

# Content Cluster How to apply?

Info session

*European Education and Culture  
Executive Agency*



*1-2 July 2021*

# Where can I find the MEDIA calls?



- **Video tutorial:**  
<https://ec.europa.eu/research/participants/docs/h2020-funding-guide/other/event210527.htm>
- **Online Manual** – a resource for applicants and selected projects:  
<https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/Online+Manual>


# Where can I find the MEDIA calls?



• My Experts Area in the F&T Portal is currently experiencing technical issues. We are working to resolve the problem and will let you know when the application is functioning normally.  
• Grant Management Services in the F&T Portal is currently experiencing technical issues. We are working to resolve the problem and will let you know when the application is functioning normally.

## Find calls for proposals and tenders

Search calls for proposals and tenders by keywords, programmes...

 Search

### EU Programmes

Asylum, Migration and Integration Fund (AMIF)	Border Management and Visa Instrument (BMVI)	Citizens, Equality, Rights and Values Programme (CERV)	<b>Creative Europe (CREA)</b>	Digital Europe Programme (DIGITAL)	Europe Direct (ED)
European Parliament (EP)	European Solidarity Corps (ESC)	Erasmus+ Programme (ERASMUS+)	European Social Fund + (ESF)	European Maritime, Fisheries and Aquaculture Fund (EMFAF)	Innovation Fund (INNOVFUND)
Internal Security Fund (ISF)	Horizon Europe (HORIZON)	Single Market Programme (SMP)	Social Prerogative and Specific Competencies Lines (SOCPL)	EU External Action (RELEX)	Justice Programme (JUST)
Pilot Projects and Preparatory Actions (PPPA)	Programme for the Environment and Climate Action (LIFE)	Promotion of Agricultural Products (AGRIP)	Union Civil Protection Mechanism (UCPM)		

Show all

### How to participate in 5 steps

**1**  
Find an opportunity

**2**  
Find partner(s)

**3**  
Create an account

**4**  
Register your organisation

**5**  
Submit your proposal or offer

[Learn more](#)



# Where can I find the MEDIA calls?

Creative Europe (CREA)

clear filter

## Creative Europe

**Creative Europe is the European Commission's programme for providing support to the culture and audiovisual sectors.**

Following on from the previous Creative Europe programme, Creative Europe will keep supporting the European cultural and creative sectors for the period 2021-2027. The Programme builds on and continues the structure of the previous programme with three strands – "CULTURE", which covers cultural and creative sectors with the exception of the audiovisual sector; "MEDIA", which covers the audiovisual sector; and the "CROSS-SECTORAL strand", which covers activities across all cultural and creative sectors.

- [Find calls for proposals](#)
- [Projects & Results](#)
- [Priorities](#)
- [What's new?](#)

## Find calls for proposals in Creative Europe



Search calls for proposals by keywords, programme parts, ...



View (20)



**Calls for Tenders** are not available when you have selected a programme. See all calls for tenders published by EC

## Projects & Results

See the work done in past and ongoing projects. View the statistics on proposals, success rates, funded projects and participants.

[Check dashboard](#)

# Before you start: Read and then read again!

- The summary of the Call in F&TP
- **The Call document**
- The **templates** for making an application

## European slate development

TOPIC ID: CREA-MEDIA-2021-DEVSLATE

Grant

### General information

Topic description

Conditions and documents

Submission service

Topic related FAQ

Get support

Call information

Call updates

### General information

Programme

**Creative Europe Programme (CREA)**

Call

**[European slate development \(CREA-MEDIA-2021-DEVSLATE\)](#)**

Type of action

**CREA-LS CREA Lump Sum Grants**

Deadline model

**single-stage**

Opening date

**01 June 2021**

# Create your EU Login account

unique identifier for **individuals**



Funding & tender opportunities  
Single Electronic Data Interchange Area (SEDIA)



SEARCH FUNDING & TENDERS ▼

HOW TO PARTICIPATE ▼

PROJECTS & RESULTS

WORK AS AN EXPERT

SUPPORT ▼

Use the **Partner Search** offered in this site to select an organisation based on their profile or their previous participation.

## 3 Create an EU Login account

Each user has to have an EU Login account to log in on the Portal. If you already have such an account, you can use it for any interactions supported on this site from proposal submission to reporting.

If you do not have an account yet, you need to create it by clicking on the REGISTER button. Otherwise you get access only to the public services of the site (eg. searching funding opportunities, reading guidance, etc.)

[Register an EU login account](#)

ecas-login requires you to authenticate

Sign in to continue

Welcome

[Sign in with a different e-mail address?](#)

Password

[Lost your password?](#)

Choose your verification method

Password



Sign in



# The organisation(s) need a PIC

- **PIC number** — unique identifier for **organisations**. You receive a 9-digit number after you register in the Portal's [Participant Register](#)
- **Before creating a new PIC**, check if your organisation is already registered and has a PIC: the same PIC is to be used for applications under all EU programmes
- The **coordinator (project leader)**, the **other beneficiaries** (partners) and **affiliated entities** need to have a PIC to complete the application. Not needed for Associated Partners, Subcontractors or other participants.

Participant Register Need help?

---

If you want to participate in a call for proposals or in a call for tenders with eSubmission, your organisation needs to be registered and have a 9-digit Participant Identification Code (PIC). Please quote your PIC in all correspondence with the Commission.

The register contains all participants of EU programmes.

### Is your organisation already registered? PIC search

Please check whether your organisation has already been registered. If so, no need to register it again.

[Search a PIC](#)

### Register your organisation

To register your organisation or as a natural person, you need to login into the Portal or, if you are a new user, create your account.

Check what information you need to register in the Online Manual - and keep it to hand during the registration procedure. To start registration, click on the button below.

[Register your organisation](#)

# You can start to prepare your application

General information

Topic description

Conditions and documents

Partner search

**Submission service** ← 1

Topic related FAQ

Get support

Call information

Call updates


To access the Electronic Submission Service, please click on the submission-button next to the **type** of your choice, as it cannot be changed in the submission system. Upon confirmation, you will be linked to the submission system.

To access existing draft proposals for this topic, please login to the Funding & Tenders Portal and select the topic.

Please select the type of your submission:

CREA Lump Sum Grants [CREA-LS], CREA Lump Sum Grant [CREA-AG-LS] ← 2

**Start submission** ← 3

 Need help?

Topic related FAQ

There are no FAQ related to this topic.



**Submit at least 48 hours before deadline**

European Commission | Funding & tender opportunities | Single Electronic Data Interchange Area (SEDIA)

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & TENDERS

- My Organisation(s)
- Grants
- My Proposal(s)
- My Formal Notification(s)
- My Expert Area

My Proposal(s)

Results: 9

My Experts Area in the F&T Portal is currently experiencing technical issues.  
Grant Management Services in the F&T Portal is currently experiencing technical issues.





# Step by step, and in time

The screenshot shows the 'My Proposal(s)' page with a table of proposals. A yellow arrow labeled '1 - all applications involving you' points to the search bar. Another yellow arrow labeled '2 - time left' points to the 'REMAINING TIME' column. A third yellow arrow labeled '3 edit' points to the 'Actions' dropdown menu for the first proposal row.

PROGRAMME	CALL	FUNDING SCHEME	PROPOSAL ID	ACRONYM	STATUS	REMAINING TIME	CL	ACTIONS
CREA2027	CREA-CROSS-2021-CEDESKS-IBA	CREA-LS	SEP-210755424	GillDeskTest	Draft	25	15/07/2021 17:00:00	Actions
CREA2027	CREA-CROSS-2021-CEDESKS-IBA	CREA-LS	SEP-210756684	CEDESK test	Draft	25	15/07/2021 17:00:00	Edit Draft Delete Proposal
CREA2027	CREA-CROSS-2021-CEDESKS-IBA	CREA-LS	SEP-210756905	Test desk 2	Draft	25	15/07/2021 17:00:00	Actions

You can go back easily to your draft application

Do not wait until the last minute to submit

- ✓ You can always go back and improve your application
- ✓ Helpdesks and mailboxes overwhelmed with last-minute questions and problems



# How to create your proposal

## E-FORM

Basic input project details (Parts A & C)  
Download, complete & upload Part B documents  
Complete MEDIA Database, generate PDF and upload  
Upload annexes without template  
Validation & submission

### Part A

Summary project features  
Commission priorities  
Contact details of applicants  
Links between applicants  
Summary budget

*To be completed online*

### Part B

Description of the action  
*(Word > pdf)*  
Lump sum calculator or Detailed budget table  
*(xlsm > xls or xlsx)*  
Other Call specific annexes  
*(see call)*

*To be uploaded on the slots*

### MEDIA Database

Details of previous work(s) (not for TV)  
Details of work(s) submitted for funding

*To be completed online + generate PDF and upload on the slot*

### Part C

Data on applicants

*To be completed online*

### Free format annexes

Mandatory but no template

*To be uploaded on the slots*

# Edit the E-Form

The screenshot shows the 'Create proposal' step of a process. At the top, a progress bar indicates the current step: Login (completed), Topic selection (completed), Create proposal (current step), Participants, Proposal Form, and Submit.

**TEST MODE**

**Deadline**  
24 June 2021 17:00:00 Brussels Local Time

**Call data:**  
Call: ERASMUS-YOUTH-2021-YOUTH-TOG  
Topic: ERASMUS-YOUTH-2021-YOUTH-TOG-LOT1  
Type of action: ERASMUS-LS  
Type of MOA: ERASMUS-AG-LS

Topic and type of action can only be changed by creating a new proposal.

