



EUROPEAN COMMISSION
Directorate-General for Education and Culture

Culture and media
MEDIA programme and media literacy

MEDIA Mundus

2013

APPLICATION FILE

Call for Proposals

EAC/S08/2012

1. PROCEDURE FOR THE SUBMISSION OF THE APPLICATION

1.1 Introduction

All Application forms are contained herein (Application File). Before completing your proposal, please make sure you have also carefully read the **Work Programme and the Guidelines**.

Grant applications should be drawn up in one of the official EU languages (preferably in English or French), using the form specifically designed for this purpose. Please note that only typed applications will be considered.

1.2 Pre-registration

Pre-registration of proposals is recommended in order to help the Commission services to prepare the evaluation.

The pre-registration should be done by e-mail to the address below. The pre-registration should include the name of the contact person for the proposal, the acronym of the proposal (this is the working title of the project, so it should be catchy), the full title of the proposal and the language in which the full proposal will be submitted. It shall also include the action number.

It is requested that pre-registration be submitted by 06/09/2012 at the latest to the following email address: EAC-MEDIA-MUNDUS@ec.europa.eu

No acknowledgement of receipt of the pre-registration will be sent by the Commission services.

1.3 Application Submission

Only applications submitted on the correct form, duly completed, dated, showing a balanced budget (revenue/expenditure), submitted in 3 (one original clearly identified as such, plus 2 certified copies), and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation will be accepted.

Applications which are not submitted before the deadline will not be considered.

Applications must be submitted to the Commission by the deadline of **28 September 2012**.

Applications must be submitted by registered mail (a/) AND besides, some parts of the application must also be sent by email (b/).

a/ Registered mail

One original and 2 copies of the complete application and annexes must be sent **by registered mail** at the applicant's own expense and by the **relevant deadline** - postmark will be proof of submission - to the following address:

Ms Aviva Silver
European Commission
Directorate General Education and Culture
Directorate D–
Unit D3 – MEDIA programme and media literacy
Office MAD0 18/68

B-1049 Brussels
Belgium

All envelopes should be clearly marked

"MEDIA Mundus 2013- Action n° ...", (please indicate the number of your Action)

Call for Proposals EAC/S08/2012

Applications delivered by hand must be received by the services of the Commission at the latest on the **relevant deadline** before 15.00 hours to the address indicated above.

For express couriers, the date of delivery to the express courier company will be proof of sending. Applications sent by fax or email only will not be accepted.

b/ Email

Besides the submission of the application by registered mail, an electronic version of the following documents must also be submitted by **28/09/2012**, 23:59 at the latest to the following email address: EAC-MEDIA-MUNDUS@ec.europa.eu:

Part A: forms A0, A1, A2, A3 (A3.1 including the explanatory note, A3.2 and A3.3),

Part B: form B2

Part C: the whole proposal part C (A/ Title of the project, B/Description of the project) + CVs of the person(s) in charge of the action and of the key staff involved in its implementation (for the coordinator, co-beneficiary(ies) and associated partner(s)).

All emails should include in their title "**Submission MEDIA Mundus- Action n° ...", (please indicate the number of your Action)– Call for proposals EAC/S08/2012". Part A (forms A1 and A2 + explanatory note to the budget), Part B (form B2) and Part C documents must be sent in one Word document. The three A3 forms must be sent in one EXCEL document. No further Information or annexes/supporting documents should be submitted by email.**

No changes to the dossier can be made after the application has been submitted. However, if there is a need to clarify certain aspects, the Commission may contact the applicant for this purpose.

Applicants will be informed of the receipt of their proposal within 10 working days.

Only applications that fulfill the eligibility criteria will be considered for a grant. If an application is deemed ineligible, a letter indicating the reasons will be sent to the applicant.

All unsuccessful applicants will be informed in writing.

Selected proposals will be subjected to a financial analysis, in connection with which the Commission may ask the persons responsible for the proposed actions to provide additional information and, if appropriate, guarantees.

