



MEDIA Programme (2007-2013)

Call for Proposals EACEA/06/2011

**Video on Demand and
Digital Cinema Distribution**

Application Form

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

CONDITIONS OF SUBMISSION

1. Proposal language

All sections should be completed preferably in English. The three-year business plan required in the application must in any case be in English.

2. Application form

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

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

http://ec.europa.eu/culture/media/programme/newtech/vod_dcc/funding/index_en.htm

The application comprises two parts and two annexes (see section 5.5.2. of the Guidelines).

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

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

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

3. Guidelines

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

Applicants are requested to submit a detailed budget for the period of eligibility of this Call for Proposals, as well as a general forecast for the costs of each subsequent year of the action. Projects should be intended to last for a minimum of 3 years; however the award decision will be made on a yearly basis and will depend on results obtained and evolution at the moment of evaluation.

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

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4. Number of copies

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

In addition to these, an electronic copy of the application (application form in word, budget and catalogue in excel) shall be included **on CD-Rom / DVD-Rom**.

5. Deadline for reception

All applications must be sent by registered mail (at the applicant's own expense) by **20/06/2011**. The postmark will be taken as proof of timely submission.

6. Presentation and delivery

Proposals must be clearly marked with the following words: "**MEDIA Programme – Video on Demand and Digital Cinema Distribution EACEA/06/2011**" to the following address:

Education, Audiovisual and Culture Executive Agency
MEDIA Programme – Video on Demand and Digital Cinema Distribution – EACEA/06/2011
Mr Constantin Daskalakis (BOUR 03/30)
Avenue du Bourget 1
B - 1140 Brussels
Belgium

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

Applications sent by fax or email will not be accepted.

Call for proposals EACEA/06/2011

Action Name:

Date:

PART A: ADMINISTRATIVE INFORMATION

1 - PURPOSE OF THE APPLICATION (double click in box to tick)¹		
A. TYPE OF ACTION		
ACTION 1: B2C - Video on Demand : Service enabling individuals to select audiovisual works from a central server for viewing on a remote screen by streaming and/or downloading.	<input type="checkbox"/>	
Previously Funded action:	<input type="checkbox"/>	
ACTION 2: B2B - Digital Cinema Distribution : Digital delivery (to an acceptable commercial standard) of "Core Content", i.e. feature films, TV films or series, shorts (fiction, animation and documentary) to cinemas for theatrical exploitation (via hard disc, satellite, online...).	<input type="checkbox"/>	
Previously Funded action:	<input type="checkbox"/>	
B. TYPE OF AGREEMENT (See section 1.3 of the Guidelines).		
Single Grant for an action (1 year):	<input type="checkbox"/>	
Framework Partnership Agreement (3 years):	<input type="checkbox"/>	
2 - TITLE OF ACTION		
Action title:		
Acronym (if any):		
Reference N° (for office use only):		
3 - LAUNCH OF ACTION (double click in box to tick)		
Official public launch date of the action (if any):		
OR		
Estimated launch date of the action ² :		
Action previously supported by MEDIA for VOD/DCD:		
in 2007	<input type="checkbox"/>	Amount granted: €
in 2008	<input type="checkbox"/>	Amount granted: €
in 2009	<input type="checkbox"/>	Amount granted: €
in 2010	<input type="checkbox"/>	Amount granted: €

¹ The same application **cannot** be submitted for different areas

² No later than 1st March 2012

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Action Name:

Date:

4 - ORGANISATION RESPONSIBLE FOR THE ACTION (co-ordinator) ³
<p><i>Full legal Name:</i></p> <p><i>Legal Address:</i></p> <p><i>Tel (Office):</i></p> <p><i>Fax:</i></p> <p><i>Tel (Mobile):</i></p> <p><i>E-mail:</i></p> <p><i>Legal status:</i></p> <p><i>Correspondence address (if different):</i></p>

5 - PERSON IN CHARGE OF THE ACTION WITHIN THE ABOVE ORGANISATION (who will be authorised to sign the Agreement for MEDIA support if the application is selected) ⁴
<p><i>Name:</i></p> <p><i>Function:</i></p> <p><i>Address:</i></p> <p><i>Tel (Office):</i></p> <p><i>Fax:</i></p> <p><i>Tel (Mobile):</i></p> <p><i>E-mail:</i></p>

³ If the action is selected, only the organisation designated in point 4 will be authorised to receive MEDIA support

⁴ Similarly, only the legal representative mentioned in the official company documents will be authorised to sign the Grant Agreement for MEDIA support. Any subsequent changes must be duly substantiated and are subject to prior approval by the Executive Agency.