**Download Part B templates**  
Download part B templates

**Support & Helpdesk**  
Online Manual | IT How To  
IT Helpdesk | FAQ

**Service Desk:**  
EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu  
+32 2 29 92222

**Find your organisation**  
PIC: [input] Short name: [input]  
**Search for your organisation**  
Organisations you have been previously associated with. (Click to select)

PIC: 947041265  
YOUTH CULTURAL CENTRE  
MARIBOR  
OS ZELEZNICI 16  
MARIBOR,SI  
VAT: SI32972822

**Your role**  
Please indicate your role in this proposal:  
 Main contact  
 Contact person

**Your proposal**  
Please choose an acronym for your proposal.  
It will appear also in the 'General Information' section of the application Form Part B and can also be updated there.

Acronym: [input] Enr value: [input]  
Short Summary: [input] Enr value: [input]

**SAVE AND GO TO NEXT STEP**

**Annotations:**  
- A red box highlights the 'Search for your organisation' button.  
- A yellow arrow points to the search button with the text 'Select your organisation'.  
- A red box highlights the 'Your role' section.  
- A yellow arrow points to the 'Your role' section with the text 'Define your role'.  
- A red box highlights the 'Acronym' and 'Short Summary' input fields.  
- A yellow arrow points to these fields with the text 'Acronym and project summary'.  
- A red box highlights the 'SAVE AND GO TO NEXT STEP' button.

# Edit the E-Form - organisations


Check minimum number of partners / countries required in the Call

## Participants

**Deadline**  
25 August 2021 17:00:00 Brussels Local Time

### Call data:

Call: CREA-MEDIA-2021-DEVSLATE  
Topic: CREA-MEDIA-2021-DEVSLATE  
Type of action: CREA-LS  
Type of MGA: CREA-AG-LS



 Topic and type of action can only be changed by creating a new proposal.

In this step you as coordinator should manage and review the participants of your proposal. ✕

**i** Only you as coordinator can edit the elements on this screen.  
Note: Your changes will be applied only after you click the "Save Changes" button.



Number of participants: 1 

### Coordinator

1  SME Test Add Affiliated Entity + Contacts:  Add contact +

SME Test  
Brussels, BE  
PIC: 892863661

Change organisation Contact organisation

Jolien WILLEMSSENS - Main contact  



Add **Partner (P)**, **Affiliated Entity (AE)**:

- ✓ P: full partner = beneficiary of grant
- ✓ AE: company that controls, is controlled by or is under the same control as the coordinator or one of the partners

Add Partner +

**GLOSSARY**



# PART A – Administrative information



# Part A – General info, Participants, Budget

Application forms

[Table Of Contents](#)

[Save](#)

[Save&Close](#)

**Call: CREA-MEDIA-2021-DEVSLATE**

( European slate development )

**Topic: CREA-MEDIA-2021-DEVSLATE**

**Type of Action: CREA-LS**

(CREA Lump Sum Grants)

**Proposal number: SEP-210762168**

**Proposal acronym: LAST FINAL SLATE**

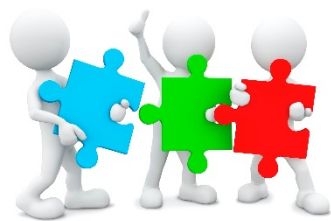
**Type of Model Grant Agreement: CREA Lump Sum Grant**

*In line with **Part B** and Lump sum calculator (Slate) / Detailed budget table (Codev and TV)*

Table of contents

Section	Title	Action
1	General information	<a href="#">Show</a>
2	Participants	<a href="#">Show</a>
3	Budget	<a href="#">Show</a>

To view the different sections in the form, you may either use the scroll bar or the blue "**Show**" buttons as seen in the Table of contents



[How to fill in the forms](#)

The administrative forms must be filled in for each proposal using the templates available in the submission system. Some data fields in the administrative forms are pre-filled based on the steps in the submission wizard.

[Read more](#)

# Part A – General information tab

< Table of contents      General Information      Participants & contacts >

---

Application forms      [Table Of Contents](#)   [Validate Form](#)   [Save](#)   [Save&Close](#)

Proposal ID 101048379  
Acronym GillNetTest

## 1 - General information ?

Field(s) marked \* are mandatory to fill.

Topic	CREA-CULT-2021-NET	Type of Action	CREA-LS
Call	CREA-CULT-2021-NET	Type of Model Grant Agreement	CREA-AG-LS

Acronym

Language

Proposal title \*   
Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > " &

Duration in months

Fixed keyword 1  [Add](#)

Free keywords

- **Language**
  - ✓ in which the application is written
- **Duration**
  - ✓ check call eligibility for max duration
- **Fixed keywords**
  - ✓ Select the genre of the project(s) – ANI, DOC or FIC
  - ✓ Select the distribution platform(s)
- **Free keywords**
  - ✓ if selected these keywords will help people find your project in the system



# Part A: General information - Add Commission priorities relevant to your project

## How will your project contribute to the Priorities of the European Commission?

Please select at least one Priority or not applicable. For each Priority selected, indicate also at least one Domain and at least one Policy Area.

Visit the EC website [https://ec.europa.eu/info/strategy/priorities-2019-2024\\_en](https://ec.europa.eu/info/strategy/priorities-2019-2024_en) for more information.

Priorities are applicable  Priorities are not applicable

Add Priorities

1 Priority: 1 - A European Green Deal  
Domain: D-1-4 - Preserving Europe's natural environment  
Policy area: P-1-7 - Sustainable industry

Remove

2 Priority: 3 - An economy that works for people  
Domain: D-3-4 - Europe's social pillar  
Policy area: P-3-6 - Youth employment

Remove

1 - Read

2

3

Include priorities only if project addresses any in a significant way

- ✓ Only for statistical and communication purposes
- ✓ Not related to the evaluation procedure
- ✓ No advantage or disadvantage



# Part A: General information – Declarations

## Declarations



Field(s) marked \* are mandatory to fill.

- 1) We declare to have the explicit consent of all applicants on their participation and on the content of this proposal. \*
- 2) We confirm that the information contained in this proposal is correct and complete and that none of the project activities have started before the proposal was submitted (unless explicitly authorised in the call conditions).
- 3) We declare:
  - to be fully compliant with the eligibility criteria set out in the call
  - not to be subject to any exclusion grounds under the [EU Financial Regulation 2018/1046](#)
  - to have the financial and operational capacity to carry out the proposed project.
- 4) We acknowledge that all communication will be made through the Funding & Tenders Portal electronic exchange system and that access and use of this system is subject to the [Funding & Tenders Portal Terms and Conditions](#).
- 5) We have read, understood and accepted the [Funding & Tenders Portal Terms & Conditions](#) and [Privacy Statement](#) that set out the conditions of use of the Portal and the scope, purposes, retention periods, etc. for the processing of personal data of all data subjects whose data we communicate for the purpose of the application, evaluation, award and subsequent management of our grant, prizes and contracts (including financial transactions and audits).

The coordinator is only responsible for the information relating to their own organisation. Each applicant remains responsible for the information declared for their organisation. If the proposal is retained for EU funding, they will all be required to sign a declaration of honour.

**False statements** or incorrect information may lead to administrative sanctions under the EU Financial Regulation.

**COMPULSORY**

# Part A – Participants tab

## Application forms

Proposal ID SEP-210755424

Acronym GillDeskTest

## 2 - Participants

### List of participating organisations

#	Participating Organisation Legal Name	Country	Action
1	CIANT MEZINARODNI CENTRUM PRO UMENI A NOVE TECHNOLOGIE V PRAZE	Czechia	Show Participants Details
2	Test_BE	Belgium	Show Participants Details

Table Of Contents

Save

Save&Close

Complete data requested in  
« **Show Participants  
Details** »

- ✓ Contact details
- ✓ Links with other participants



# Part A – Participants tab

## Application forms

Proposal ID **SEP-210751233**

Acronym **Test application**

Short name **Test Camelia-Valeria**

Table Of Contents

Validate Form

Save

Save&Close

## Departments carrying out the proposed work

Add a Department

?

### Department 1

Department name *Name of the department/institute carrying out the work.*

Same as proposing organisation's address

not applicable

Click here if  
Department is  
not applicable

Street *Please enter street name and number.*

Town *Please enter the name of the town.*

Postcode *Area code.*

Country *Please select a country*

Fill in the  
information if  
department is  
applicable

# Part A – Participants tab

## Links with other participants

?

Please indicate if there are dependencies with other participants of the proposal. Two participants (legal entities) are dependent on each other where there is a controlling relationship between them:

\* A legal entity is under the same direct or indirect control as another legal entity;

or

\* A legal entity directly or indirectly controls another legal entity;

or

\* A legal entity is directly or indirectly controlled by another legal entity.

Control:

Legal entity A controls legal entity B if:

\* A, directly or indirectly, holds more than 50% of the nominal value of the issued share capital or a majority of the voting rights of the shareholders or associates of B,

or

\* A, directly or indirectly, holds in fact or in law the decision-making powers in B.

The following relationships between legal entities shall not in themselves be deemed to constitute controlling relationships:

(a) the same public investment corporation, institutional investor or venture-capital company has a direct or indirect holding of more than 50 % of the nominal value of the issued share capital or a majority of voting rights of the shareholders or associates;

(b) the legal entities concerned are owned or supervised by the same public body.

Check if applicable to your particular case

Type of link	Participant
--------------	-------------

Add

# Part A – Participants tab

Application forms

Proposal ID SEP-210752540

Acronym test

Short name Test Camelia-Valeria

[Table Of Contents](#) [Validate Form](#) [Save](#) [Save&Close](#)

[Main contact person](#) ?

