

EVALUATION GUIDE

CALL FOR PROPOSALS 31/12

**SINGLE PROJECTS
(DRAMA, CREATIVE DOCUMENTARY,
ANIMATION)**

INTRODUCTION

1. Aim of the Evaluation Guide

The aim of the **Evaluation Guide** is:

- to identify the different stages of the evaluation process and its methodology;
- to define the role of each assessor;
- to provide standard evaluation forms for the assessors. The use of these forms is mandatory for all assessors.

2. Assessors

For MEDIA Single Projects, the assessors are:

- **the MEDIA Unit of the Executive Agency**, in charge of checking the eligibility of projects and assessing the selection criteria (**parts A and B of the evaluation guide**). The selection criterion relating to the financial capacity is only assessed for companies which have been pre-selected. The Agency also grants the automatic points (**part D of the evaluation guide**).
- at least **two experts**, in charge of assessing the award criteria (**parts C of the evaluation guide**). Part C of the evaluation guide is specific for each category of projects (drama, animation, creative documentary) only in relation to Criterion N° 5 "Quality of the project".
- **an Evaluation Committee**, with at least 2 officials from the MEDIA Unit at the Executive Agency and at the Commission assisted by at least three independent experts. The Evaluation Committee validates the eligibility check and reviews the assessment of the selection and award criteria. The Evaluation Committee provides a clear justification for all its decisions and establishes a list of projects proposed for selection.

3. Organisation of the evaluation process

Evaluation phase	Assessor	The project
Eligibility criteria	Executive Agency	Is eligible ⇒ is assessed against selection criteria Is not eligible ⇒ is eliminated from the selection process
Selection criteria	Executive Agency	Meets the selection criteria ⇒ is assessed against award criteria Does not meet the selection criteria ⇒ is eliminated from the selection process. If the selection criterion concerning the financial stability is assessed as not fulfilled, the project is eliminated or can be supported subject to the provision of a bank guarantee, an interim payment or without pre-financing.

Award criteria	Experts	Is scored
Eligibility, Selection and Award criteria	Evaluation Committee	Is finally assessed and scored.

4. Ranking of the projects

The Evaluation Committee checks the consistency between the appreciation made by the experts and their relevance for each application. It carefully analyses the list of proposals and verifies the overall consistency of the results. This phase follows a peer assessment by external experts who have been briefed and are monitored by the Evaluation Committee.

On the basis of the final scores for the award criteria and of the scores for the automatic points, the projects are ranked in order of merit and the best ones are proposed for selection..

5. Decision regarding the amount of support

The Evaluation Committee can propose to lower the amount of support requested by the applicant. The Evaluation Committee must justify its decision on the basis of the development budget, by indicating which items are overestimated.

6. Decision by the Commission

After transmission of the list proposed by the Evaluation Committee to the MEDIA Committee for information and to the European Parliament for scrutiny, the Commission adopts a decision granting support to the best projects. The total budget available for the Call for Proposals cannot in any case be exceeded at the end of the selection process.

7. Information of the applicants

In case of non eligibility or rejection, applicants are informed by the Agency. If a proposal is eliminated for non-compliance with the eligibility rules, the applicant company will be notified as soon as possible. In case of rejection after evaluation of the award criteria the experts' evaluations are not communicated to applicants for reasons of confidentiality and impartiality.

8. Confidentiality and conflicts of interest

The names of the experts assessing a specific application are confidential. Upon reception of the submission(s), experts are asked to sign a declaration of honour by which they declare that they are not placed in a position which may give rise to a situation of conflict of interests and they commit themselves to respect confidentiality, anonymity and independence.

In conformity with the Commission Regulation (EC) N° 651/2009 the Agency publishes every year on its website a list of experts used during the previous years.

A: ELIGIBILITY CRITERIA

Assessor: MEDIA Unit, Executive Agency

Proposals must comply with each of the criteria below. Failure to comply with one of them entails the elimination from the selection process. **Only eligible proposals qualify for the next stage of the evaluation process.**

The Agency does not ask applicants for missing documents. However, if the documents provided by the applicant company don't allow a complete and final assessment of the eligibility, the Agency will request additional information in order to be able to confirm whether or not the application complies with the eligibility criteria.