Call for proposals EACEA/06/2011

Action Name:

Date:

6- BRIEF DESCRIPTION OF ACTION (maximum 1000 characters)

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7 - ACTION BUDGET

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

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

Please fill in two budgets (expenditure and income):

- One detailed budget for the period of eligibility of this Call for Proposals:
 - for previously funded actions, from 01/01/2012 to 31/12/2012
 - for those actions selected for the first time, from 01/07/2011 to 31/12/2012 maximum

The one-year detailed budget will be annexed to the Single Grant Agreement or to the Specific Agreement where a FPA has been signed.

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

- One summary budget for the three-year period covered in the business plan showing an overview of the costs.

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Action Name:

Date:

Signature:

PERIOD: (please specify)				
7.1 Estimated Budget	Rate per Day or Unit Price	Number of Days or Units	in Euro	% of total costs
Personnel costs, travel & subsistence costs & any budget item of more than € 10.000 should be broken down in detail				
1 - Personnel Costs (Limited to 40% of the total eligible costs) <i>(please specify Name & Job Title)</i> 1.1. - Management Staff (Managers, Executives...) 1.2. - Assistants, Secretaries, Temporary Staff 1.3. - Miscellaneous Staff (e.g. IT, accountancy...)				
TOTAL Heading 1				
2 - Operating Costs				
2.1 - Direct Operating Costs <i>(please specify)</i> 2.1.1 - Travel and Subsistence Costs 2.1.2 - Durable Equipment 2.1.3 - Digitisation Costs 2.1.4 - Computer and Database Costs 2.1.5 - Digital Security System Costs 2.1.6 - Advertising and Promotion Costs 2.1.7 - Costs of Bank Guarantee 2.1.8 - Other Direct Operating Costs				
TOTAL Sub-Heading 2.1				
2.2 - Sub-contracting Operating Costs (Limited to 60% of the total eligible costs) <i>(please specify)</i> 2.2.1 - Durable Equipment 2.2.2 - Digitisation Costs 2.2.3 - Computer and Database Costs 2.2.4 - Digital Security System Costs 2.2.5 - Advertising and Promotion Costs 2.2.6 - Other Sub-contracting Operating Costs				
TOTAL Sub-Heading 2.2				
TOTAL Heading 2				
3 - Reporting Costs				
3.1 - Costs of the certification by the Approved External Auditor				
TOTAL Heading 3				
SUB-TOTAL (1+2.1+2.2+3)				
Overheads: May not exceed 7% of the total eligible costs (Sub-total)		maximum		
TOTAL in Euro				

Call for proposals EACEA/06/2011

Action Name:

Date:

MEDIA BUDGET – Explanatory note

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

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

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

1. Heading

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

1.1. Sub-heading

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

1.1.1. Item

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

1.1.1.1. Sub-item

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

➤ *As specified in the agreement art II.14.1, to be considered as eligible costs of the action, costs must be provided for in the estimated budget. To satisfy this requirement, **sub-heading level will be considered.***

➤ *Should the transfers between headings exceed the limit of 10% specified in art I.3.4, the provisions of art II.13.3 apply and prior amendment has to be requested by the beneficiary providing a modified estimated budget. It is to be noted that the total of the **estimated budget cannot be changed.***

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Action Name:

Date:

Signature:				
PERIOD: (please specify)				
7.2 Financing Plan	Type of Document	Date of Signature	in Euro	% of total costs
1 - Own Resources - Applicant's Investment - Action's Revenues				
2 - Private Sources <i>(contributions in kind cannot be included)</i> <i>Please indicate names of companies and amounts of co-financing</i>				
3 - Public Funding other than MEDIA 2007 <i>(local, regional, national and supranational sources)</i> <i>Please indicate names of funding bodies and amounts of support</i>				
4 - Financial contribution requested from the MEDIA 2007 Programme				
TOTAL INCOME in Euro				

The budget must be balanced, i.e. Income (Part 7.2), including the financial contribution requested from the MEDIA Programme, must match Expenditure (Part 7.1). Otherwise the Executive Agency reserves the right not to accept the application.