The name and e-mail of contact persons are read-only in the administrative form, only additional details can be edited here. To give access rights and basic contact details of contact persons, please go back to step - Manage your related parties of the submission wizard and save the changes.

Title  Gender  Woman  Man  Non Binary

First name **Teodora** Last name

E-Mail

Position in org. Please indicate the position of the person.

Department Name of the department/institute carrying out the work.  Same as organisation name

Same as proposing organisation's address

Street Please enter street name and number.

Town Please enter the name of the town. Post code Area code.

Country Please select a country

Website Please enter website

Phone +xxx xxxxxxxx Phone 2 +xxx xxxxxxxx

Click *Table of contents* > if you would like to return to the main page

Fill in all the information

# Part A – Budget

Application forms

Proposal ID SEP-210755424

Acronym GillDeskTest

## 3 - Budget

No	Name of Beneficiary	Country	Requested grant amount
1	Ciant	CZ	0,00
2	Test_be	BE	0,00
Total			0,00

Table O

SLATE and MINI-SLATE:  
✓ Complete based on Lump sum calculator

Project (Work Package) Number	Project title (manual input)	Type of project (manual selection from drop-down menu)	Lump sums (EUR) (automatic)
1	Project 1	Animation one-off	EUR 55.000
2	Project 2	Creative documentary series	EUR 35.000
3	Project 3	Fiction series, estimated production budget ≤5M	EUR 55.000
4	Project 4	Fiction series, estimated production budget >20M	EUR 100.000
5	Project 5	Fiction one-off, estimated production budget >5M	EUR 60.000
6	short	Short film (max. 20 minutes)	EUR 10.000
			EUR 315.000

CODEV and TV:

- ✓ Complete AFTER the work packages and budget table have been finalised
- ✓ Must = grant requested in the « Detailed budget table »

TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)	E. Indirect costs 7% (rounded to zero decimals)	TOTAL COSTS (A+B+C+D+E)	Max EU CONTRIBUTION	Requested EU - CONTRIBUTION
628.500	43.995	672.495	192.447,22	192.447,22
572.765	40.094	612.859	175.381,25	175.381,25
235.700	16.499	252.199	72.171,53	72.171,53
1.436.965	100.588	1.537.553	440.000,00	440.000,00



# Part A – Validate form

## Application forms

Proposal ID **SEP-210747445**

Acronym **Acronym**

Short name **Test Camelia-Valeria**

Table Of Contents

Validate Form

Save

Save&Close

## Validation result

Show Error

The red 'Show Error' button indicates an error due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will be blocked** unless that specific field is corrected!

Show Warning

The yellow 'Show Warning' button indicates a warning due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will not be blocked** (proposal will be submitted with the missing or incorrect value).

### Section

### Description

General Information

At least 1 priority has to be selected

Show Error

Budget

This section has not been validated yet

Show Error

Test Camelia-Valeria

Department Name - missing entry

Show Warning

Test Camelia-Valeria

Department Street name - missing entry

Show Warning

Test Camelia-Valeria

Department Town name - missing entry

Show Warning

Test Camelia-Valeria

Department Post Code - missing entry

Show Warning

## Error and Warning buttons:

- ✓ Explain the error
- ✓ Will take you to correct screen

# PART B – Application form

## *Detailed description of the project*



# Part B - Application form template



## Creative Europe Programme (CREA)

Application Form

Administrative Forms (Part A)  
Technical Description (Part B)

1 template for all

(CREA MEDIA and Cross Sectoral Standard)

Page limits

Only delete  
what does not  
apply

### IMPORTANT NOTICE

#### What is the Application Form?

The Application Form is the template for EU grants applications; it must be submitted via the EU Funding & Tenders Portal before the call deadline.

The Form consists of 2 parts..

- Part A contains structured administrative information
- Part B is a narrative technical description of the project.

Part A is generated by the IT system. It is based on the information which you enter into the Portal Submission System screens.

Part B needs to be uploaded as PDF (+ annexes) in the Submission System. The templates to use are available there.

#### How to prepare and submit it?

The Application Form must be prepared by the consortium and submitted by a representative. Once submitted, you will receive a confirmation.

#### Character and page limits:

- page limit normally 70 pages (unless otherwise provided in the Call document)
- supporting documents can be provided as an annex and do not count towards the page limit
- minimum font size — Arial 9 points
- page size: A4
- margins (top, bottom, left and right): at least 15 mm (not including headers & footers).

Please abide by the formatting rules. They are NOT a target! Keep your text as concise as possible. Do not use hyperlinks to show information that is an essential part of your application.

⚠ If you attempt to upload an application that exceeds the specified limit, you will receive an automatic warning asking you to shorten and re-upload your application. For applications that are not shortened, the excess pages will be made invisible and thus disregarded by the evaluators.

⚠ Please delete only instructions that do NOT concern your call.

# Part B – Technical description

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AWARD CRITERIA

PROJECT	
Project name:	[project title]
Project acronym:	[acronym]
Coordinator contact:	[name NAME], [organisation name]

## PROJECT SUMMARY

Project summary
See Abstract (Application Form Part A).

- ✓ Complete the fields
- ✓ Project summary = Abstract Part A

# Part B – Technical description

## 1.3 European added value

European added value *(n/a for 'European festivals' and 'Subtitling of cultural content')*

*For 'European Co-development': Describe the European dimension of the collaboration, in particular concerning cooperation between countries with different market sizes, as well as the linguistic and geographical diversity.*

*For 'European Slate development' and 'European Mini-Slate development':*

- *Describe the rationale behind the choice of the proposed projects within the slate.*
- *Describe how the slate shows the company's ability to adapt to a competitive and changing audiovisual landscape by being innovative in its activities in terms of genres, formats, platforms, emerging talents or new territories.*

*For 'TV and Online content':*

- *Describe the role of the co-production companies (if any) and their financial, creative and artistic involvement in the production. If applicable, explain how the co-production increases the cooperation between countries from different market sizes.*
- *If applicable, explain the rationale of the sharing of the grant among co-producers that are present as participants in the application.*

*For 'Fostering European media talents and skills', 'Markets & networking', 'Innovative tools and Business models', 'European VOD Networks and operators', 'Audience Development and Film Education', 'Creative Innovation Lab', and 'Journalism Partnership': Explain the European dimension of your project (including, if applicable: origin of content or audiovisual works; cross-border and cross-language dimension; potential for European expansion; nature of the partnership; scope and size of partners).*

You MAY delete questions that do not apply to the Call for which you are submitting

BUT do not delete too much

IF mandatory information is not provided, it cannot be evaluated

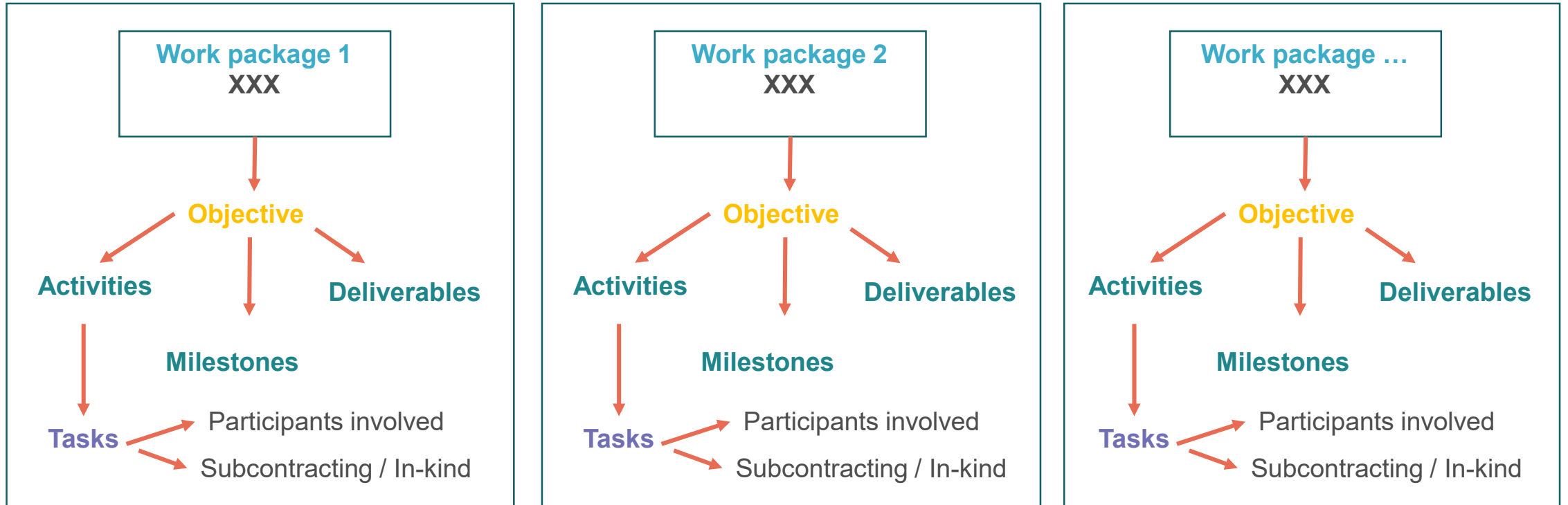
CHECK the Call for the explanations of the award criteria and their weighting

# Part B – Work packages

- A correct definition of work packages and deliverables are crucial elements in order to obtain the full EU grant
- Work packages are linked to:
  - Activities/tasks and therefore costs and part of the EU grant
  - Milestones and deliverables
- Once a WP is completed, the result will be assessed via the deliverables submitted