LIST OF THE ELIGIBILITY CRITERIA:

1. A project must be submitted before the closing submission date. The EACEA Call for Proposals 31/11 is open from the date of its publication in the Official Journal until 12/04/2013.

2. A production company can only submit one application for development support (Single Project, Slate Funding or Slate Funding 2nd Stage) for the 2013 budget year.

3. Companies submitting an application must have as their main object and activity audiovisual production.

4. Companies submitting an application must have been registered for at least 12 months at the date of submission.

5. Companies submitting an application must be independent companies. They must not have majority control by a broadcaster, either in shareholding or commercial terms. 'Majority control by a broadcaster' is considered to occur where more than 25% of a production company's share capital is held by a single broadcaster (50% where several broadcasters are involved) or where, over a three-year period, more than 90% of a production company's revenue is generated from sales to a single broadcaster.

6. Companies submitting an application must provide evidence that they have completed a previous work that has been distributed during the two calendar years preceding the publication of the Call for Proposals and the date of submission of their application.

If the evidence concerning the distribution during the reference period is missing or doesn't allow to meet the requirement, the application is directly eliminated from the selection procedure.

In any case, the Agency will check the compliance with this criterion against the distribution document provided in the original application and will take into account only the previous work mentioned in the original application.

7. Companies submitting an application must be established in one of the following countries: Member States of the European Union, countries in the European Economic Area participating in the MEDIA 2007 Programme (Iceland, Liechtenstein and Norway), Switzerland, Croatia and Bosnia and Herzegovina. The companies must also be owned and continue to be owned, either directly or by majority shareholding, by nationals of these countries.

8. Only the development activities for the following audiovisual works (one-offs or series) are eligible: drama projects intended for commercial exploitation of no less than 50 minutes, creative documentaries intended for commercial exploitation of no less than 25 minutes (duration per episode in case of a series), animation projects intended for commercial exploitation of no less than 24 minutes.

9. Only proposals submitted using the official application forms (both online and paper application package version), completed in full and signed (original signatures required) will be considered.

10. Applicants must state that they are not in any of the situations described in Articles 93(1), 94 and 96(2)(a) of the Financial Regulation applicable to the General Budget of the European Union for grant requests exceeding €60,000.

11. The minimum grant is €10,000. The maximum grant is €60,000 except for feature-length animations for theatrical release, for which the maximum is €80,000.

12. Financial support cannot exceed 50% of the total eligible costs, except for projects intending to promote European cultural diversity. For this category of projects, financial support cannot exceed 60% of the eligible costs.

Actions presenting an interest in promoting European cultural diversity are those which bring together different cultural identities national and/or regional within a framework of intercultural dialogue among at least two European countries. The action must be centred on the cultural specificities of the countries involved and highlight the values held by their populations.

13. A company that has a Slate Funding or Slate Funding 2nd Stage contract running cannot apply for support for a Single Project.

14. No grant may be awarded retrospectively for actions already completed (the submitted project must not have entered into production before the date of signature of the Grant Decision or before the date of signature, by the last party, of the Agreement between the beneficiary and the Agency).

15. Subsidised projects may not benefit from any other European Union funding for the same activity.

TABLE USED TO CHECK THE ELIGIBILITY CRITERIA:

Company	Project Reference	Eligibility criteria n° (Y/N)															Conclusions (Accepted or Rejected)	Comments	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15			

B. SELECTION CRITERIA

Assessor: MEDIA Unit, Executive Agency

For the evaluation of selection criteria, the assessor is asked to give a global evaluation regarding the ability of the applicant company to carry out the project, from financial and operational points of view.

1. Operational capacity

This criterion is assessed for requests exceeding EUR 60,000 on the basis of the details relating to the experience of the members of the applicant company directly attached to the development of the submitted project and the list of productions already produced by the applicant company and/or the producer of the referral work.

