



CALL FOR PROPOSALS – EAC/S16/2014

Fostering European integration through culture by providing new subtitled versions of selected TV programmes across all Europe

GUIDELINES

1. INTRODUCTION – BACKGROUND

This call for proposals for a pilot project is published under Article 54(2)(a) of the Regulation (EU, Euratom) N°966/2012¹. It was against this background that the Budget Authority adopted a budget of EUR 1.5 million for this pilot project. The annual work programme was adopted under Commission Decision C(2014)3982 of 18/06/2014.

2. OBJECTIVE(S) – THEME(S) – PRIORITIES

The aim of the pilot project 'Fostering European Integration through Culture by providing new subtitled versions of selected TV programmes across all Europe' is to try out innovative strategies for the provision of subtitled versions of European cultural programming to facilitate cross border on-line dissemination of cultural content.

The objective is to test the added value of subtitling on the on-line circulation and outreach of European cultural audiovisual programming in the European Union. Concretely, the pilot project should support the provision of a minimum of 600 hours of diverse European subtitled factual audiovisual cultural content on-line in a number of territories and to assess the impact of this provision.

¹ Regulation (EU, Euratom) N°966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union (OJ L 298, 26.10.2012, p. 1) shall be referred to in the present guidelines and its annexes as Financial Regulations (FR).

Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union (OJ L 362, 31.12.2012, p. 1) shall be referred to in the present guidelines and its annexes as Rules of Application (RAP) [to the financial regulations].

3. TIMETABLE

	Stages	Date and time or indicative period
a)	Publication of the call	July 2014
b)	Deadline for submitting applications	24/09/2014 – 12.00 (noon, Brussels Time)
c)	Evaluation period	October 2014
d)	Information to applicants	November 2014
e)	Signature of grant agreement or notification of grant decision	December 2014
f)	Starting date of the action/ work programme	1/1/2015
g)	Max. duration of the action / period of eligibility	1/1/2015 – 31/12/2017

4. BUDGET AVAILABLE

The total budget earmarked for the co-financing of projects is estimated at EUR 1.5 M.

The Commission reserves the right not to distribute all the funds available.

5. ADMISSIBILITY REQUIREMENTS

- Applications must be sent no later than the deadline for submitting applications referred to in section 3.
- Applications must be submitted in writing (see section 14), using the application form available at <http://www.ec.europa.eu/creative-europe>²
- Applications may be submitted in any of the official languages of the European Union.

Failure to comply with those requirements will lead to the rejection of the application.

6. ELIGIBILITY CRITERIA³

6.1. Eligible applicants

In order to be eligible, projects must be presented by applicants meeting the following criteria:

- the proposal must be submitted by applicants providing a non-linear audiovisual media service or web service with a critical mass of audiovisual content;
- The applicants must have their registered offices in a Member State of the European Union.
- Natural persons are not eligible.

² Art. 131 FR.

³ Art. 131 FR, 201 RAP

In order to assess the applicants' eligibility, the following supporting documents are requested:

- **private entity:** extract from the official journal, copy of articles of association, extract of trade or association register, certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required);
- **public entity:** copy of the resolution or decision establishing the public company, or other official document establishing the public-law entity;

6.2. Eligible activities

Types of activities eligible under this call for proposals:

- the provision of an existing **non-linear audiovisual media service** (see definition below) which consists of a minimum of 600 hours of existing factual audiovisual content. This content must be made available in **at least two additional EU official languages through subtitling;**
- the service must provide a significant proportion of **European factual audiovisual content** and contain a strong cultural added value. **European factual audiovisual content** is defined for the purpose of this Call as non-fiction content containing a strong cultural added value; services focusing on cinema or TV fiction and animation are ineligible, as is light entertainment, sport, news and current affairs;
- the service must have been available for a minimum of two years prior to the submission of the application;
- the service must have an existing audience in the country of origin and be already available in areas that would be targeted by the new linguistic offer (a baseline audience shall be defined by the applicant);
- promotional activities including the development and implementation of a marketing strategy for the service;
- research activities to measure the impact of the action on the audience in particular the outreach of the activity, the user profile and the user behaviour;
- organisation of an event to disseminate the final results of the pilot project and share these results with EU stakeholders and public policy makers.