# Part B – Work packages



**CHECK CALL FOR SPECIFIC REQUIREMENTS**

# Part B – Work packages

<b>(MINI-)SLATE</b>	<b>CO-DEVELOPMENT</b>	<b>TV AND ONLINE CONTENT</b>
<p>1 WP per project (e.g. 4 DOC + short = 5 WP)</p>	<ul style="list-style-type: none"><li>• WP 1: Project management and common activities</li><li>• WP 2: Coordinator development activities</li><li>• WP 3: Partner 1 development activities</li><li>• Etc.</li></ul>	<ul style="list-style-type: none"><li>• WP 1: Project management and coordination</li><li>• WP 2: Pre-production (if applicable)</li><li>• WP 3: Production</li><li>• WP 4: Post-production, prints and delivery</li><li>• WP 5: Communication and dissemination</li></ul>



# Part B – Deliverables

## (MINI-)SLATE

## CO-DEVELOPMENT

## TV AND ONLINE CONTENT

**Mandatory:** interoperable standard identifier (ISAN, EIDR, ...) for each project

**Mandatory:** Further planning of co-development activities up to entry into production

### Minimum:

- WP1: Updated Production Financing Structure & contract signed with main broadcaster
- WP2: Declaration on 1st day of principal photography
- WP3: Declaration on end of shooting
- WP4: Acceptance letter of material from main broadcaster and link to produced material
- WP5: Promotion material (trailer, poster, stills, etc.) and most recent royalty statement from sales agent

### Recommended types of deliverables:

- ✓ Updated creative material
- ✓ Update research work and visual material
  - ✓ Update key artistic crew/casting
- ✓ Updated financing and production budgets and schedule
  - ✓ Updated distribution and marketing strategies
- ✓ Link to the final work, if produced

# Part B – Work packages

Copy section as many times as you have work packages

**Work Package 1: [Name, e.g. Project management and coordination]**

Duration: MX - MX      Lead Beneficiary: 1-Short name

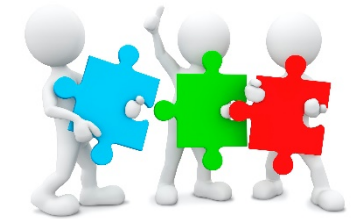
**Objectives**  
List the specific objectives to which this work package is linked.

**Activities (what, how, where) and division of work**  
Provide a concise overview of the work (planned tasks). Be specific and give a short name and number for each task. Show who is participating in each task: Coordinator (COO), and if applicable Beneficiaries (BEN), Affiliated Entities (AE), Associated Partners (AP) and others, indicating **in bold** the task leader. Add information on other participants' involvement in the project e.g. subcontractors, in-kind contributions.

**Note:**  
In-kind contributions: In-kind contributions for free are cost-neutral, i.e. cannot be declared as cost. Please indicate the in-kind contributions that are provided in the context of this work package. The coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordinator tasks cannot be subcontracted. If there is subcontracting, please also complete the table below.

Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T1.1					
T1.2					

See Call (Section 10) for mandatory WPs



ALIGNED with Part B **BUDGET**



GLOSSARY

# Part B – Work packages

## MILESTONES

- ✓ key points in the implementation of a work package **(not mandatory)**

## DELIVERABLES

- ✓ Outputs that can prove event took place, quality, quantity.
- ✓ Can be uploaded in the system. Required to trigger payments

## DUE DATE

- ✓ Month number

**Deliverables** are project outputs which are submitted to show project progress (any format). Refer only to major outputs. Do not include minor sub-items, internal working papers, meeting minutes, etc.

It is recommended to limit the number of deliverables to max 10-15 for the entire project. You may be asked to further reduce the number during grant preparation.

For deliverables such as meetings, events, seminars, trainings, workshops, webinars, conferences, etc., enter each deliverable separately and provide the following in the 'Description' field: invitation, agenda, signed presence list, target group, number of estimated participants, duration of the event, report of the event, training material package, presentations, evaluation report, feedback questionnaire.

For deliverables such as manuals, toolkits, guides, reports, leaflets, brochures, training materials etc., add in the 'Description' field: format (electronic or printed), language(s), approximate number of pages and estimated number of copies of publications (if any).

For each deliverable you will have to indicate a due month by when you commit to upload it in the Portal. The due month of the deliverable cannot be outside the duration of the work package and must be in line with the timeline provided below. Month 1 marks the start of the project and all deadlines should be related to this starting date.

The labels used mean:

Public — fully open (🚩 automatically posted online on the Project Results platforms)

Sensitive — limited under the conditions of the Grant Agreement

EU classified — RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision [2015/444](#).

Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description			Due Date (month number)	Means of Verification
MS1		1						
MS2		1						
Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No 1	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)	
D1.1		1		FREE TEXT	LOCAL NATIONAL EU			

# Part B – Work packages

Estimated budget — Resources															
Participant	Costs (n/a for Lump Sum Grants: 'European Co-development', 'European State development', 'European Mini-State development', 'TV and Online content', 'European festivals' and 'Videogame and immersive content development')													Total costs	
	A. Personnel		B. Subcontracting	C.1a Travel			C.1b Accommodation	C.1c Subsistence	C.2 Equipment	C.3 Other goods, works and services	D.1 Financial support to third parties		E. Indirect costs		
[name]	X person months	X EUR	X EUR	X travels	X persons travelling	X EUR	X EUR	X EUR	X EUR	X EUR	X EUR	X grants	X EUR	X EUR	X EUR
[name]	X person months	X EUR	X EUR	X travels	X persons travelling	X EUR	X EUR	X EUR	X EUR	X EUR	X EUR	X prizes	X EUR	X EUR	X EUR



# Part B – Work plan

**Work Package 1: [Name, e.g. Project management and coordination]**

Duration:  Lead Beneficiary:

List the specific objectives to which this work package is linked.

**Activities (what, how, where) and division of work**

Provide a concise overview of the work (planned tasks). There should be a limited number of tasks per work package: the definition of tasks should enable the lead beneficiary to monitor the overall progress of the work package. Be specific and give a short name and number for each task.

Show who is participating in each task: Coordinator (COO), Beneficiaries (BEN), Affiliated Entities (AE), Associated Partners (AP), indicating in bold the task leader. In monobeneficiary projects the 'COO' and 'BEN' are the same.

Add information on other participants' involvement in the project e.g. subcontractors, in-kind contributions.

**Note:**  
In-kind contributions: In-kind contributions for free are cost-neutral, i.e. cannot be declared as cost. Please indicate the in-kind contributions that are provided in the context of this work package. The Coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordinator tasks cannot be subcontracted.

Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T1.1					
T1.2					

**Timetable (projects of more than 2 years)**

Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.  
**Note:** Use actual, calendar years and quarters. In the timeline you should indicate the timing of each activity per WP. You may add additional columns if your project is longer than 6 years.

ACTIVITY	YEAR 1				YEAR 2				YEAR 3				YEAR 4				YEAR 5				YEAR 6			
	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
Task 1.1 - ...																								
Task 1.2 - ...																								
Task ...																								

**Timetable (projects up to 2 years)**

Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.  
**Note:** Use the project month numbers instead of calendar months. Month 1 marks always the start of the project. In the timeline you should indicate the timing of each activity per WP.

ACTIVITY	MONTHS																							
	M 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8	M 9	M 10	M 11	M 12	M 13	M 14	M 15	M 16	M 17	M 18	M 19	M 20	M 21	M 22	M 23	M 24
Task 1.1 - ...																								
Task 1.2 - ...																								
Task ...																								

**ALIGNED WITH INFORMATION PROVIDED FOR EACH WORK PACKAGE**

# Part B – Subcontracting

Subcontracting						
<p>Give details on subcontracted project tasks (if any) and explain the reasons why (as opposed to direct implementation by the Beneficiaries/Affiliated Entities).</p> <p>Subcontracting — Subcontracting means the implementation of 'action tasks', i.e. specific tasks which are part of the EU grant and are described in Annex 1 of the Grant Agreement.</p> <p><b>Note:</b> Subcontracting concerns the outsourcing of a part of the project to a party outside the consortium. It is not simply about purchasing goods or services. We normally expect that the participants to have sufficient operational capacity to implement the project activities themselves. Subcontracting should therefore be exceptional.</p> <p>Include only subcontracts that comply with the rules (i.e. best value for money and no conflict of interest; no subcontracting of project coordination tasks).</p>						
Work Package No	Subcontract No (continuous numbering linked to WP)	Subcontract Name (subcontracted action tasks)	Description (including task number and BEN to which it is linked)	Estimated Costs (EUR)	Justification (why is subcontracting necessary?)	Best-Value-for-Money (how do you intend to ensure it?)
	S1.1					
	S1.2					
<p>Other issues: If subcontracting for the project goes beyond 30% of the total eligible costs, give specific reasons.</p>			<p>Insert text</p>			

**CORE TASKS** of the project (management) **CANNOT** be subcontracted

For CODEV and TV: *Information to be aligned with Detailed Budget Table*

# Part B – Declarations and Annexes

## 7. DECLARATIONS

Double funding	
<b>Information concerning other EU grants for this project</b> ⚠ Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies actions).	YES/NO
We confirm that to our best knowledge neither the project as a whole nor any parts of it have benefitted from any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies, e.g. Erasmus, EU Regional Funds, EU Agricultural Funds, European Investment Bank, etc). If NO, explain and provide details.	
We confirm that to our best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies, e.g. Erasmus, EU Regional Funds, EU Agricultural Funds, European Investment Bank, etc). If NO, explain and provide details.	