Signature of the legal representative

Date

7.3- NOTE TO THE ESTIMATED BUDGET

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

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Action Name:

Date:

PART B: PRESENTATION OF THE PROPOSED ACTION

8 - OBJECTIVES AND BRIEF DESCRIPTION OF THE CONTENT OF THE CATALOGUE

This section should not exceed five pages.

The objectives should be achievable within this action, not through any subsequent developments, and should be quantifiable and verifiable. Evaluations will measure the progress of the action work against these objectives.

Please describe briefly the content of the catalogue.

9 - CO-ORDINATOR FORM

To be filled in by the co-ordinator of the action only.

Please note that a similar form must be filled in by every partner of the action (see Annex VI).

9.1 - ADMINISTRATIVE INFORMATION (to be filled in for each partner of the action)

Name of Partner	Type of Activity ⁵	Reg. nr
Signatory name ⁶	Contact name (if different)	VAT nr
Phone nr	Fax nr	Mobile nr
e-mail	Official registered address	

⁵ Type of Activity: Production, Distribution, Exhibition or Aggregation

⁶ Signatory according to the organisation's registration documents

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Action Name:

Date:

9.2 - DESCRIPTION OF THE CO-ORDINATOR

This section, should provide a short description of the co-ordinating organisations and key persons involved:

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

9.3 - DESCRIPTION OF THE CATALOGUE OF THE CO-ORDINATOR (if applicable)

Please use the following table or the excel template available at: http://ec.europa.eu/information_society/media

Content of the Catalogue			
Title	Genre ⁷	Duration	Nationality

⁷ Including type of content, genre, format

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Action Name:

Date:

9.4 - DECLARATION

I, the undersigned (**First Name, Last Name**), acting as (**Position**) for (**Full Organisation Name**), certify that the organisation I manage does not have majority control (either in shareholding or commercial terms) by a broadcaster and/or a telecommunication company. Majority control is considered to occur when more than 25% of the company's share capital is held by a single broadcaster or telecommunication company (50% when several broadcasters or telecommunication companies are involved) or when, over a three-year period, more than 90% of the company's revenue is generated in co-operation with a single broadcaster or telecommunication company.

I hereby certify that (**Full Organisation Name**) is registered in an eligible country (as defined in section 5.2 of the Guidelines) and is detained directly or by majority participation, by nationals from eligible countries, and continues to be owned, whether directly or by majority participation, by nationals from these countries.

I hereby confirm:

- that the content of the action, for which support is requested, does not consist of advertising, pornographic or racist material nor advocates violence;
- that the films of the catalogue listed as European are indeed European as defined in section 5.4.2 of the Guidelines applicable to Call for Proposals EACEA/06/2011;
- that I am familiar with the "Guidelines for Video on Demand and Digital Cinema Distribution" to Call for Proposals EACEA/06/2011 of the MEDIA Programme and that I accept and observe the conditions and procedures specified therein;
- that I strictly respect the confidentiality of any document (including the contents of sealed envelopes) I receive from the partners of the action;
- that the information contained in this application form is true and verifiable;
- that the person signing this application has been duly authorised by the company to do so.
- that I, in the name of (**Full Organisation Name**), designate (**Full Name of the Organisation co-ordinating the action**) as the Co-ordinator of (**Action Name**) in the event of a grant agreement with the Executive Agency;
- that, should a MEDIA support be granted and the source of co-financing declared in the provisional budget not confirmed yet, the Co-ordinator undertakes to guarantee financial cover for the action;
- that I have the financial and operational capacity to complete the proposed action.