Non-linear audiovisual media service or web service is defined according to Article 1 of Directive 2010/13/EU (AVMS)⁴.

6.3. Non-eligible activities

- production of content including all activities of pre-production;
- acquisition of copyright or other rights on content and other rights management activities;
- services focusing on cinema or TV fiction;
- services focusing on animation;
- services focusing on light entertainment, sport, news or current affairs.

⁴ see: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2010:095:0001:0024:EN:PDF>

- activities carried-out outside the period of 24 months, which is the maximum duration of the project.

7. EXCLUSION CRITERIA

7.1. Exclusion from participation

Applicants will be excluded from participating in the call for proposals procedure if they are in any of the following situations:

- (a) 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) they or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of res judicata;
- (c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the EIB and international organisations;
- (d) they are not in compliance with their 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 RAO or those of the country where the grant agreement is to be performed;
- (e) they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such an illegal activity is detrimental to the Union's financial interests;
- (f) they are currently subject to an administrative penalty referred to in Article 109(1).

7.2. Exclusion from award

Applicants will not be granted financial assistance if, in the course of the grant award procedure, they:

- (a) are subject to a conflict of interest;
- (b) are guilty of misrepresentation in supplying the information required by the Commission as a condition of participation in the grant award procedure or fail to supply this information;
- (c) find themselves in one of the situations of exclusion, referred to in section 7.1.

Administrative and financial penalties may be imposed on applicants, or affiliated entities where applicable, who are guilty of misrepresentation.

7.3. Supporting documents⁵

Applicants must sign a declaration on their honour certifying that they are not in one of the situations referred to in articles 106(1) and 107 to 109, filling in the relevant form attached to the application form accompanying the call for proposals and available at <http://www.ec.europa.eu/creative-europe>

8. SELECTION CRITERIA⁶

8.1. Financial capacity⁷

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out or the year for which the grant is awarded and to participate in its funding. The applicants' financial capacity will be assessed on the basis of the following supporting documents to be submitted with the application:

a) Grants \geq EUR 60 000:

- a declaration on their honour and,

EITHER

- the profit and loss account, the balance sheet for the last financial year for which the accounts were closed;
- for newly created entities, the business plan might replace the above documents.

OR

- the table provided for in the application form, filled in with the relevant statutory accounting figures, in order to calculate the ratios as detailed in the form.

b) Grants for an action \geq EUR 750 000 or⁸, in addition:

- **an audit report** produced by an approved external auditor certifying the accounts for the two last financial years available.
In the event of an application grouping several applicants (consortium), the above thresholds apply by applicants.

In the case of legal entities forming **one** applicant, as specified in section 6.1, the above requirements apply to those entities.

On the basis of the documents submitted, if the Responsible Authorising Officer considers that financial capacity is not satisfactory, he may:

- request further information;
- propose a grant agreement without pre-financing;
- propose a grant agreement with a pre-financing paid in instalments;
- propose a grant agreement with a pre-financing covered by a bank guarantee (see section 11.4 below);
- where applicable, require the joint and several financial liability of all the co-beneficiaries;

⁵ Art. 197 RAP

⁶ Art. 132 FR, 202 RAP

⁷ Art. 131, 132 FR, 202 RAP.

⁸ Art. 131.3 FR .

- reject the application.