Application File

Structure of the proposal:

1. Check list
2. PART A: 4 Administrative forms (A0, A1, A2, A3, A4)
3. PART B: 4 Administrative forms (B1, B2, B3, B4)
4. PART C: Description of the proposal
5. 4 Annexes: I/ Co-financing documents; II/ Annual accounts; III/ Legal documents; IV/ CVs

CHECKLIST

Please use this checklist to ensure that you meet all the eligibility criteria and attach all of the necessary documents.

Please make sure to have carefully read the Work Programme and the Guidelines before filling out the application forms!

Eligibility criteria for projects submitted under Action-Option 2, Action 2, Action 3 or Action 4:

- Only proposals submitted using the official application form, completed in full, signed (original signatures required) and received by the specified deadline, will be considered.

- The application must be submitted by a group including at least three partners (including the coordinator). However, projects with only two partners (including the coordinator) may be admitted where the necessary networking is guaranteed. The networking is guaranteed if the coordinator of the project is a European network of audiovisual professionals/companies covering more than ten European Member States;

- The coordinator of the group must have its registered office in a Member State of the European Union or of Iceland, Liechtenstein or Norway. Projects starting after 1st July 2013 submitted by coordinators with a registered office in Croatia are eligible as well¹. Applications from "natural persons" (individuals) are not eligible.

- The applicant group must include at least one co-beneficiary linked to the audiovisual sector which has its registered office in a non-EU country (other than Croatia or Switzerland). Applications from "natural persons" (individuals) are not eligible.

Eligibility criteria for projects submitted under Action 1-Option 1:

- Only proposals submitted using the official application form, completed in full, signed (original signatures required) and received by the specified deadline, will be considered.

- The proposal must be submitted by a group whose coordinator has its registered office in a Member State of the European Union or in Iceland, Liechtenstein or Norway. Applications from "natural persons" (individuals) are not eligible. Projects starting after 1st July 2013 submitted by coordinators with a registered office in Croatia are eligible as well². Applications from "natural persons" (individuals) are not eligible.

- The applicant group must include at least one partner linked to the audiovisual sector which has its registered office in a non-EU country (other than Croatia or Switzerland). The partner can be an associated partner or a co-beneficiary. Applications from "natural persons" (individuals) are not eligible.

¹ Provided that Croatia will join European Union on 1 July 2013.

² Provided that Croatia will join European Union on 1 July 2013.

Official forms:

- Checklist duly completed.
- Application forms A0, A1, A2, A3 (A3.1 including the explanatory note, A3.2 and A3.3), A4, B1, B2, B3 and B4 are **completed**.
- Please make sure that **all dates and signatures** required on application forms A4, B1, B3, B4 have not been forgotten.
- Part C has been duly completed

Annex I: Co-financing documents

The Financing plan form (A3.3 form) should show:

- The direct monetary contribution from the applicant's own resources;
- The financial contribution from private sources;
- The financial contribution from other public bodies (local, regional, national or supranational);
- Any income generated by the action;
- The contribution requested from the Preparatory Action.

Please make sure that the following documents are annexed to the form A3.3:

- All sources and amounts of revenue must be clearly specified and proven by copies of partnership agreements to be provided along with this application form;
- Should some of these documents not be available by the deadline for applications, a guarantee letter signed by the applicant should be provided, covering all own investment and outstanding revenues with its own funds.

Annex II: Information on the financial capacity of the coordinator (not applicable for public bodies):

Please make sure that the following documents are annexed to the form B2:

- The audited annual accounts of the 2 most recent completed fiscal years for commercial companies and of the last year only for non-profit companies (i.e. balance sheet, profit and loss accounts and the annexes). This application does not apply to public bodies.
- In the event that the contribution sought is higher than EUR 500,000, grant applications must be accompanied by an external audit report produced by an approved external auditor. This report shall certify the accounts for the last financial year available (non-profit organisation) or for the last two financial years available (for commercial company). This application does not apply to public bodies.