For each project no later than on the date of submission, the applicant company must show that it holds the majority of the rights relating to the project for which support is being sought. It is required to provide a contract covering the rights to the artistic material. This contract must be duly signed and dated by the author(s). If the project is an adaptation of an existing work (novel, biography etc.), the applicant company must also show that it holds the majority of the rights relating to the rights of adaptation to this work with an option agreement or transfer of rights contract.

If in the original application, no document concerning the rights situation is provided, the application is eliminated.

2. Financial Capacity

For requests exceeding EUR 60,000, the applicant must sign a Declaration of Honour certifying that in case of selection, it has stable and sufficient sources of funding to maintain its activity throughout the lifetime of the project.

For requests exceeding EUR 60,000, the audited annual accounts of the 2 most recent completed fiscal years for profit companies and of the last year for non profit companies (i.e balance sheet, profit and loss accounts and the annexes) must be included within the application form. These accounts should be certified by an approved auditor external to the company.

For the protection of the financial interest of the European Union, the financial capacity of the applicant companies which have been pre-selected for development support (after assessment of the award criteria) is assessed on the basis of:

- the balance between capital and reserves and liabilities
- the annual profitability
- the proved co-financing
- the level of the total development budget and the requested contribution

If on the basis of the documents provided the Agency considers that the financial capacity is not proven or is not satisfactory, it may refuse the application, request additional information, require a bank guarantee, offer a grant agreement without pre-financing or make a first payment after at least 50% of the estimated expenditure has been incurred on the basis of an Interim Financial Report certified by an external approved auditor.

LIST OF THE SELECTION CRITERIA:

1. Operational capacity
2. Financial capacity

TABLE USED TO CHECK THE SELECTION CRITERIA:

Company	Project Reference	Recommendation of the Committee (yes/no)		Comments, conditions if applicable
		1	2	

C. AWARD CRITERIA

AWARD CRITERIA CONSIDERED BY THE INDEPENDENT EXPERTS

<i>Project Title</i>	
<i>Company Name</i>	
<i>Country</i>	
<i>Requested amount</i>	

	Yes	No
Does the project promote violence, racism or pornography? If yes, the project is eliminated from the selection process.		

EXPERT'S EVALUATION GRID

Criteria relating to the skills of the applicant company		Criteria relating to the submitted project	
Criteria	Weighting	Criteria	Weighting
Quality of the Development strategy	10	Quality of the Project	40
Consistency of the Development budget	10	Potential for Production and the Feasibility of the project	10
Quality of the Financing strategy	10	Potential for European and International distribution	10
Quality of the Distribution strategy	10		
Total	40 points	Total	60 points

Criteria relating to the skills of the applicant company

Criterion N° 1: Quality of the Development strategy

The assessor is requested to score it from 0 to 10 and to take into account its adequacy to the needs of the project, the sufficiency of detail and the potential of the creative team.

Score (0 to 10)	

Criterion N° 2: Consistency of the Development budget

The assessor is requested to score it from 0 to 10 and to take into account how it reflects the development strategy and the needs of the project, as well as the appropriateness of the estimated costs.

Score (0 to 10)	

Criterion N° 3: Quality of the Financing strategy

The assessor is requested to score it from 0 to 10 and to take into account the adequacy to the estimated production costs, the awareness of the suitable potential partners and territories, the sufficiency and realism of detail and the co-financing capacity of the applicant company.

Score (0 to 10)	

Criterion N° 4: Quality of the Distribution strategy

The assessor is requested to score it from 0 to 10 and to take into account its sufficiency regarding the identified target audience, the awareness of the markets, the European/International vision and the relevance of the choice of territories.

Score (0 to 10)	

Criteria relating to the submitted project

Criterion N° 5: Quality of the Project

The assessor is requested to score each sub-criterion from 0 to 10.