8.2. Operational capacity⁹

Applicants must have the professional competencies as well as appropriate qualifications necessary to complete the proposed action or work programme. In this respect, applicants have to submit a declaration on their honour, and the following supporting documents:

- curriculum vitae or description of the profile of the people primarily responsible for managing and implementing the operation (accompanied where appropriate, like in the field of research and education, by a list of relevant publications);
- the organisations' activity reports;
- an exhaustive lists of previous projects and activities performed and connected to the policy field of a given call or to the actions to be carried out;
- a description of the technical equipment, tools or facilities and patents at the disposal of the applicant;
- an inventory of natural or economic resources involved in the project.

In the case of legal entities forming **one** applicant, as specified in section 6.1, the above requirements apply to those entities.

9. AWARD CRITERIA

Eligible applications/projects will be assessed on the basis of the following criteria:

Award criterion n°1: Quality of the activity content	60 points
1.1. Number, quality, diversity, cultural dimension and editorial coherence of the audiovisual content covered by the action	20 points
1.2. Number and complementary nature of the languages and territories covered by the action	15 points
1.3. Suitability of the marketing strategy and local partnerships	20 points
1.4. Degree of innovation of the action	5 points
Award Criterion N° 2: Management of the project	40 points
2.1. Quality of the applicant service to be put into place for implementing the project	10 points
2.2. Quality of the project management plan and governance structure	10 points
2.3. Quality of the proposed methodology for collecting, analysing and putting into perspective the results obtained	10 points
2.4. Relevance/impact of the proposed action	10 points

⁹ Art. 131 FR, 202 RAP.

10. LEGAL COMMITMENTS¹⁰

In the event of a grant awarded by the Commission, a grant agreement drawn up in euro and detailing the conditions and level of funding, will be sent to the beneficiary, as well as the procedure in view to formalise the obligations of the parties.

Formally, the 2 copies of the original grant agreement must be signed first by the beneficiary and returned to the Commission immediately. The Commission will sign it last.

Please note that the award of a grant does not establish an entitlement for subsequent years.

11. FINANCIAL PROVISIONS

11.1. General Principles

a) Non-cumulative award¹¹

An action may only receive one grant from the EU budget.

In no circumstances shall the same costs be financed twice by the Union budget. To ensure this, applicants shall indicate the sources and amounts of Union funding received or applied for the same action or part of the action or for its functioning during the same financial year as well as any other funding received or applied for the same action.¹²

b) Non-retroactivity¹³

No grant may be awarded retrospectively for actions already completed.

Action grants:

A grant may be awarded for an action which has already begun only where the applicant can demonstrate the need to start the action before the grant agreement is signed or the grant decision is notified.

In such cases, costs eligible for financing may not have been incurred prior to the date of submission of the grant application.

c) Co-financing¹⁴

Co-financing means that the resources which are necessary to carry out the action or the work programme may not be entirely provided by the EU grant.

Co-financing of the action or of the work programme may take the form of:

- the beneficiary's own resources,
- income generated by the action or work programme,
- financial contributions from third parties.

Co-financing may also take the form of in-kind contributions from third parties, i.e. non-financial resources made available free of charge by third parties to the beneficiary or to the consortium.¹⁵ The corresponding costs are not eligible.

¹⁰ Art. 121 FR, 174 RAP.

¹¹ Art. 129 FR

¹² Art. 196.4 RAP.

¹³ Art. 130 FR

¹⁴ Art. 125 FR, 183 RAP.

d) Balanced budget¹⁶

The estimated budget of the action or work programme is to be attached to the application form. It must have revenue and expenditure in balance.

The budget must be drawn up in euros.

Applicants, who foresee that costs will not be incurred in euros, are invited to use the exchange rate published in the Official Journal of the European Union on the Infor-euro website available at

http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm .

e) Implementation contracts/subcontracting¹⁷

Where the implementation of the action or the work programme requires the award of procurement contracts (implementation contracts), the beneficiary must award the contract to the bid offering best value for money or the lowest price (as appropriate), avoiding conflicts of interests and retain the documentation for the event of an audit.

In the event of procurement exceeding EUR 60,000, the beneficiary must clearly document the tendering procedure, submit a copy of the relevant documents together with the final report at the end of the action and retain the documentation in the event of an audit.