Annex III: Information on the coordinator of the applicant group

Please make sure that the following documents are annexed to the form B3:

- Copy of the legal registration document or other proof of legal status (Statutes, articles of incorporation/association), translated in English or French if the original document is in a non-European language;

- Proofs establishing that the person named as legal representative is the statutory legal representative of the applicant organisation. Where a different person is mentioned in the application as authorised to sign any agreement, a letter or proxy (signed by the Statutory Legal Representative;
- If applicable, the VAT registration document should be provided.

Annex IV: Information on the operational capacity of the applicant group:

- A detailed presentation of the coordinator, co-beneficiary(ies) and associated partner(s);
- The CV of the legal representative of the coordinator, co-beneficiary(ies) and associated partner(s);
- The CVs of the person(s) in charge of the action and of the key staff involved in its implementation (for the coordinator, co-beneficiary(ies) and associated partner(s)).

PART A: Administrative forms (A0, A1, A2, A3, A4)

To be completed and signed by the coordinator

Proposal Submission Forms



MEDIA Mundus 2013

A0

Proposal Acronym

Official Letter

The applicant [**insert organisation/company name**] hereby applies for a Community grant within the framework of Call for Proposals EAC/S08/2012 and certifies:

- * that it is a European organisation as defined in the guidelines applicable to this Call for Proposals;
- * that it is familiar with the guidelines applicable to this Call for Proposals and that it accepts and observes the conditions and procedures specified therein;
- * that the information contained in this application form is true and verifiable;
- * that the person signing this application has been duly authorised by the company to do so;
- * that it agrees with the publication of information about the grant awarded, should its application be successful;
- * that the amounts and details declared in the Budget Summary form are accurate and necessary for the implementation of the action and fall within the definition of eligible costs specified in the guidelines relevant to this current Call for Proposals;
- * that it has the financial and operational capacity to complete the proposed action;
- * that it has read the checklist/annexes and supplied all of the documentation requested.

I am fully aware that my organisation is not entitled to receive more than one grant from the Commission for the action covered by this application and will therefore withdraw any application for any other grant from the Commission should this application be successful, or will withdraw this application should any other application be successful.

Name of legal representative: Position in the organisation:

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

To be completed by the coordinator

Proposal Submission Forms



MEDIA Mundus 2013

A1

- Training (Action 1)*
- Extension Initial Training MEDIA 2007*
 - Extension continuous Training MEDIA 2007*
 - Continuous Training MEDIA Mundus*
 - Market access (Action 2)*
 - Distribution & Circulation (Action 3)*
 - Cross-over-activities (Action 4)*

Proposal Acronym

GENERAL INFORMATION ON THE PROPOSAL

Proposal Title
(max. 200 char.)

Coordinator
(name and origin)

Co-beneficiaries (if applicable)
(name and origin)

Associated Partners (if applicable)
(name and origin)

Participants (if applicable)
(number and origin)

Place and date of events
(if applicable)

Objectives and implementation of the project (max. 1000 characters)

Project duration

- Preparatory phase: from: .../.../.... To .../.../.... (preparation costs are eligible from 01/01/2013 on)

- Implementation of the project: from: .../.../.... To .../.../.... (project must be completed by 01/10/2014, at the latest)

- Total: XX months (max: 21 months)

Project cost (EUR)

Requested EU Contribution (EUR) and % of the estimated budget

MEDIA Mundus 2011/2012 or MEDIA International 2008-2010 contribution
(if applicable)

Reasons for the budget increase
(max.200 characters) (if applicable)

Project Type

Tick in the corresponding box for Training, Market access, Distribution & Circulation or Cross-over-activities.

Proposal Acronym

Provide a short title or acronym of no more than 20 characters. This title will be used for all future actions and should therefore be catchy

Proposal Title

Give a comprehensive title no longer than **200 characters**.