DRAMA

5.a	Originality, premise and strength of idea	Score (0 to 10)	

5.b	Quality of the dramatic potential and narrative choices	Score (0 to 10)	

5.c	Quality of the writing, the character development and the world of the story	Score (0 to 10)	

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5.d	Creative potential of the project taking into consideration the specific approach suggested, the creative team and the likelihood to succeed due to artistic qualities	Score (0 to 10)	

CREATIVE DOCUMENTARY

5.a	Strength of subject matter, purpose and quality of the project focus	Score (0 to 10)	

5.b	Quality of the writing, narrative choices and main characters development	Score (0 to 10)	

5.c	Quality of the visual approach and/or the director's approach	Score (0 to 10)	

5.d	Creative potential taking into consideration the research work, the specific approach suggested, the expressed point of view and the creative team	Score (0 to 10)	

ANIMATION

5.a	Originality and strength of idea	Score (0 to 10)	

5.b	Quality of the narrative choices, main characters development and world of the story	Score (0 to 10)	

5.c	Quality of the visual approach and art work	Score (0 to 10)	

5.d	Creative potential of the project taking into consideration the creative team and the likelihood to succeed due to artistic qualities	Score (0 to 10)	

Criterion N°6: Potential for Production and the Feasibility of the project

The assessor is requested to score it from 0 to 10 and to take into account the experience of the company, the estimated production budget and the potential of the team members attached to the development of the project.

Score (0 to 10)	

Criterion N°7: Potential for European and International Distribution

The assessor is requested to score it from 0 to 10 and to take into account the transnational appeal of the project and its potential to cross-border.

Score (0 to 10)	

AWARD CRITERIA – SUMMARY

Award criteria	Score /10
1. Quality of the Development strategy	
2. Consistency of the Development budget	
3. Quality of the Financing strategy	
4. Quality of the Distribution strategy	
5a. Quality of the Project: Drama & Animation: Originality, premise and strength of idea Creative Documentary: Strength of subject matter, purpose and quality of the project focus	
5b. Quality of the Project: Drama: Quality of the dramatic potential and narrative choices Creative documentary: Quality of the writing, narrative choices and main characters development Animation: Quality of the narrative choices, main characters development and world of the story	
5c. Quality of the Project: Drama: Quality of the writing, the character development and the world of the story Creative documentary: Quality of the visual approach and/or director's approach Animation: Quality of the visual approach and art work	
5d. Quality of the Project: Drama & Animation: Creative potential of the project taking into consideration the specific approach suggested, the creative team and the likelihood to succeed due to artistic qualities Creative documentary: Creative potential taking into consideration the research work, the specific approach suggested, the expressed point of view and the creative team	
6. Potential for production and the feasibility of the project	
7. Potential for European and international distribution	
Total /100 :	0

As an indication, would you recommend the rejection or the selection of the project?

Recommendation for selection	
Recommendation for rejection	

If you recommend the selection:

Amount of support requested by the applicant company	
Amount of support recommended by the expert The support recommended by the expert cannot be higher than the support requested by the applicant company. A reduced amount, must be justified on the basis of the development budget (please indicate which items you consider overestimated).	

Reasons for recommendations

Please note that your evaluation will not be transmitted to the applicant.

Criterion: Cultural Diversity (only for projects asking for a 60%)

Projects presenting an interest in promoting European cultural diversity are those which bring together different cultural identities national and/or regional within a framework of inter-cultural dialogue among at least two European countries. The project must be centred on the cultural specificities of the countries involved and highlights the values held by their populations.

	Yes	No
Does the applicant company justify in a convincing way the contribution the cultural diversity bearing in mind the above mentioned definition?		
Justify your appreciation		

D. AUTOMATIC POINTS

Assessor: MEDIA Unit, Executive Agency

The agency will grant the following automatic points:

Criteria	Number of points
An applicant company established in a country with low production capacity ¹	1

¹ The following are considered as countries with low production capacity: Austria, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, Greece, Hungary, Iceland, Éire/Ireland , Liechtenstein, Latvia, Lithuania, Luxemburg, Malta, Norway, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Sweden and Switzerland