Entities acting in their capacity of contracting authorities in the meaning of Directive 2004/18/EC¹⁸ or contracting entities in the meaning of Directive 2004/17/EC¹⁹ shall abide by the applicable national public procurement rules.

Sub-contracting, i.e. the externalisation of specific tasks or activities which form part of the action/work programme as described in the proposal must satisfy the conditions applicable to any implementation contract (as specified above) and in addition to them the following conditions:

- it may only cover the implementation of a limited part of the action;
- it must be justified having regard to the nature of the action and what is necessary for its implementation;
- it must be clearly stated in the proposal and the estimated costs are clearly identifiable in Annex IV: Estimated budget of the action.

f) Financial support to third parties²⁰ .

The applications may not envisage provision of financial support to third parties.

¹⁵ Art. 127 FR

¹⁶ Art. 196.2 RAP

¹⁷ Art. 137 FR, 209 RAP

¹⁸ Directive 2004/18/EC on the coordination of procedures for the award of public work contracts, public supply contracts and public service contracts.

¹⁹ Directive 2004/17/EC coordinating the procurement procedures of entities operating in the water, energy, transport and postal services sectors.

²⁰ Art. 137 FR, 210 RAP.

11.2. Funding forms²¹

Mixed financing grants are calculated on the basis of a detailed estimated budget indicating clearly the costs that are eligible for EU funding. The grant amount may neither exceed the eligible costs nor the amount requested. Amounts are indicated in euros.

➤ **Maximum amount requested**

The EU grant is limited to a maximum co-funding rate of 60% of **eligible costs** taking into account the maximum grant amount referred to in section 4.

Consequently, part of the total eligible expenses entered in the estimative budget must be financed from sources other than the EU grant (see section 11.1c).

➤ **Eligible costs²²**

Eligible costs are costs actually incurred by the beneficiary of a grant which meet all the following criteria:

- ✓ they are incurred during the duration of the action or of the work programme, with the exception of costs relating to final reports and audit certificates;

The period of eligibility of costs will start as specified in the grant agreement or the grant decision.

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 date of submission of the grant application (see section 11.1b).

- ✓ they are indicated in the estimated budget of the action or work programme;
- ✓ they are necessary for the implementation of the action or of the work programme which is the subject of the grant;
- ✓ they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost accounting practices of the beneficiary;
- ✓ they comply with the requirements of applicable tax and social legislation;
- ✓ they are reasonable, justified, and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

The beneficiary's internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the action/project with the corresponding accounting statements and supporting documents.

The same criteria apply to the affiliated entities.

11.3. Eligible direct costs

The eligible direct costs for the action/ work programme are those costs which, **with due regard for the conditions of eligibility set out above**, are identifiable as specific costs directly linked to the performance of the action or the work programme and which can therefore be booked to it directly, such as:

²¹ Art. 123 FR, 181 RAP.

²² Art. 126 FR

- Personnel Costs

Personnel Costs are costs of personnel working under an employment contract with the applicant or equivalent appointing act and assigned to the action, comprising actual salaries plus social security contributions and other statutory costs included in the remuneration, provided that these costs are in line with the applicant's usual policy on remuneration. Those costs may include additional remuneration, including payments on the basis of supplementary contracts regardless of their nature, provided that it is paid in a consistent manner whenever the same kind of work or expertise is required and independently from the source of funding used.

They must be calculated on the basis of the actual daily salary/fee of the employee/service provider, multiplied by the number of days worked on the action. This figure must include all the usual contributions paid by the employer, such as social security contributions.

The Personnel costs shall be substantiated by detailed timesheets of the work done.

The daily salary shall be based on the average salary charged at national level for qualified personnel executing comparable tasks.

The maximum number of days per year per person is 220.

Senior employees and directors shall be identified by name in the Estimated Budget. Their salaries may not be distributed over several Budget Headings.