Coordinator

Provide the name and the origin of the applicant organisation (coordinator). **The coordinator** is the leader of the group and bears overall project management responsibility. The coordinator acts as the conduit for all communications between the Commission and the proposal/project from its submission to its conclusion. The coordinator organises and manages the submission of a proposal including all of the documents needed and the project deliverables. The coordinator is a beneficiary and a partner, who is subject to supplementary rights and obligations towards the Commission, due to his functions as liaison between the participants and the Commission, being responsible for collecting, integrating and submitting project deliverables.

Co-beneficiaries

Provide the name and the origin of each co-beneficiary. **A co-beneficiary** is a partner involved in the design and implementation of the project and contributing to its funding. If the project is selected, each co-beneficiary must sign a *mandate*, annexed to the grant, by which he grants power of attorney to the coordinator to act in his name and for his account during the implementation of the project and undertakes to provide a particular financial contribution to the project. The costs incurred by a co-beneficiary for the action are eligible. The co-beneficiary shall also keep at the Commission's disposal all original documents relating to the agreement and agree that the Commission audit the costs related to the granted action.

Associated Partners

Provide the name and the origin of each associated partner. **The associated partner** is a partner who takes part in the implementation of the proposed activities of a project, but not to the same extent and at the same level of participation as a co-beneficiary; in particular, a partner cannot benefit from the Community funding.

Participants

Provide the number and the origin of the participants.

Place and date of events

List the dates and the places of the planned events.

Objectives and implementation of the project

You should not use more than **1000 characters**, including spaces and punctuation. The abstract should, at a glance, provide the reader with a clear understanding of the objectives of the proposal and how the objectives will be achieved and their relevance to the objectives specified in the MEDIA Mundus Work programme 2013.

Project duration

Please insert the duration of the action in months and dates. Activities must start between 01/02/2013 and 30/06/2014 and must be completed by 01/10/2014.

The agreement enters into force on the day it is signed by the last of the parties. If a beneficiary can demonstrate the need to start the action before the agreement is signed, expenditure may be authorised before the grant is awarded. Under no circumstances can the eligibility period start before the 01/01/2013.

The maximum duration of project is 21 months

The intention is to inform applicants of the outcome of the selection procedure no later than the month of February 2013.

It is planned that beneficiary will receive their agreement for signing by beginning of May 2013.

Project cost

Please insert the estimated project cost for your project. The cost should be expressed in EUR, rounded up to the nearest EUR.

Requested MEDIA Mundus contribution in EUR

Please insert the EU contribution requested for your project. The costs should be expressed in EUR, rounded up to the nearest EUR. Applicants from countries outside the Euro zone must use the official exchange rate applicable at the date of publication of the present Call for proposals. This exchange rate is fixed by the European Central Bank (ECB) and may be obtained at the following address: <http://www.ecb.int/stats/exchange/eurofxref/>, or in the relevant Official Journal of the European Union. The use of other sources for exchange rates (other than the ECB) is admissible only where no other solution is possible (i.e. when ECB does not include the daily exchange rates for a particular currency).

Please also insert the percentage of the requested MEDIA Mundus contribution in relation to the estimated budget of the project.

MEDIA Mundus 2011

Please insert, if applicable, MEDIA Mundus 2011/2012 and /or MEDIA International 2008-2010 support for the project.

Budget Increase

Please explain (max. 200 characters) why there is a budget increase (if applicable)

One form for each member of the group (coordinator, co-beneficiary(ies) and associated partner (s))

Proposal Submission Forms



MEDIA Mundus - 2013

A2

Proposal Acronym

INFORMATION ON ORGANISATION

Organisation

Organisation legal name

Organisation short name

Legal address

PO Box

Postal Code

Cedex

Street name and number

Town

Country

Internet homepage

Person in charge

Name

First name(s)

Title

Address (if different from above)

PO Box

Postal Code

Cedex

Street name and number

Town

Country

Phone 1

Phone 2

e-mail

Fax

Previously submitted similar proposals?