Financial support to third parties (if applicable)
If in your project the maximum amount per third party will be more than the threshold amount set in the Call document, justify and explain why the higher amount is necessary in order to fulfil your project's objectives.
Insert text

### LIST OF ANNEXES

#### Standard

Detailed budget table (annex 1 to Part B) — *mandatory*  
 CVs (annex 2 to Part B) — *mandatory if required in the Call document*  
 Annual activity reports (annex 3 to Part B) — *not applicable*  
 List of previous projects (annex 4 to Part B) — *mandatory, if required in the Call document*

#### Special

Other annexes (annex X to Part B) — *mandatory, if required in the Call document*

### Check call section 5

- ✓ required annexes
- ✓ Template requirements

### LIST OF PREVIOUS PROJECTS

List of previous projects					
Please provide a list of your previous projects for the last 4 years.					
Participant	Project Reference No and Title, Funding programme	Period (start and end date)	Role (COO, BEN, AE, OTHER)	Amount (EUR)	Website (if any)
[name]					
[name]					





# Part C: Data linked to the applicants



# Part C

Proposal ID	Call for Proposal	Topic	Type of Action
SEP-210764483	CREA-MEDIA-2021-TVONLINE	CREA-MEDIA-2021-TVONLINE	CREA-LS

Please select the type of organisation

Number	Name	PIC Number (if available)	Type of organisation
1	Baird Consulting SCS	956444445	>

Contact with a Creative Europe Desk

Did you contact a "Creative Europe Desk" before submitting this application?

- YES  
 NO

● Please select minimum 1 option(s)

Information on the applicant company

Annual turnover in € \*

###,###.##

● This is a mandatory field.

Number of permanent staff \*

###,###.##

● This is a mandatory field.

Please indicate in which language are attached the treatment (language), director's note (language), script (language), teaser (language), contracts (language), LOI (language) or any other document attached to the application. \*

● This is a mandatory field.

Company's activity exactly as mentioned in the company's registration/memorandum of association (to be provided in the original language) \*

● This is a mandatory field.

 View PDF

 Cancel changes

 Save data

Fill in Online

After 'Save data'  
you can close  
the screen



# MEDIA Database

# MEDIA Database


- Details on previous work(s) (not for TV) and work(s) submitted for funding



## Proposal forms


**Deadline**  
25 August 2021 17:00:00 Brussels Local Time

### Call data:



Call: **CREA-MEDIA-2021-DEVSLATE**  
Topic: **CREA-MEDIA-2021-DEVSLATE**  
Type of action: **CREA-LS**  
Type of MGA: **CREA-AG-LS**

 Topic and type of action can only be changed by creating a new proposal.

 In this step you can edit the Administrative Forms and upload the proposal itself. 

 Your proposal contains changes that have not yet been submitted.

### Administrative forms

[Edit forms](#)  [Media DB](#) [Edit Part C](#) [View history](#)  
[Print preview](#) 

### Part B and Annexes

# MEDIA Database

European Slate Development

## Application Information

Call / Topic reference: CREA-MEDIA-2021-DEVSLATE  
SEP Project ID: SEP-210759056

Company Name: SME Test  
Contact Person: Jolien.WILLEMSENS@ec.europa.eu

Audiovisual Work - Development - Recent work / previous experience

TITLE	GENRE	PRODUCTION YEAR	FILM ID	STATUS
No movies yet				

Audiovisual Work - Development - For grant request

TITLE	FILM TYPE	BUDGET	STATUS
No movies yet			

Audiovisual work - Short film - for grant request (optional)

TITLE	GENRE	FILM TYPE	BUDGET	STATUS
No movies yet				

**!! MAKE SURE THAT YOU HAVE THE NECESSARY DOCUMENTS TO PROVE THE DATA YOU PROVIDE !!**

**Previous work(s) for Slate, Mini-Slate and Codev**

**Work(s) submitted for funding**

**Optional short film for Slate and Mini-Slate**

**Once completed, save and download the PDF and upload in the slot in the Submission System**

[View history](#) [Download PDF](#) [Save](#)



# MEDIA Database

Audiovisual Work - Development - For grant request

## General information

Original Title \*

Status \*

Country of Origin

Primary Audience \*

Film Genre \*

Film Delivery Platform \*

User Experience \*

Film Type \*

IMDB link

ISAN

Synopsis \*

## Technical information

Start Date of Principal Photography \*

Shooting languages \*

Development cost \*

**Most fields are mandatory**

**Validation rules apply**

# MEDIA Database

## Cast and Crew

Please input TBC for mandatory roles not defined.

ROLE	FULL NAME	GENDER	NATIONALITY
<div style="text-align: right;"><input type="button" value="Add"/></div>			

## Locations

TYPE	NAME	COUNTRY
<div style="text-align: right;"><input type="button" value="Add"/></div>		

## Ownership of Rights

Origin of Work \*

Type of contract with Author \*

Start Date of the Ownership \*

End Date of the Ownership \*

Date of signature of the agreement \*

## Estimated Production Structure and Financing

If the Company name of the co-producer is not known yet, enter 'unknown'.

ROLE	COMPANY NAME	COUNTRY	LANGUAGE
<div style="text-align: right;"><input type="button" value="Add"/></div>			

Total Estimated Production Budget including Development \*

 €

EACEA Comments



# Mandatory annexes

# Mandatory annexes



Topic and type of action can only be changed by creating a new proposal.

## Proposal data:

Acronym: **Final TV test**

Draft ID: **SEP-210761165**

## Download Part B templates

[Download part B templates](#)

## Support & Helpdesk

[Online Manual](#)

[IT How To](#)

[IT Helpdesk](#)

[FAQ](#)

## Service Desk:

[EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu](mailto:EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu)

+32 2 29 92222

## Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.

Part B	<input type="text"/>		<a href="#">Upload</a>
Tpl_Detailed Budget Table (CREA LSII)	<input type="text"/>		<a href="#">Upload</a>
Financing structure	<input type="text"/>		<a href="#">Upload</a>
Creative presentation of the project, including link to trailer/teaser	<input type="text"/>		<a href="#">Upload</a>
Confirmed sources of financing and (if applicable) co-production contract(s)	<input type="text"/>		<a href="#">Upload</a>
Letters of intent related to the distribution and financing strategies	<input type="text"/>		<a href="#">Upload</a>
PDF with information about films/works generated from the Creative Europe MEDIA Database	<input type="text"/>		<a href="#">Upload</a>
Declaration on ownership and control	<input type="text"/>		<a href="#">Upload</a>

**IF MANDATORY TEMPLATE:** to be downloaded together with Part B

**UPLOAD TO THE CORRECT SLOT!**  
Either PDF or XLS/XLSX/ODS



# Mandatory annexes

**T = mandatory template**

(MINI-)SLATE	CO-DEVELOPMENT	TV AND ONLINE CONTENT
<ul style="list-style-type: none"> <li>✓ Part B (PDF) <b>T</b></li> <li>✓ PDF with information about film(s)/work(s) to be generated from the CE Media Database <b>T</b></li> </ul>		
(Lump sum) Calculator <b>T</b>	Detailed Budget Table <b>T</b>	
	Co-development agreement (!! upload under the slot 'Other annexes !!)	<ul style="list-style-type: none"> <li>✓ (Production) Financing Structure <b>T</b></li> <li>✓ Creative presentation of the project, including link to trailer/teaser</li> </ul>
<ul style="list-style-type: none"> <li>✓ Creative dossier <b>T</b></li> <li>✓ Rights contracts (for each project)</li> <li>✓ Supporting documents of co-production, distribution and financing (for each project)</li> </ul>		<ul style="list-style-type: none"> <li>✓ Confirmed sources of financing and (if applicable) co-production contract(s)</li> <li>✓ Letters of intent related to distribution and financing strategies</li> </ul>

# Mandatory annexes – Declaration on ownership and control

CREATIVE EUROPE PROGRAMME - MEDIA Strand and Cross-Sectoral Strand

## INFORMATION ON INDEPENDENCE/OWNERSHIP AND CONTROL

Please provide the FULL ownership structure of all the companies/organisations involved in the application, either as coordinator or as other beneficiary/partner in case of consortium.

Start by providing following information about your application and the structure of your consortium:

Project name	
SEP Project ID	SEP-XXXXX
Name of applicant - coordinator	
Name of other beneficiary 1	
Name of other beneficiary 2	
Name of other beneficiary 3	
Name of other beneficiary 4	
Name of other beneficiary 5	
Name of other beneficiary 6	
Name of other beneficiary 7	
Name of other beneficiary 8	
Name of other beneficiary 9	
Name of other beneficiary 10	

Afterwards, fill in the full ownership structure for each of these entities in the sheets created per entity

Note: if you have more than 10 other beneficiaries besides the coordinator, you may insert rows before row 18. You will also need to add as many sheets as you have additional beneficiaries. Do this by inserting a copy of an un-edited sheet after the last sheet available in the template.

### Insert:

- Project name
- SEP Project ID
- Name of the coordinator
- Name of partners (other beneficiaries)
- And go to next tabs ...



# Mandatory annexes – (Mini-)Slate: (Lump sum) Calculator

CREATIVE EUROPE PROGRAMME - MEDIA Strand  
European slate development - European mini-slate development

## Estimated EU contribution

**ATTENTION: The list of projects has to correspond with the list of work-packages described in part B. Please use the same order!**

**1 PROJECT = 1 WORK-PACKAGE**

Project (Work Package) Number	Project title (manual input)	Type of project (manual selection from drop-down menu)	Lump sums (EUR) (automatic)
1			EUR 0
2			EUR 0
3			EUR 0
4			EUR 0
5			EUR 0
6			EUR 0
			EUR 0

### In 'Budget' sheet:

- Encode title of each project
- Select 'Type of project' using the drop-down menu
- Lump sums per project and max. EU grant are calculated **automatically**

# Mandatory annexes – (Mini-)Slate and Codev: Creative dossier



## CREATIVE DOSSIER

Company name:

**RESPECT THE LIMITS !!!**

**IMPORTANT NOTICE**

**Instructions for compiling the Creative Dossier**

The Creative Dossier will be used to evaluate your application against the award criteria defined in the Call document. It should cover as many project(s) as are part of the application.