Personnel costs cannot exceed 30% of the total eligible costs of the action.

- Travel and subsistence costs

Travel and subsistence costs are as follows:

- subsistence allowances (for meetings, including kick-off meetings where applicable, conferences etc) provided that these costs are in line with the beneficiary's usual practices,

- costs of travel (for meetings, including kick-off meetings where applicable, conferences etc), provided that these costs are in line with the beneficiary's usual practices on travel.

Travel and subsistence costs may be claimed only for journeys directly linked to the action and relating to specific and clearly identifiable activities; it is requested to justify in the 'Note to the Budget' the relevance of expenses to the action activities and the calculation method. Beneficiaries are required to use the cheapest means of travel and will have to make every effort to take advantage of reduced fares.

- Advertising and promotion costs

Publicity Material: design, layout and printing of publicity material, production of advertising spots, flyers, design and layout of press advertising,
Other costs have to be clearly identified and detailed for them to be eligible.

Publicity Space: purchase of advertising spaces (TV, radio, internet, press as appropriate), distribution of publicity material (trailers, flyers, posters, mailing...) and other advertising costs.

Other costs have to be clearly identified and detailed for them to be eligible.

Promotion material and events: material such as press files, press screenings; previews and receptions for launching the service in the territory, organisation of test screenings and market research; Press Agency, Press officer, Publicist and PR fees, other promotion costs.

Other costs have to be clearly identified and detailed for them to be eligible.

- Subtitling Costs

These costs include the costs of the subtitling of the European factual audiovisual content to be provided by the service. These costs have to be clearly identified and detailed for them to be eligible.

- Cost of evaluation activities

These costs include the costs of evaluation activities to compare the audience reach of the audiovisual content with and without subtitling; and the costs of sharing the results of this research publically with EU stakeholders and public policy makers.

- Other costs

Audit Fees

In the framework of the execution of an eventual financial support contract, the Commission requires the beneficiary to produce a statement of the final costs of the action. This document can be certified by an independent approved auditor, external to the company on the basis of justifying documents and the accountancy records of the beneficiary. The costs of this certification are the only costs eligible beyond the eligibility period.

Subcontracting costs

Reference is made to Art.11.1.e of the present document.

Sub-contracting costs are only admissible if staff of beneficiary organisations do not have the skills required. Subcontracting costs must be substantiated by receipted invoices. In the event of sub-contracting exceeding EUR 60,000, the beneficiaries must clearly document the tendering procedure, submit a copy of the relevant tender documents annexed to the final report of the action and retain the documentation in the event of an audit.

Justification for sub-contracting and the procedure followed in identifying the sub-contractor should be clearly set out in a note accompanying *Annex IV. Estimated Budget of the Action*. Sub-contracting costs should be limited to those specified in the original application. Any subsequent change will require the express prior agreement of the Commission.

All other Costs

A space is provided in the form for the disclosure of other costs directly linked to the action, which are not expressly provided for in the form and have to be clearly identified and detailed in the application form and in the financial report for them to be eligible. Moreover, those costs normally associated with the running of the company are not eligible under this heading.

These “other costs” must not fall under costs listed under *11.4. Ineligible costs*.

- Eligible indirect costs (overheads)²³

A flat-rate amount of 7% of the total eligible direct costs of the action, is eligible under indirect costs, representing the beneficiary's general administrative costs which can be regarded as chargeable to the action/project.

Indirect costs may not include costs entered under another budget heading.

Applicants's attention is drawn to the fact that in the case of organisations receiving an operating grant, indirect costs are not eligible under specific actions.