YES/NO

If yes, programme name(s) and year

If yes, proposal number(s) or contract number

Budget

Ongoing grants and new applications under review under other EU programmes (than MEDIA International and MEDIA Mundus) granted in the course of the last three years and request for subsidy in progress. In this case, specify "P" in the column "status"

YES/NO

Title & reference of the action

Status
(O/P)

Total costs of the
action

EU
contribution

Duration of the
action
(years/months)

Organisation legal name

Please insert the name under which the organisation is registered in the official trade register and in the language it is registered.

Organisation short name

This refers to the short name chosen by the organisation for this proposal (and other EU-funded projects, if appropriate). This short name should normally not be more than 20 characters and should be used in all documents relating to this proposal.

Legal address

Fill in only the fields forming your complete postal address (e.g. if the P.O. Box is sufficient, you do not have to give a street name). If your address is specified by an indicator of location other than a street name and number, please insert this instead.

Town and Country

Insert the name of the town and country as commonly used.

Person in charge

Please insert in this section the data of the main project manager or team leader in charge of the proposal for the organisation. For organisation number 1 (the coordinator), this will be the person the Commission will contact on all issues concerning this proposal. This person must be authorized by the organisation he/she represents to coordinate the proposal and to commit the organisation.

Title

For example: Prof., Dr., Mr., Ms., etc.

Phone and fax numbers

Please insert the complete numbers including country and city/area code (example +32-2-2991111).

Previously submitted proposals or signed contracts

If your organisation has:

- previously submitted a similar proposal to other EU programmes or
- participated (or still participates) in a similar project with other EU programme, then the programme name and year and proposal numbers or contract numbers must be indicated.

The coordinator fills in the forms (A3.1, A3.2, A3.3) for the entire budget of the project, prepares an explanatory note and provides the requested documents (annex I)

Proposal Submission Forms



MEDIA Mundus 2013

A3

Proposal Acronym

The next three forms are the templates for the budget.

A3.1: ESTIMATED BUDGET FORM, an explanatory note to be annexed to this form

A3.1 - ESTIMATED BUDGET	Rate per Day or Unit Price	Number of Days or Units	in Euro	% of total costs	Currency	Exchange rate
<i>Personnel costs, travel & subsistence costs & any budget item of more than €10.000 should be broken down in detail</i>					ISO Code	EUR=
1 - Personnel Costs (limited to 25% of the total eligible costs)						
<i>(please specify Name & Job Title)</i>						
1.1 - Management Staff (Managers, Executives...)						
<i>(add rows if necessary)</i>						
1.2 - Assista						
<i>(add rows if necessary)</i>						
1.3 - Miscell						
<i>(add rows if necessary)</i>						
TOTAL Heading 1						
2 - Travel						
2.1 - Travel a						
2.1.1 - Trave						
2.1.2 - Substi						
<i>(add rows if necessary)</i>						
2.2 - Travel a						
A/V professi						
2.2.1 - Trave						
2.2.2 - Subsistence						
<i>(add rows if necessary)</i>						
TOTAL Heading 2			0			
3 - Equipment						
3.1 - Specify (1 row per equipment)						
<i>(add rows if necessary)</i>						
TOTAL Heading 3			0			
4 - Consumables						
3.1 - Specify (1 row per equipment)						