Include all the information/supporting documents that you have at the moment of your application, in the order listed below (in case of several projects, separated by a new frontpage for each project).

Minimum font size: Arial 9 points. Page size: A4.

Information/documents that **can** be submitted for **fiction projects**:

- Logline (max. 2 to 3 sentences)
- Link to trailer/teaser
- Synopsis (max. 1 page)
- Series pitch in case of a series, describing the main premise of the series, the setting, the storylines, the narrative style and the general idea (max. 3 pages)
- Treatment (max. 10 pages)
- Episode outline in case of a series (max. 10 pages in total)
- Visual approach, artistic approach, mood board (and references) (max. 5 pages)
- Director's and/or producer's note (max. 3 pages)
- A sample of the latest script, with dialogue samples (max. 20 pages)

Information/documents that **can** be submitted for **creative documentary projects**:

- Logline (max. 2 to 3 sentences)
- Link to trailer/teaser
- Synopsis (max. 1 page)
- Description of context/motivation, creative nature, character, visual/artistic and narrative approach (max. 6 pages)
- Treatment (max. 6 pages)
- Episode outline in case of a series (max. 10 pages in total)
- Director's and/or producer's note (max. 3 pages)

Information/documents that **can** be submitted for **animation projects**:

- Logline (max. 2 to 3 sentences)
- Link to trailer/teaser
- Synopsis (max. 1 page)
- Description of characters, backgrounds/worlds, themes, sound treatment, visual approach, artistic approach, mood board, concept art/graphic pitch bible (max. 15 pages)
- Treatment (max. 10 pages)
- Episode outline in case of a series (max. 10 pages in total)
- Director's and/or producer's note (max. 3 pages)
- A sample of the latest script, with dialogue samples (max. 20 pages)

Please respect the page-limits. They are not indicative.

Project [1]  
[Insert title of the project]

[Insert logline]

[Insert link to trailer or teaser if available]

**INSERT A 'FRONT PAGE' FOR EACH OF THE PROJECTS IN THE (MINI-)SLATE**

# Mandatory annexes – (Mini-)Slate and Codev

## – Annexes without templates

- Rights contract(s) + rights of adaptation (for each of the projects in the (mini-) slate)
- Supporting documents of co-production, distribution and financing (for each of the projects in the (mini-) slate)

**For (mini-) slate: PLEASE GROUP DOCUMENTS PER PROJECT AND FOLLOW THE SAME ORDER AS IN THE CREATIVE DOSSIER, USING A 'FRONT PAGE' TO DIVIDE CONTENT**

# Mandatory annexes – Codev – Annexes without templates - Co-development agreement

- Must detail amongst others:
  - How partners will collaborate on the joint development of creative aspects and storytelling
  - The distribution of roles and responsibilities within the project, including the division of tasks, the budget split, the administrative cooperation and risk management
- Must be updated (as a deliverable)

# Mandatory annexes – Codev and TV – Detailed Budget Table

- Decision of the European Commission to use **simplified forms of grants** in the implementation of EU programmes
- Grant = **lump sum contribution** to the project costs
- Two forms:
  - **Fixed lump sums** (Type I): Slate and Mini-slate
  - **Customised lump sums** (Type II): Co-development and TV and Online Content





# Mandatory annexes – Codev and TV – Detailed Budget Table

- **Customised lump sum:** Calculation of the lump sum grant based on:
  - Estimated budget submitted by the applicant
  - Evaluation results
  - Funding rates

✓ **Call section 10**

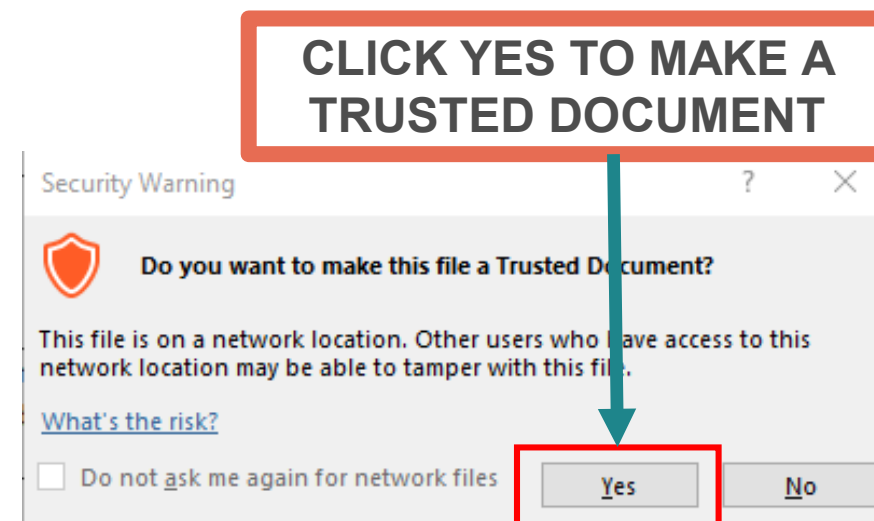
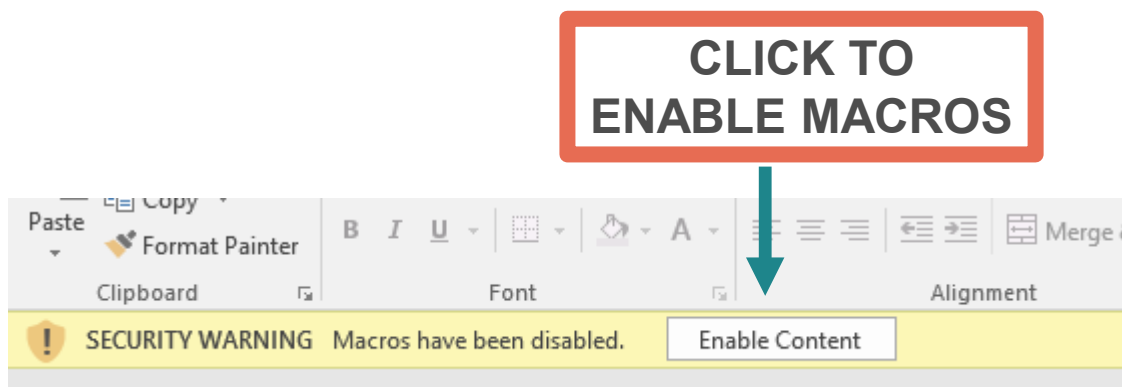
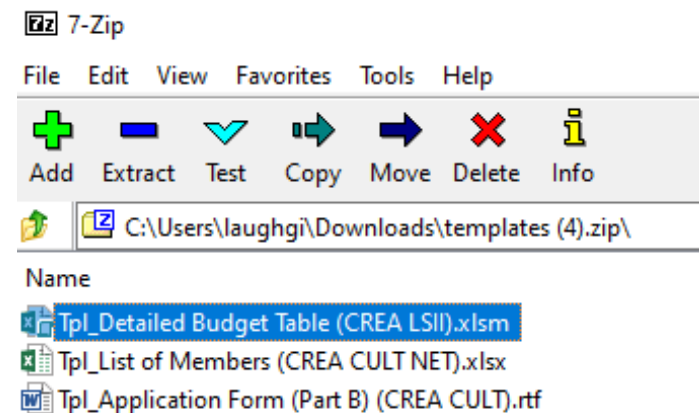
€ - Max. grant

% - Cofinancing rate

10. Legal and financial set-up of the Grant Agreements.....
Starting date and project duration .....
Milestones and deliverables.....
<b>Form of grant, funding rate and maximum grant amount.....</b>
Budget categories and cost eligibility rules.....
Reporting and payment arrangements.....
Prefinancing guarantees .....