Place: _____ Date / / _____ (day/month/year)

Signature of the legal representative of the organisation _____ Name of the Organisation

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

Call for proposals EACEA/06/2011

Action Name:

Date:

10- ACTION'S CONTRIBUTION TO THE OBJECTIVES OF THE VIDEO ON DEMAND AND DIGITAL CINEMA DISTRIBUTION SCHEME

The objectives of the Video on Demand and Digital Cinema Distribution scheme are to support the creation and exploitation of catalogues of European works to be distributed digitally across borders to a wider audience and/or to cinema exhibitors through advanced distribution services, integrating where necessary digital security systems in order to protect online content. This Call for Proposals encourages the European audiovisual industry to adapt to new developments in digital technology.

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

Each part of this section is limited to one page.

10.1 – Please describe the extent and scope of the programmes in the catalogue of the submitted action.

10.2 – Please describe the editorial line of the submitted action.

10.3 – Please explain briefly what constitutes the European Dimension of the submitted action regarding cross-border and cross-language distribution.

10.4 – Please describe in a concise manner the Business Model of the submitted action, as well as its Cost-Effectiveness.

10.5 – Please describe the promotion and marketing strategies in order to reach the target audience and target territories, as well as the techniques and tools deployed for the marketing.

10.6 – Please describe the innovative features of the submitted action.

10.7 – Please describe the extent of the partnership involved in the submitted action and the added value this partnership brings to the action.

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Action Name:

Date:

11- BUSINESS PLAN (over 3 years) IN ENGLISH

This section describes the work planned over 3 years in order to achieve the objectives of the action. Essential elements of the business plan are:

1. Introduction, explaining the structure of the work plan and the methodology that enables achievement of the action
2. Action plan, showing the timing of the work to be accomplished
3. Graphical presentation of the action's components, illustrating their separate elements
4. Detailed action description including identification of significant risks and contingency plans or SWOT analysis (Strengths, Weaknesses, Opportunities and Threats).
5. Short and medium term financial strategies, including a financial plan

For previously funded actions, please provide an updated Business Plan covering the period until the end of 2014.

If a Framework Partnership Agreement is signed, the 3-year Business Plan will be annexed to it.

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Action Name:

Date:

ANNEXES

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

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

A template is available on: http://ec.europa.eu/budget/execution/ftiers_en.htm

- **Annex II: Legal entity form**

A template is available on: http://ec.europa.eu/budget/execution/legal_entities_en.htm

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

Call for proposals EACEA/06/2011
Action Name:
Date:

ANNEX I: FINANCIAL IDENTIFICATION



FINANCIAL IDENTIFICATION

PRIVACY STATEMENT http://ec.europa.eu/budget/execution/fiers_fr.htm

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

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

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

REMARKS:

BANK STAMP + SIGNATURE OF BANK REPRESENTATIVE (Both Obligatory) ⁽³⁾
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DATE + SIGNATURE ACCOUNT HOLDER : (Obligatory)
DATE <input type="text"/>

⁽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.

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 Action Name:
 Date:

ANNEX II: LEGAL ENTITY FORM

LEGAL ENTITIES

PRIVATE COMPANIES & NON-PROFIT ORGANISATIONS

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

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	

Call for proposals EACEA/06/2011

Action Name:

Date:

ANNEX III: FINANCIAL CAPACITY

Funding of the action

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

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

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

To be provided ONLY by private companies either when they request a single grant agreement exceeding 25.000€ or when they request a 3-year Framework Partnership Agreement:

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

Approved by:

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

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

Position:.....

Certified by:

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

Call for proposals EACEA/06/2011

Action Name:

Date:

SUPPORTING DOCUMENTS TO BE ANNEXED TO THIS FORM

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

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

a) NON-PROFIT ORGANISATION ONLY

When not exempted from the calculation of its financial capacity, the applicant must provide the figures requested based on the **most recent complete annual accounts⁸** (the 2 most recent complete accounts when a FPA is requested) enclosed with this application.