SPECIMEN ORIGINAL FORM TO DOWNLOAD FROM

http://ec.europa.eu/culture/media/mundus/docs/mm2012-budget-forms_en.xls

(add rows if necessary)						
TOTAL Heading 4			0			
5 - Other costs						
5.1 - Promotional costs						
5.1.1 - Advertising costs						
5.1.1.1 - Radio						
5.1.1.2 - Printed press						
5.1.1.3 - Audiovisual support						
5.1.1.4 - Internet						
5.1.1.5 - Other (specify)						
5.1.2 -Design and Publication/printing costs						
5.1.2.1 - Specify						
(add rows if necessary)						
5.1.3 - Promotional and PR activities (Press conference, cocktail, representation costs...)						
5.1.3.1 - Press conference						
5.1.3.2 - Cocktail and catering						
5.1.3.3 - Social events						
5.1.3.4 - Representation costs						
5.1.3.5 - Other (specify)						
(add rows if necessary)						
5.1.4 - Prin						
5.1.4.1 - Co						
5.1.4.2 - Tr						
5.1.4.3 - Su						
5.1.4.4 - Ot						
(add rows i						
5.2 - Rep						
5.3 - Did						
5.4 - Dis						
5.5 - Sub						
5.5.1 - Fees PR costs						
5.5.1.1 - Pr						
5.5.1.2 - Jo						
5.5.1.3 - Tutor/Expert/trainer						
5.5.1.4 - Chair/moderator/panellist						
5.5.1.5 - Other (specify)						
5.5.2 - Translation						
5.5.3 - Interpretation						
5.5.4 - Other (specify)						
(add rows if necessary)						
5.6 - Reporting costs						
5.6.1 - Audit fees (cost of the certification by the Approved External Auditor of the final report)						
5.7 -Others (specify)						
5.7.1 - Specify						
(add rows if necessary)						
TOTAL Heading 5			0			
SUB-TOTAL (1+2+3+4+5)			0			
		maximum				
Overheads: May not exceed 7% of the total eligible costs (Sub-total)		0				

**SPECIMEN
ORIGINAL FORM TO
DOWNLOAD FROM**

http://ec.europa.eu/culture/media/mundus/docs/mm2012-budget-forms_en.xls

TOTAL in Euro			0			
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A3.2: SUMMARY ESTIMATED BUDGET FORM (IN EUR)

Name of the organisation	Status	N°	Heading 1	Heading 2	Heading 3	Heading 4	Heading 5	Sub-total	Overheads	Total	Requested MEDIA Mundus 2013 support
SPECIMEN ORIGINAL FORM TO DOWNLOAD FROM http://ec.europa.eu/culture/media/mundus/docs/mm2012-budget-forms_en.xls											
	Coordination							0		0	
	beneficiary							0		0	
	beneficiary							0		0	
	beneficiary							0		0	
	beneficiary	5						0		0	
<i>(add row if necessary)</i>										0	
Total			0	0	0	0	0	0	0	0	

A3.3: FINANCING PLAN FORM

A3.3 - FINANCING PLAN	in Euro	% of total costs
1 - Own Resources		
- Applicant's Investment		
- Action's Revenues		
2 - Private Sources		
(contractual)		
<i>Please specify</i>		
3 - Public Sources		
(local authorities)		
<i>Please specify</i>		
SPECIMEN ORIGINAL FORM TO DOWNLOAD FROM http://ec.europa.eu/culture/media/mundus/docs/mm2012-budget-forms_en.xls		
4 - Financial contribution requested from MEDIA Mundus 2013		
TOTAL INCOME in Euro	0	

ANNEX I: CO-FINANCING DOCUMENTS

Please make sure that the following documents are annexed to the form A3.3:

- All sources and amounts of revenue must be clearly specified and proven by copies of partnership agreements to be provided along with this application form;
- Should some of these documents not be available by the deadline for applications, a guarantee letter signed by the applicant should be provided, covering all own investment and outstanding revenues with its own funds.

To be completed and signed by the coordinator

Proposal Submission Forms



MEDIA Mundus 2013

A4

Proposal Acronym

As coordinator (on behalf of all co-beneficiaries and associated partners) I take note of the following statement

'All personal data (such as names, addresses, CVs, etc.) will be processed in accordance with Regulation (EC) No. 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (Official Journal L 8, 12.01.2001). Such data will be processed solely in connection with the assessment of the proposal by the Commission department responsible for the MEDIA Mundus. On request, partners may obtain access to their personal data and correct or complete them. Any questions relating to the processing of these data can be addressed to the following contact person: EAC-DATA-PROTECTION@ec.europa.eu by indicating the reference of the call. Partners may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time.'