# Mandatory annexes – Codev and TV – Detailed Budget Table

- Protected **excel** workbook with macros (.xlsm)
  - ✓ download from Part B in excel for Windows, enable content & complete (in **EUR**)
  - ✓ Save as .xls or .xlsx
  - ✓ Upload in system



# Mandatory annexes – Codev and TV – Detailed Budget Table

- Read carefully the **instructions** in the first workbook sheet
- Save and **apply changes** every time you update it
- Use the « **any comments** » sheet for all explanations
- **Only complete** the following sheets:

Instructions	Beneficiaries List	Work Packages List	BE 001	Estim costs of the project	Proposal Budget	BE-WP Overview	BE-WP Person Days	Depreciation Costs	Any comments
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# Mandatory annexes – Codev and TV – Detailed Budget Table – Instructions tab

## ANNEX 1 to Part B Detailed Estimation of Costs for Lump Sums

### Instructions

1	This proposal workbook for Lump Sum calculation must be uploaded as an additional document in the step called 'Fill in Proposal' of proposal submission. Please note that if you do not upload the Excel workbook, the proposal cannot be submitted (the system will not allow you to submit).
2	According to the Lump sum scheme, the lump sum for a Work Package (WP) will be paid only when the entire Work Package has been completed. Please take it into consideration while structuring your proposal. Work Packages should be designed in a way that enables to clearly identify whether the action has been completed.
3	We recommend using Excel 2010 or more recent.
4	The only currency used in this worksheet is EURO.
5	The first thing you need to do is to set the appropriate <u>Maximum Grant Amount in row 32 of this sheet and the % of cofinancing in row 33 (both in column E)</u> . This data can be found on the Portal under Topic Conditions section 6. Proposal templates, guidance and model grant agreements (MGA)

Must be aligned with  
**Call Section 10**



*FILL IN THE BELOW VALUES BEFORE STARTING:*

Insert the name of your call :	
Insert the acronym of your project :	
Maximum amount for the EU CONTRIBUTION :	150.000,00 €
Co-financing rate :	80,00%

**PRINT PDF**

Double-Click to activate

Can be harmonised at the level of the project

A. DIRECT PERSONNEL COSTS	
A1. Employees (or equivalent) man days (you can change the types based on your structure)	
Director	
Desk officer	A1. Employees (or equivalent)
Administrator	Type 1
IT support	Type 2
Other	Type 3
	Type 4
	Other

# Mandatory annexes – Codev and TV – Detailed Budget Table – Beneficiaries List

List of Beneficiaries and Affiliated Entities					Actions (double-click to activate)	
3E NR/AE	3E/TP name	Acronym	Country			
3E 001	Beneficiary 1	ABC	DE	<b>APPLY CHANGES</b>	<b>Add a Beneficiary</b>	
				Remove this Beneficiary	Add an Affiliated Entity	
3E 003	Beneficiary 3	GHI	ES	Remove this Beneficiary		
3E 003 / AE 001	Beneficiary 3.1	JKL	PT	Remove this Affiliated Entity	Add an Affiliated Entity	

Added automatically

Enter official name of beneficiary organisation

ALWAYS DOUBLE CLICK FOR **APPLYING CHANGES** AND ACTIONS (add, remove)

# Mandatory annexes – Codev and TV – Detailed Budget Table – Work Packages List

List of Work Packages		Actions (double-click to activate)	
WP Nbr	WP Label	APPLY CHANGES	Add a Work Package
WP 001	Project coordination and management	Remove this Work Package	
WP 002	Pre-production	Remove this Work Package	
WP 003	Production	Remove this Work Package	
WP 004	Post-production, prints and delivery	Remove this Work Package	
WP 005	Communication and dissemination	Remove this Work Package	

- WP Nbr is automatically generated once you click on « Add a Work Package »
- WP Label must be input manually (in line with Part B work packages)

Part B work packages

Work Package 1: [Name, e.g. Project management and coordination]			
Duration:	MX - MX	Lead Beneficiary:	1-Short name

# Mandatory annexes – Codev and TV – Detailed Budget Table

- **Estimate the costs** using the same methodology as actual cost-based grant agreement
- **Template for each partner budget** is generated automatically after creating list of Beneficiaries and Work Packages
- The « Bex » budgets include costs of **Affiliated Entities**
- A budget must be entered **by each partner for each work package**

BE 001 Coordinating organisation	BE 001 Coordinating organisation			BE 001 / AE 001 Affiliated entity coordinating organisation			BE 001 BE+AE TOTAL COSTS
	UNITS	COST PER UNIT	BENEFICIARY TOTAL COSTS	UNITS	COST PER UNIT	AFFILIATED ENTITY	

WP 001	Travel	
	Accommodation	
	Subsistence	
	C.2 Equipment (please refer to the Depreciation Cost sh	
	C.3 Other goods, works and services	
	Consumables	
	Services for Meetings, Seminars, Events	
	Services for communication/promotion/dissemin	
	Website	
	Fees (artistic, speakers, writing, cast, rights, et	
	Production costs and technical costs of prototy	
	Short-term rental of surfaces, venues or studio	
	Other	
	<b>D. Other cost categories</b>	
	D.1 Financial support to third parties	
<b>TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B</b>		
<b>E. Indirect costs 7% (rounded to zero decimals)</b>		
<b>TOTAL COSTS (A+B+C+D+E) -</b>		

WP 002	<b>Pre-production</b>	
	<b>A. DIRECT PERSONNEL COSTS</b>	
	<b>A.1. Employees (or equivalent) man days</b>	
	Head of Development	
	Production coordinator	
	Production assistant	
	Director	
	Other	
	<b>A.2 Natural persons under direct contract</b>	
	<b>A.3 Seconded persons</b>	
	<b>A.4 SME Owners without salary</b>	
	<b>A.5 Volunteers</b>	
	<b>B. Subcontracting costs</b>	
	<b>C. Purchase costs</b>	
	<b>C.1 Travel and subsistence per travel or day</b>	
Travel		
Accommodation		
Subsistence		
<b>C.2 Equipment (please refer to the Depreciation Cost sh</b>		
<b>C.3 Other goods, works and services</b>		



# Mandatory annexes – Codev and TV – Detailed Budget Table

1. Plan the Work Packages
2. Agree who does what
3. Agree activities and deliverables for each Work package
4. Each partner organisation creates budget for each Work Package
5. Coordinator compiles the Detailed Budget Table



**1 BUDGET per BENEFICIARY and per WORK PACKAGE**

# Mandatory annexes – Codev and TV – Detailed Budget Table

WP 001	BE 001 Test Org	BE 001 Test Org			BE 001 TOTAL COSTS
		UNITS	COST PER UNIT	BENEFICIARY TOTAL COSTS	
		<b>Total WORK PACKAGES:</b>			
<b>Planning &amp; Management &amp; Consultancy</b>					
<b>A. DIRECT PERSONNEL COSTS</b>			<b>297.500</b>	<b>297.500</b>	
<b>A.1. Employees (or equivalent) man days</b>			<b>293.000</b>	<b>293.000</b>	
	Director	25	500	12.500	12.500
	Desk officer	440	400	176.000	176.000
	Administrator	220	300	66.000	66.000
	IT support	110	300	33.000	33.000
	Other	55	100	5.500	5.500
<b>A.2 Natural persons under direct contract</b>			<b>10</b>	<b>450</b>	<b>4.500</b>
<b>A.3 Seconded persons</b>					
<b>A.4 SME Owners without salary</b>					
<b>A.5 Volunteers</b>					
<b>B. Subcontracting costs</b>			<b>2</b>	<b>10.000</b>	<b>20.000</b>
<b>C. Purchase costs</b>					<b>269.500</b>
<b>C.1 Travel and subsistence per travel or day</b>					<b>147.500</b>
	Travel	200	300	60.000	60.000
	Accommodation	400	100	40.000	40.000
	Subsistence	500	95	47.500	47.500
<b>C.2 Equipment (please refer to the Depreciation Cost sheet)</b>			<b>10</b>	<b>500</b>	<b>5.000</b>
<b>C.3 Other goods, works and services</b>					<b>117.000</b>
	Consumables	25			
	Services for Meetings, Seminars, Events	40			
	Services for communication/promotion/dissemination	25			
	Website	1			
	Fees (artistic, speakers, writing, cast, rights, etc)				
	Production costs and technical costs of prototyping				
	Short-term rental of surfaces, venues or studios (eg for productions, rehearsals, events)	60			
	Other	1			
<b>D. Other cost categories</b>					
<b>D.1 Financial support to third parties</b>					
<b>TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)</b>					
<b>E. Indirect costs 7% (rounded to zero decimals)</b>					
<b>TOTAL COSTS (A+B+C+D+E) -</b>				<b>628.030</b>	<b>628.030</b>

## Direct personnel

- ✓ Unit = day
- ✓ 215 working days per year (see AGA)
- ✓ SME owners without salary – unit costs (see AGA)

## Subcontracting costs

- ✓ Explain in Part B

## Indirect costs – 7% excl. subcontracting

- ✓ Calculated for each Work Package and each partner

### Subcontractors vs suppliers of goods, works and services

Subcontracts	Purchases
Subcontracts concern the implementation of 'action tasks', i.e. parts of the project/project tasks that have been outsourced.	Purchases concern travel, equipment and goods and services that are necessary for the beneficiaries to implement the work (can range from big equipment to petty goods).

# Mandatory annexes – Codev and TV – Detailed Budget Table – Depreciation tab

**TOOL: DEPRECIATION COSTS LIST**

<i>BE nr</i>	<i>Beneficiary name</i>	<i>WP nr</i>	<i>Work Package name</i>	<i>Resource type</i>	<i>Short name of the investments</i>	<i>Date of purchase</i>	<i>Purchase cost</i>	<i>% used for the project</i>	<i>% use for lifetime of the investment</i>	<i>Charged depreciation costs per investment</i>	<i>Justification: Needed info for depreciation</i>
1	Beneficiary 1	2	Research	Equipment	PC	1/01/2021	1.500	50%	25%	188	
1	Beneficiary 1	3	Activities	Equipment	Beamer	1/01/2021	900	75%	10%	68	
										-	



# Mandatory annexes – Codev and TV – Detailed Budget Table – key tabs for evaluation of applications

TOTAL PERSON/DAYS FOR ALL BENEFICIARIES PER WP  
(INCLUDING LINKED THIRD PARTIES)

<i>BE NR/AE</i>	<i>Acronym</i>	WP 001 Planning & Management & Consultancy	WP 002 Implementation	WP 003 Communication & Dissemination	WP 004 Attendance at events	Maximum Grant Amount
Test Org	TO	860	25	1	-	886
Genicol_test	GT	1.180	22	60	-	1.262
<b>TOTAL</b>	<b>Consortium</b>	<b>2.040</b>	<b>47</b>	<b>61</b>	<b>-</b>	<b>2.148</b>

Total for all beneficiaries by work package 440.000 EUR

<i>BE NR/AE</i>	<i>Acronym</i>	WP 001 Planning & Management & Consultancy	WP 002 Implementation	WP 003 Communication & Dissemination	WP 004 Attendance at events	Maximum Grant Amount
Test Org	TO	205.473	11.201	3.325	-	220.000
Genicol_test	GT	165.405	20.950	17.027	16.618	220.000
<b>TOTAL</b>	<b>Consortium</b>	<b>370.878</b>	<b>32.151</b>	<b>20.352</b>	<b>16.618</b>	<b>440.000</b>

# Mandatory annexes – Codev and TV – Detailed Budget Table – Grant requested

Max EU CONTRIBUTION	Requested EU - CONTRIBUTION	
221.574,92	220.000,00	✓
218.425,08	220.000,00	✓
440.000,00	440.000,00	✓

Max EU CONTRIBUTION	Requested EU - CONTRIBUTION	
221.574,92	500.000,00	✗
218.425,08	220.000,00	✓
440.000,00	720.000,00	✗

## Grant requested cannot exceed:

- ✓ max grant (see Call)
- ✓ Max overall % contribution (see Call)
- ✓ Max Call % contribution per partner
- Will be included in grant agreement
- May be reduced – explanations will be provided – no negotiation!

TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)	E. Indirect costs 7% (rounded to zero decimals)	TOTAL COSTS (A+B+C+D+E)
628.500	43.995	672.495
619.565	43.370	662.935
1.248.065	87.365	1.335.430

Calculated automatically

↓

**MAX EU CONTRIBUTION**  
=  
60 %  
of 1.335.430 €  
or  
440.000 €

Input by you

↓

Your maximal EU contribution corresponding to your budget =  
  
440.000 €

Max EU CONTRIBUTION	Requested EU - CONTRIBUTION	
221.574,92	221.574,92	✓
218.425,08	218.425,08	✓
440.000,00	440.000,00	✓

# Mandatory annexes – TV – (Production) Financing Structure

## INSTRUCTIONS FOR COMPLETING THE PRODUCTION FINANCING STRUCTURE

The **production financing structure** must provide an overview of all the **confirmed sources of financing** on which the project can count to cover the **total** production budget (i.e. the eligible budget submitted to MEDIA in the budget attached to the application + all production costs that are not eligible for MEDIA funding).

### How to fill in the production financing structure:

- Only fill in the white cells in the sheet 'Production Financing Structure'. Do not change the grey and blue cells.
- Only include **confirmed sources of financing**. The difference between the total estimated production budget, the confirmed sources of financing and the requested MEDIA grant, will automatically be calculated as the **producer's investment**.
- In order to be considered as confirmed, **third party sources of finance** must be proven by recent signed letters of commitment, mentioning the action title, the exact amount of the financial contribution, the nature of the rights sold and the license period. Note that the producer's and co-producer's own investment and the requested MEDIA grant are not considered as a third party source of finance
- Contributions from **broadcasters, distributors, funds and equity investors** are considered as third party sources of finance. **Tax shelter** might be accepted as a third party source of finance only if confirmed by supporting documents from the competent bodies.
- **Broadcasters' involvement** is considered confirmed if supported by contracts or signed binding letters of commitment specifying the conditions of their financial involvement, including the licence price and licence period (max. 7 years for a pre-sale and max. 10 years for a co-production). Letters agreeing to possibly buy the work once produced are not considered as binding letters of commitment.
- Each **pre-sale** brought by a distributor should be indicated separately under the 'broadcasters' entry, as a net amount (after deducting the distribution commission from the pre-sale fee). If the distributor brings a **Minimum Guarantee (MG)**, the net amount of the pre-sale(s) done by the distributor should be deducted from the total amount of the MG, unless otherwise stipulated in the distribution agreement. In all cases, a distribution agreement/deal-memo clarifying the modalities of recoupment of the MG and the distribution commission is mandatory.
- If the action is **co-produced** by several production companies, a co-production contract (or deal-memo) indicating the share of financing, share of rights, share of costs and share of revenues, has to be submitted with the application. Simple letters indicating a co-producer's financial contribution without further details concerning the co-production deal will not be taken into consideration. However, always mention the co-producers in the Production

**READ INSTRUCTIONS  
CAREFULLY!**

What is considered a  
**confirmed source of  
financing**

# Mandatory annexes – TV – (Production) Financing Structure

PRODUCTION FINANCING STRUCTURE							
Company							
Title of the project				Total production budget in €			
Sources of finance (add lines in the relevant item if needed)	Name of the financial partner	Country (ISO code)	Nature of commitment (pre-sales, co-prod, MG, etc.)	Amount €	% of total	Type of supporting document / Date (letter of commitment, deal-memo, contract)	License period (number of years)
<b>Broadcaster 1:</b>			ex: pre-sale		#DIV/0!	ex: LOC / 01/09/2021	ex: 7 years
<b>Broadcaster 2:</b>			ex: co-prod		#DIV/0!	ex: Contract / 01/10/2020	ex: 10 years
<b>Broadcaster 3:</b>					#DIV/0!		
<b>Broadcaster 4:</b>					#DIV/0!		
<b>Broadcaster 5:</b>					#DIV/0!		
			<b>Subtotal</b>	0,00	#DIV/0!		
<b>Distributor 1:</b>			ex: MG + Nordic countries rights		#DIV/0!	ex: Deal-Memo / 01/09/2021	
<b>Distributor 2:</b>			ex: MG + worldwide rights		#DIV/0!	ex: Contract / 01/10/2020	
<b>Distributor 3:</b>			ex: no MG + Austria rights		#DIV/0!		
<b>Coproduction company 1:</b>					#DIV/0!	ex: Deal-Memo / 01/09/2021	
<b>Coproduction company 2:</b>					#DIV/0!	ex: Contract / 01/10/2020	
<b>Public Fund 1:</b>					#DIV/0!	Ex: Letter / 01/09/2021	
<b>Public Fund 2:</b>					#DIV/0!	ex: Contract / 01/10/2020	
<b>Public Fund 3:</b>					#DIV/0!		
<b>Other:</b>					#DIV/0!	Ex: Letter or Contract / 01/09/2021	
			<b>Subtotal</b>	0,00	#DIV/0!		
<b>Producer's investment:</b>				0,00	#DIV/0!		
<b>MEDIA amount requested*:</b>					#DIV/0!		
<b>TOTAL FINANCING (= Total Production Budget)</b>				0,00	#DIV/0!		

**Fill in + Scan all documents proving the confirmed sources of financing in order of appearance in this table**

# Mandatory annexes – TV – Annexes without templates

- Creative presentation of the project, including link to trailer/teaser
- Confirmed sources of financing and (if applicable) co-production contract(s) = Scan of documents underlying amounts in Production Financing Structure
- Other letters of intent related to the distribution and financing strategies





# Submit your application



# Submit your application

**Administrative forms**

[Edit forms](#) [Edit Part C](#) [View history](#) [Print preview](#)

**Part B and Annexes**

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.

Part B		<a href="#">Upload</a>
Detailed budget table LSII		<a href="#">Upload</a>
CVs		<a href="#">Upload</a>
Annual activity reports		<a href="#">Upload</a>
List of previous projects		<a href="#">Upload</a>
Other annexes		<a href="#">Upload</a>

[← BACK TO PARTICIPANTS LIST](#) [VALIDATE](#) [SUBMIT](#)

Upload first all the required documents

Check the call document

Documents must be uploaded in the **right category** in the Submission System otherwise the proposal might be considered incomplete and thus inadmissible.

**Validations**

Your proposal cannot be submitted until the errors below are corrected

Eligibility errors

Part C form has not been updated

Part A Form

- > Budget - 1 error(s)
- > General Information - 1 error(s)

Part B and annexes

This mandatory attachment is missing: **Part B**  
This mandatory attachment is missing: **Detailed budget table LSII**

The following warnings will not block the submission of your proposal, but may affect its admissibility and eligibility during evaluation

Part A Form

- > Test Camelia-Valeria - 12 warning(s)

Check call for uploading (pdf / xls / xlsx etc)

# Confirmation email

- Once the proposal is submitted, you will receive a **confirmation e-mail** (with date and time of your application)
- If you do not receive this confirmation e-mail, it means your proposal **has NOT been submitted**
- If you believe this is due to a fault in the Submission System, **you should immediately file a complaint** via the [IT Helpdesk webform](#), explaining the circumstances and attaching a copy of the proposal (and, if possible, screenshots to show what happened)

# Re-submissions

- It is recommended to submit your proposal 48 hours before the deadline to avoid any system issues. Late proposals will not be accepted
- Following submission, you can update, download or withdraw your proposal until closure date is reached
- You can submit the proposal as many times as you wish up until the deadline. Each new submitted version will replace the previous one. Once the call is closed, the last submitted version will be the one being evaluated
- You should receive an Acknowledgement of receipt (confirmation email)

# Help and Useful information

- **Content-wise support:**

1. First point of contact: Creative Europe Desks – for support in your own country and in your own language: <https://ec.europa.eu/culture/resources/creative-europe-desks>
2. Call-specific functional mailboxes (see Call documents)

- **Technical support in the submission process:**

- F&TP online manual: <https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/Online+Manual>
- F&TP Manual (pdf): [https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/om\\_en.pdf](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/om_en.pdf)
- How to participate: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/how-to-participate/1>
- F&TP support section: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/support>
- IT related individual questions regarding the Portal Submission System: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/helpdesks/contact-form>

# Thank you



Creative Europe  
2021-2027

**PUSH BOUNDARIES**

With thanks to Gillian McLaughlin



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