Overhead costs encompass the following categories:

- a) **Premises and related expenses** (e.g. rent, insurance, administration and management costs...)
- b) **Office expenses and consumables** (e.g. telephone, postal services, photocopies, goods or equipment)

11.4. Ineligible costs

- return on capital;
- debt and debt service charges;
- provisions for losses or debts;
- interest owed;
- doubtful debts;
- exchange losses;
- costs of transfers from the Commission charged by the bank of a beneficiary;
- costs declared by a beneficiary and covered by another action receiving a European Union grant. In particular, indirect costs shall not be eligible under a grant for an action awarded to a beneficiary who already receives an operating grant financed from the Union budget during the period in question;
- contributions in kind;
- excessive or reckless expenditure.
- others (in accordance with the relevant legal base).

11.5. Calculation of the final grant amount

The final amount of the grant to be awarded to the beneficiary is established after completion of the action or work programme, upon approval of the request for payment containing the following documents²⁴:

- a final report providing details of the implementation and results of the action/work programme ;
- the final financial statement of costs actually incurred,
- where applicable, a certificate on the financial statements of the action or the work programme and underlying accounts²⁵.

²³ Indirect costs do not apply to operating grants.

²⁴ Art. 135 FR

²⁵ Art. 207.3 RAP

EU grants may not have the purpose or effect of producing a profit within the framework of the action or the work programme of the beneficiary. **Profit shall be defined as a surplus of the receipts over the eligible costs incurred by the beneficiary**, when the request is made for payment of the balance. In this respect, where a profit is made, the Commission shall be entitled to recover the percentage of the profit corresponding to the Union contribution to the eligible costs actually incurred by the beneficiary to carry out the action or work programme.

11.6. Payment arrangements²⁶

A pre-financing payment²⁷ corresponding to 40% of the grant amount will be transferred to the beneficiary within 30 days²⁸ either of the date when the last of the two parties signs the agreement, or of the notification of the grant decision, provided all requested guarantees have been received.

One interim payment²⁹ shall be paid to the beneficiary 12 months after the grant agreement has been signed. The interim payment is subject to a request for payment accompanied by a technical and financial report, when the action has been partly carried out. The interim payment will be conditional on the Commission's explicit acceptance of the interim technical and financial report. For the purpose of determining the amount due as interim payment, the reimbursement rate to be applied to the eligible costs approved by the Commission shall be 60%.

The total amount of pre-financing and interim payment shall not exceed 70% of the maximum grant amount.

The Commission will establish the amount of the final payment to be made to the beneficiary on the basis of the calculation of the final grant amount (see section 11.2 above). If the total of earlier payments is higher than the final grant amount, the beneficiary will be required to reimburse the amount paid in excess by the Commission through a recovery order³⁰.

11.7. Pre-financing guarantee³¹

In the event that the applicant's financial capacity is not satisfactory, a pre-financing guarantee for up to the same amount as the pre-financing may be requested in order to limit the financial risks linked to the pre-financing payment.

The financial guarantee, in euro, shall be provided by an approved bank or financial institution established in one of the Member State of the European Union. When the beneficiary is established in a third country, the authorising officer responsible may agree that a bank or financial institution established in that third country may provide the guarantee if he considers that the bank or financial institution offers equivalent security and characteristics as those offered by a bank or financial institution established in a Member State. Amounts blocked in bank accounts shall not be accepted as financial guarantees.

²⁶ Art. 90, 135 FR, 207 RAP.

²⁷ Art. 109, 110 RAP

²⁸ Art. 92 FR

²⁹ Art. 109, 110 RAP

³⁰ Art. 109, 110 RAP

³¹ Art. 134 FR, 206 RAP

The guarantee may be replaced by a joint and several guarantee by a third party or by a joint guarantee of the beneficiaries of an action who are parties to the same grant agreement

The guarantee shall be released as the pre-financing is gradually cleared against interim payments or payments of balances to the beneficiary, in accordance with the conditions laid down in the grant agreement.

12. PUBLICITY

12.1. By the beneficiaries

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used.

In this respect, beneficiaries are required to give prominence to the name and emblem of the European Commission on all their publications, posters, programmes and other products realised under the co-financed project.