Name of the Authorised Legal Representative:

Function:

Date:

Stamp of organisation (if available):

Signature of the Authorised Legal Representative:

PART B: Administrative forms (B1, B2, B3, B4)

The coordinator and each co-beneficiary fill in the B1 form
(one form per member)

Proposal Submission Forms		
	MEDIA Mundus 2013	B1

If the group has more than 20 co-beneficiaries, only the coordinator must fill in the form.

Declaration of honour with respect to the Exclusion Criteria

I undersigned as an authorised legal representative of the organisation indicated below certify/declare on my honour that the organisation I am representing is not in any of the situations described in the Article 93(1), 94 and 96 of the Financial Regulation of the European Commission.

To be signed by the Authorised Legal Representative of the organisation,

Name:


Function:

Legal name of the organisation:

Place:

Date:

The coordinator fills in the B2 form and provides the requested financial documents (annex II)

	<h2 style="margin: 0;">Proposal Submission Forms</h2>	MEDIA Mundus 2011	B2
<i>Information concerning the coordinator's financial capacity</i>			

Tick only the relevant box for the coordinator of the applicant group:

- If the coordinator is a **commercial company**: therefore it has enclosed its complete annual accounts for the **last 2 years**.
- If the coordinator is a **non-profit organization**: therefore it has enclosed its complete annual accounts for **the last year**.
- If the coordinator is a **public law body**: it requests to be exempted from the verification of its financial capacity.

FINANCIAL INFORMATION	Currency:	EUR
To be filled by commercial companies and non-profit organizations		
	2011	2010 <i>(if applicable)</i>
Profit or loss financial year after tax ¹ / Bénéfice ou perte après impôts		
Depreciations / Amortissements		
Dividends / Dividendes		
Equity ² / Fonds propres+reserves		
Total balance sheet ³ / Total du bilan		
Currents assets / Actif circulant		
Liabilities / Dettes à court terme		
Total costs from the P&L account / Charges globales du CR		

1. 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 (-).

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


3. Total balance sheet = total assets side = total liabilities side.

ANNEX II: SUPPORTING DOCUMENTS TO BE ANNEXED TO THIS FORM

- The audited annual accounts of the 2 most recent completed fiscal years for commercial companies and of the last year only for non-profit companies (i.e. balance sheet, profit and loss accounts and the annexes). This application does not apply to public bodies.

- In the event that the contribution sought is higher than EUR 500,000, grant applications must be accompanied by an external audit report produced by an approved external auditor. This report shall certify the accounts for the last financial year available (non-profit organisation) or for the last two financial years available (for commercial company). This application does not apply to public bodies.

**The coordinator fills in and signs the B3 form
and provides the requested documents (annex III)**

Proposal Submission Forms		
	MEDIA Mundus 2013	B3
<i>Administrative Information on the coordinator</i>		

LEGAL ENTITIES FORM

The coordinator of the applicant group must complete and **sign** the adequate Legal Entity form according to its legal status (private or public), to be found at: http://ec.europa.eu/comm/budget/execution/legal_entities_fr.htm.

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

ANNEX III: SUPPORTING DOCUMENTS TO BE ANNEXED TO THIS FORM

The coordinator must provide the following documents:

- Copy of the legal registration document or other proof of legal status (Statutes, articles of incorporation/association), translated in English or French if the original document is in a non-European language
- Proofs establishing that the person named as legal representative is the statutory legal representative of the applicant organisation. Where a different person is mentioned in the application as authorised to sign any agreement, a letter or proxy (signed by the Statutory Legal Representative).
- If applicable, the VAT registration document should be provided.

IBAN⁽²⁾

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

DATE + SIGNATURE ACCOUNT HOLDER:
(Mandatory)

- (1) The name or title under which the account has been opened and not the name of the authorized agent
(2) If the IBAN Code (International Bank account number) is applied in the country where your bank is situated
(3) It is preferable to attach a copy of recent bank statement, in which event the stamp of the bank and the signature of the bank's representative are not required. The signature of the account-holder is obligatory in all cases.

