training organisations ...), may be included in annexes.

VII. – point 1. Content of the activity

Objectives

Applicants should clearly describe the **objectives** of their training project and the manner in which they meet the general objectives of the MEDIA Programme as stated under section 2 of the guidelines:

- Mention the global objectives to reach within the period 2012-2014.
- Explain the specific objectives to reach through the work plan for 2012.

Approach

Applicants should clearly describe:

- The **subjects and skills** taught and the logic behind this focus.
For instance, applicants submitting an action in the field of "script development" will clearly explain the method/model they will use in their activities.
- The **target group** and why this specific target group was chosen.
⇒ The type of professionals for whom the training initiatives are designed.

⇒ The level of skills and experience of professionals for whom the training initiatives are designed.

Expected effects

Applicants should clearly describe the expected effects and benefits on the future professional practice of the participants.

The applicant should also identify a set of criteria and indicators which will allow them to measure to what extent the objectives and results are being achieved.

VII. – point 2. Project management

Under this heading, the applicants should especially explain how the activities envisaged for the period 2012-2014 and the work plan for 2012 will allow them to reach the objectives and expected results stated above.

Methodology

Applicants should clearly explain how the proposed training will be delivered (format and methodology). For instance (not exhaustive list):

- Long-term or short-term training, type and number of modules;
- Workshops (residential or not), consulting sessions and/or internships, on-line sessions and/or on-line consulting;
- Lectures, case studies, role plays, group sessions, one-to-one meetings, screenings;
- The size of the participant group and how the number of participants affects the proposed concept;
- The role of the trainers/tutors (how are the trainers/tutors involved in the project?);
- The selection procedures of the participants

Applicants will also provide a course timetable for 2012, and give any possible indications on the courses foreseen for the period 2013-2014.

The Agency will evaluate the relevance of the format/methodology choices in regards to the proposed action.

Cost effectiveness of the proposed action

Applicants should pay particular attention to the cost effectiveness of the action. All costs should be reasonable in the context of the goals and benefits of the action. The resources allocation must be appropriate and justified.

The evaluation of this criterion will be based on:

- The analysis of the estimated budget and of the note on the estimated budget for the work programme 2012.
- The cost-effectiveness and fund raising plan elaborated by the applicant for the long-term. The applicant will also give an indication of the budget foreseen and the amount he plans to request to the MEDIA Programme for its activities taking place between 2012 and 2014.

Expertise of trainers and tutors involved in the proposed action

Tutors and trainers be active professionals in the AV sector and/or have relevant teaching experience with the partner schools.

In addition to providing curriculum vitae and letters of interest of potential trainers and tutors for the work programme 2012, the applicant will give relevant further information on their recruitment and the long-term strategy in this area.

VII. – point 3. Quality of the consortium

This part must cover the following themes (Section 8.3 of the guidelines)

- Coherence and complementarity's of the consortium
- Partnership with the audiovisual industry

VII. – point 4. European dimension of the proposed action

Section 8.4 of the guidelines

VII. – point 5. Impact

Section 8.5 of the guidelines

The dissemination of results of the training activity is an essential element of the supported action. Applicants must provide clear explanations on how this multiplier effect will be achieved. Applicants should especially describe the strategy for the dissemination of the activities envisaged for the period 2012-2014.

VIII - DECLARATION BY THE CONSORTIUM PARTNERS

THIS FORM IS TO BE FILLED IN BY EACH PARTNER OF THE CONSORTIUM

NAME OF THE PROPOSED 2012 ACTION:

.....

In the name of the organisation I represent, I hereby declare that I have read and approved the content of the action submitted to the MEDIA Programme.

Should the action be selected for funding by the EU, I confirm that the organisation I represent intends to contribute to the action with:

- A financial contribution in cash amounting to:
EUR.....

This contribution will be available throughout the duration of the action and all expenditure thereof will be related exclusively to the action.

The organisation agrees, in the framework of the implementation of the action, to make available to the Commission and the Court of Auditors of the European Union, all information relating to the action.

Should the action be accepted, I hereby undertake to clearly mention the MEDIA Programme and the European Union origin of funding in every instance, public or not, official or not, and on all information material.

Name of organisation:

Name of legal representative:

Position of legal representative in the organisation:

Date:

Place:

Signature (and stamp or present declaration on letterhead)

IX - DECLARATION BY FINANCIAL CONTRIBUTORS

NAME OF THE PROPOSED 2012 ACTION:

.....

In the name of the organisation I represent, I hereby declare that I have read and approved the content of the proposed action submitted to the MEDIA Programme.