To do this they must use the text, the emblem and the disclaimer available at http://ec.europa.eu/dgs/communication/services/visual_identity/index_en.htm.

If this requirement is not fully complied with, the beneficiary's grant may be reduced in accordance with the provisions of the grant agreement or grant decision.

12.2. By the Commission³²

With the exception of scholarships paid to natural persons and other direct support paid to natural persons in most need, all information relating to grants awarded in the course of a financial year shall be published on an internet site of the European Union institutions no later than the 30 June of the year following the financial year in which the grants were awarded.

The Commission will publish the following information:

- name of the beneficiary
- address of the beneficiary when the latter is a legal person, region when the beneficiary is a natural person, as defined on NUTS 2 level³³ if he/she is domiciled within EU or equivalent if domiciled outside EU,
- subject of the grant,
- amount awarded.

Upon a reasoned and duly substantiated request by the beneficiary, the publication shall be waived if such disclosure risks threatening the rights and freedoms of individuals concerned as protected by the Charter of Fundamental Rights of the European Union or harm the commercial interests of the beneficiaries.

³² Art. 35, 128.3 FR, 21, 191 RAP.

³³ European Union Official Journal L 39, of 10 February 2007.

13. DATA PROTECTION

The reply to any call for proposals involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EC) No 45/2001 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. Unless indicated otherwise, the questions and any personal data requested are required to evaluate the application in accordance with the specifications of the call for proposal will be processed solely for that purpose by *European Commission, Directorate General Education and Culture, Directorate E - Unit E3 – Creative Europe Programme – MEDIA, 1049 Belgium*. Details concerning the processing of personal data are available on the privacy statement at:

http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf.

Personal data may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the Commission, should the beneficiary be in one of the situations mentioned in:

- the Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (for more information see the Privacy Statement on:

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm,

or

- the Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement on:

http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm.

14. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

Proposals must be submitted in accordance with the formal requirements and by the deadline set out under section 5.

No modification to the application is allowed once the deadline for submission has elapsed. However, if there is a need to clarify certain aspects or for the correction of clerical mistakes, the Commission may contact the applicant for this purpose during the evaluation process³⁴.

Applicants will be informed in writing about the results of the selection process.³⁵

➤ Submission on paper

Application forms are available at <http://www.ec.europa.eu/creative-europe>.

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

Where applicable, all additional information considered necessary by the applicant can be included on separate sheets.

³⁴ Art. 96 FR

³⁵ Art. 133 FR, 205 RAP

Applications must be sent by **the 24th September 2014 at 12.00 (noon)** to the following address³⁶:

European Commission
Directorate General Education and Culture
Directorate E - Unit E3 – Creative Europe Programme - MEDIA
Office: J-70 01/141
1049 Brussels
Belgium

- by post, date as postmark;
- in person, date as receipt,
- by courier service, date of receipt by the courier service.

Applications sent by fax or e-mail will not be accepted.

➤ Electronic submission

Besides the submission of the application by registered mail, an electronic version of the following documents must be submitted by the **24th of September 2014 12:00 (noon)**, Brussels time at the latest to the following email address:

EAC-SUBTITLINGCULTURE@ec.europa.eu

- 1) grant application form
- 2) grant application budget
- 3) declaration of honour

All emails should include in their title "Submission Pilot Project – Call for proposals EAC-S16-2014".

➤ Contacts

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➤ Annexes:

- I. GRANT APPLICATION FORM
- II. CHECK-LIST FOR APPLICANTS OF DOCUMENTS TO BE PROVIDED
- III. ECONOMIC AND FINANCIAL CAPACITY ANALYSIS FORM
- IV. ESTIMATED BUDGET OF THE ACTION
- V. FINANCIAL STATEMENT
- VI. MODEL TECHNICAL REPORT
- VII. MODEL TERMS OF REFERENCE FOR THE CERTIFICATE ON THE FINANCIAL STATEMENTS PART I and PART II.

³⁶ Art. 195.3 RAP