PART C:

Description of the proposal

PROPOSAL PART C

Action 1-Option 1. Extension Training MEDIA 2007

- Extension Initial Training MEDIA 2007

- Extension Continuous Training MEDIA 2007

Action 1-Option 2. Continuous Training MEDIA Mundus

Action 2. Market access

Action 3. Distribution and circulation

Action 4. Cross-over activities

A: Title page

A separate page with the following information:

MEDIA Mundus 2013

Call for proposals

DG EAC S08/2012

Proposal acronym: _____

Proposal full title: _____

B: Project profile

(Short, precise, verifiable) – (Times New Roman 12)

Quality of the content of the activity
<ul style="list-style-type: none">▪ Please briefly describe the objectives of your project and the manner in which these objectives are implemented (Max: 1,5 pages) ▪ Please briefly describe the relevance of your project in the context of the objectives pursued by MEDIA Mundus (Max: 1,5 pages)
Project management
<ul style="list-style-type: none">▪ Please describe the potential, the expertise of the partners (coordinator, co-beneficiary(ies), associated partner(s)) of the applicant group, regarding the objectives of the action. Describe the added value the applicant group brings to the action (Max: 1,5 pages).▪ Please describe the structure of the work plan and the methodology that enables achievement of the action.▪ Please provide an action plan showing the timing of the work to be accomplished.▪ Please provide a detailed action description including identification of significant risks and contingency plans or SWOT analysis (Strengths, Weaknesses, Opportunities and Threats).▪ Please describe in a concise manner the cost-effectiveness of the action (Max: 1 page).
International and European dimension and added value of the project
<ul style="list-style-type: none">▪ What is the pertinence of the geographic zones and their economic potential?▪ How does the project take European diversity into account?▪ How is the principle of reciprocity implemented? (Not applicable for extension projects)▪ What is the benefit for European and third country professionals/audiovisual works?
Impact
<ul style="list-style-type: none">▪ Please describe the short,- mid,- and long term effects
<ul style="list-style-type: none">▪ Added value for the European Union to support the project

ANNEXES (I to IV)

ANNEX I: CO-FINANCING DOCUMENTS TO BE ANNEXED TO THE FORM A3.3

- All sources and amounts of revenue must be clearly specified and proven by copies of partnership agreements to be provided along with this application form;
- Should some of these documents not be available by the deadline for applications, a guarantee letter signed by the applicant should be provided, covering all own investment and outstanding revenues with its own funds.

ANNEX II: SUPPORTING DOCUMENTS TO BE ANNEXED TO THE FORM B2 (only for the coordinator)

- The audited annual accounts of the 2 most recent completed fiscal years for commercial companies and of the last year only for non-profit companies (i.e. balance sheet, profit and loss accounts and the annexes). This application does not apply to public bodies.
- In the event that the contribution sought is higher than EUR 500,000, grant applications must be accompanied by an external audit report produced by an approved external auditor. This report shall certify the accounts for the last financial year available (non-profit organisation) or for the last two financial years available (for commercial company). This application does not apply to public bodies.

ANNEX III: SUPPORTING DOCUMENTS TO BE ANNEXED TO THE FORM B3 (only for the coordinator)

The coordinator must provide the following documents:

- Copy of the legal registration document or other proof of legal status (Statutes, articles of incorporation/association), translated in English or French if the original document is in a non-European language
- Proofs establishing that the person named as legal representative is the statutory legal representative of the applicant organisation. Where a different person is mentioned in the application as authorised to sign any agreement, a letter or proxy (signed by the Statutory Legal Representative.
- If applicable, the VAT registration document should be provided.

ANNEX IV: INFORMATION ON THE OPERATIONAL CAPACITY OF THE APPLICANT GROUP:

- A detailed presentation and the track record of the coordinator, co-beneficiary(ies) and associated partner(s);

- The CV of the legal representative of the coordinator, co-beneficiary(ies) and associated partner(s);
- The CVs of the person(s) in charge of the action and of the key staff involved in its implementation (for the coordinator, co-beneficiary(ies) and associated partner(s)).