Financial Year: Currency:

Information to be extracted from the Balance Sheet

Equity (Capital and reserves ⁹):

Formation expenses

Total assets¹⁰:

Information to be extracted from the Profit and Loss Account

Profit or loss for the financial year *before* income tax¹¹:

Total costs¹²:

b) COMMERCIAL COMPANIES ONLY

When not exempted from the calculation of its financial capacity, the applicant must provide the figures requested based on the **most recent complete annual accounts¹³** for the two most recent years enclosed with this application:

Financial Year: Currency:

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

⁸ Balance sheet as well as the Profit and loss account and the annexes.

⁹ Capital and reserves = Equity capital (called up shared capital + share premium account + (profit/loss account). The figure is part of the liabilities side.

¹⁰ Balance sheet total = total assets side = total liabilities side.

¹¹ Profit/loss is the difference between the Operating financial and extraordinary income) and the Operating, financial and extraordinary charges). Please indicate whether this amount is positive (« + ») or negative (« - »).

¹² Total costs = total of operating expenses, financial charges, extraordinary charges and taxation charges before income tax.

¹³ Balance sheet as well as the Profit and loss account and the annexes.

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Call for proposals EACEA/06/2011

Action Name:

Date:

Accounting year:

Profit/loss of the financial year <i>after tax</i>
Depreciations
Dividends
Equity (Capital and reserves)		
Total assets		
Current assets		
Current liabilities		
Total costs from the Profit & Loss account		

Date:

Name:

Signature of the applicant's legal representative:

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

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

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

Call for proposals EACEA/06/2011

Action Name:

Date:

ANNEX IV: DECLARATION

I, the undersigned, certify that all information contained in this application and annexes, including the action description, is correct to the best of my knowledge.

I confirm that my institution has the financial and operational capacity to complete the proposed action.

I take note that under the provisions of the Financial Regulation applicable to the general budget of the European Union¹⁴, grants may not be awarded to applicants who are in any of the following situations:

- (a) if they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) if they have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- (c) if they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- (d) if they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- (e) if they have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Union's financial interests;
- (f) if following another procurement procedure or grant award procedure financed by the Union budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.
- (g) if, in their grant application, they are subject to a conflict of interest;
- (h) if, in their grant application, they are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the grant award procedure or fail to supply this information.

I confirm that neither I nor the institution for which I am acting as legal representative are in any of the situations described above, and am aware that the penalties set out in the Financial Regulation may be applied in the case of a false declaration.

In the event that my grant application is successful, I authorise the Commission/ the Agency to publish on its Internet site or in any other appropriate medium:

- The name and address of the beneficiary of the grant;
- The subject of the grant;
- The amount awarded and the rate of funding of the costs of the approved work programme.

Place: _____ Date / / _____ (day/month/year)

Signature _____ Stamp of the applicant / contracting organisation

Name and position in capitals

¹⁴ Council Regulation No 1605/2002 (OJ L248 of 16/09/2002) and Commission Regulation No 2342/2002 (OJ L357 of 31/12/2002). These can be consulted in the Official Journal online at : <http://europa.eu.int/eur-lex/en/oj/index-list.html>

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Date:

ANNEX V: ACKNOWLEDGEMENT OF RECEIPT

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

Call for Proposals EACEA/06/2011

Video on Demand and Digital Cinema Distribution

Education, Audiovisual and Culture Executive Agency

ACKNOWLEDGEMENT OF RECEIPT

To be completed by the applicant

Application form for action entitled:

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

1106 DD01

Education, Audiovisual and Culture Executive Agency

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Action Name:

Date:

ANNEX VI: PARTNER FORM

This form **MUST** be filled in by every eligible partner attached to the action.