Should the action be selected for funding by the EU, I confirm that the organisation I represent intends to contribute to the action with:

- A financial contribution in cash amounting to:
EUR.....

This contribution will be available throughout the duration of the action and all expenditure thereof will be related exclusively to the action.

Name of organisation:

Name of legal representative:

Position of legal representative in the organisation:

Date:

Place:

Signature (and stamp or present declaration on letterhead)

X – Note on the budget

Please consult section 9 - Financial Conditions of the Guidelines.

A. Justification of the costs mentioned in the estimated budget

The note on the estimated budget is taken into account for the evaluation of the award criteria, especially for the assessment of the cost effectiveness of the proposed action. The applicants must explain here the reasoning behind the amounts stated in the estimated Budget.

Please provide us, by way of this note on the budget, explanations and justification of the costs mentioned in each heading of the budget. This will allow us to get a clear picture of the action financial execution.

1. Personnel = maximum 25% of eligible costs

The applicant must justify the cost per day / number of days stated in the budget for each team member

1.1 Management positions (if already known at submission stage, please identify them nominally and provide the C.V):

1.2 Team members:

2. Operational costs :

2.1 Travel and subsistence for team members

2.1.1 Travel (destinations and the reason for the trip).

2.1.2 Subsistence (if necessary, please explain the reasoning behind the estimated expenses)

2.2 Expenses for the training activity(ies)

2.2.1 Rental of conference rooms (function and capacity of conference rooms foreseen).

2.2.2 Equipment (type of equipment foreseen)

2.2.3 Trainers fees (how the number of days and daily fee per trainer have been decided).

2.2.4 Didactic material (please describe the support, content and author / provider of material)

2.2.5 Distance learning tools (reasoning behind the estimated expenses)

2.2.6 Local transport (type of transport foreseen and purpose).

2.3 Travel and subsistence for participants and trainers

2.3.1 Travel (destinations + differentiate costs for participants and costs for trainers)

2.3.2 Subsistence (if necessary, please explain the reasoning behind the estimated expenses)

2.4 Promotion and dissemination of results

2.4.1 Advertising (detail title and date foreseen for publication)

2.4.2 Web pages (identify the provider and describe briefly the content and number of pages).

2.4.3 Other : to be specified (only for promotion and dissemination of results purposes).

3. Subcontracting costs

- 3.1 **Translation** : specify the languages and reason
- 3.2 **Interpretation** : specify the languages and reason
- 3.3 **Print costs**: explain briefly what is foreseen
- 3.4 **External accounting services**
- 3.5 **Other**: to be specified (only for subcontracting costs).

Overheads = 7% max on budget headings 1+2+3

B – Costs not mentioned in the estimated budget

For sake of clarity, an explanatory note on ineligible costs (*i.e. costs which are not mentioned on the forecast budget – for instance costs covered by contribution in kind*) may be added to the note on the budget if the applicant consortium considers that it contributes to a better understanding of its activities by the evaluation committee.

ANNEXES

Please attach all requested annexes and respect the numbering of annexes

Annex A: Evidence of official registration

(c.f.5.1. of the guidelines)

This(ese) document(s) must mention the full legal title, the official registered number, the official registered address, the date and place of registration of the co-ordinator organisation.

Annex B: Documents giving evidence of the coordinator's financial capacity

(c.f.7.2. of the guidelines – to provide only if the applicant coordinator is not a public law body and requests a MEDIA contribution above EUR 25 000).

- Complete annual accounts (balance sheet as well as the Profit and loss account and relevant annexes) for the last year available if the coordinator of the applicant consortium is a non-profit organisation (2 last years if the co-ordinator is a commercial company).
- For proposed action where the EU grant requested exceeds EUR 500 000, the applications must be accompanied by an external audit report produced by an approved auditor. This report shall certify the accounts for the last year available.

Annex C: A detailed course timetable

The course timetable must be clear, structured and presented in chronological order on an Excel spreadsheet. It should include, when possible, the titles of every lecture / seminar etc. for every training day.

Annex D: Personnel for the proposed action

a – Director / Manager of the project

- Clear job description
- If the Director / Manager is already in place, his / her CV must be attached

b - Staff made available for the proposed action

- Number and clear job description of staff member foreseen for the proposed action

c - Trainers or tutors made available for the proposed action

- List of the trainers / tutors involved in the proposed action
- Curriculum vitae (brief description of their professional background)
- Letters of commitment signed by the trainers / tutors involved in the proposed action (if they have not confirmed their interest yet, please mention it)

Annex E: VAT registration

- A copy of VAT registration, including VAT number (if applicable)
- If the VAT is not deductible and cannot be recovered by the coordinator, please specify it and give evidence of that.