ADMINISTRATIVE INFORMATION (to be filled in by each partner of the action)		
Name of Partner	Type of Activity ¹⁵	Reg. nr
Signatory name ¹⁶	Contact name (if different)	VAT nr
Phone nr	Fax nr	Mobile nr
e-mail	Official registered address	

DESCRIPTION OF PARTNER (to be filled in by each partner of the action)

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

1. Short profile of each organisation participating in the action (no more than two pages per organisation)
2. Short CVs of the key persons to be involved (no more than one page per CV), stating their function within the action work plan

(To be continued on additional sheets if necessary)

DESCRIPTION OF THE CATALOGUE OF EACH PARTNER (to be filled in by each partner of the action)

Please use the following table or the excel template available at: . http://ec.europa.eu/information_society/media

(To be continued on an additional sheet if necessary)

Content of the Catalogue			
Title	Genre ¹⁷	Duration	Nationality

¹⁵ Type of Activity: Production, Distribution, Exhibition or Aggregation

¹⁶ Signatory according to the organisation's registration documents

¹⁷ Including type of content, genre, format

Call for proposals EACEA/06/2011

Action Name:

Date:

DECLARATION (to be filled in by each partner of the action)

I, the undersigned (**First Name, Last Name**), acting as (**Position**) for (**Full Organisation Name**), certify that the organisation I manage does not have majority control (either in shareholding or commercial terms) by a broadcaster and/or a telecommunication company. Majority control is considered to occur when more than 25% of the company's share capital is held by a single broadcaster or telecommunication company (50% when several broadcasters or telecommunication companies are involved) or when, over a three-year period, more than 90% of the company's revenue is generated in co-operation with a single broadcaster or telecommunication company.

I hereby certify that (**Full Organisation Name**) is registered in an eligible country (as defined in section 5.2 of the Guidelines) and is detained directly or by majority participation, by nationals from eligible countries, and continues to be owned, whether directly or by majority participation, by nationals from these countries.

I hereby confirm:

- that the content of the action, for which support is requested, does not consist of advertising, pornographic or racist material nor advocates violence;
- that the films of the catalogue listed as European are indeed European as defined in section 5.4.2 of the Guidelines applicable to Call for Proposals EACEA/06/2011;
- that I am familiar with the "Guidelines for Video on Demand and Digital Cinema Distribution" to Call for Proposals EACEA/06/2011 of the MEDIA 2007 Programme and that I accept and observe the conditions and procedures specified therein;
- that I strictly respect the confidentiality of any document (including the contents of sealed envelopes) I receive from the partners of the action;
- that the information contained in this application form is true and verifiable;
- that the person signing this application has been duly authorised by the company to do so.
- that I, in the name of (**Full Organisation Name**), designate (**Full Name of the Organisation co-ordinating the action**) as the Co-ordinator of (**Action Name**) in the event of a grant agreement with the Executive Agency.

Place: _____ Date / / _____ (day/month/year)

Signature _____ Name of the Organisation

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

Call for proposals EACEA/06/2011

Action Name:

Date:

CHECKLIST

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

- Administrative information about the submitted Action and the applicant organisation (A.1 to A.5)
- Brief description of the Action (A.6)
- Action Budget: Expenditure and Income (A.7.1 & A.7.2) **initialled on every page**
- Action Objectives: Content and Brief Description of the Content of the Catalogue (B.8.1 & B.8.2)
- Co-ordinator Form
 - Administrative information (B.9.1)
 - Description of the organisation (B.9.2), including **CVs of the key persons and short profiles of the organisations involved in the action**
 - Description of the catalogue (B.9.3)
 - **DECLARATION signed, stamped and dated (B.9.4)**
- Action's Contribution to the objectives of the Video on Demand and Digital Cinema Distribution scheme (B.10)
- Business Plan (over 3 years) **IN ENGLISH** (B.11)
- Mid-term Activity & Financial Reports from the previous period (for projects already supported)

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

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- Does your action fulfil the European dimension criterion (i.e. content from at least five eligible countries representing at least five different official languages of the European Union¹⁸)?
 - Is the budget presented in conformity with the format and instructions of the application form?
 - Have all sections (of Part A & B) of your application been **printed**? (Hand-written documents are not accepted)
 - Have you submitted **one signed and dated original application form and two copies**?
 - Have you included an electronic copy of the entire application **on CD-Rom / DVD-Rom**?

¹⁸ For the purpose of Call for Proposals EACEA/06/2011, this means the 23 official languages of the European Union, as well as Norwegian, Icelandic and Croatian.