



EUROPEAN COMMISSION

Directorate-General for Communications Networks, Content and Technology

Media Policy

Audiovisual Industry and Media Support Programmes

CALL FOR PROPOSALS CNECT/i.3/2021/4673911

Preparatory Action-Work programme 2021

"Writing European"

1. INTRODUCTION – BACKGROUND

Fiction series play a major role in the competition for eyeballs between broadcasters and global platforms. As a result, the number, quality and global reach of fiction series is unequalled in the history of this specific branch of the audiovisual sector.

Successful drama content is often rooted in a local culture, but it can resonate globally. This provides opportunities for the development of European and international collaborations (e.g. co-production or other forms of licensing agreements), spanning across linguistic and national borders.

This action intends to strengthen the capacity of the European audiovisual industry to create cutting edge fiction series that can attract audiences across borders, and to nurture a community of European talents able to work across national and linguistic borders. It should enable European companies to scale up their collaboration and to offer talents continuous opportunities in Europe throughout their career. While the audiovisual industry has been severely hit by the COVID-19 outbreak, this new action should support talents as well as European companies, and contribute to the sector's recovery.

Legal Basis

Preparatory action within the meaning of Article 58(2)(b) of Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012 (OJ L 193, 30.7.2018, p. 1).

The annual work programme was adopted under Commission Decision C(2021)3006 of 04/05/2021.

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

2.1 Objectives

The purpose of this preparatory action “Writing European” is to help Europe reach a high level of excellence in creating and writing high-quality drama content able to reach audiences across borders. It aims to increase the competences of creative talents working on fiction series and foster the emergence of strong and diverse teams of creative excellence (e.g. involving talented scriptwriters, authors, showrunners and/or executive producers from diverse backgrounds and nationalities).

To achieve this goal, the action will support projects that facilitate creative hubs e.g. writing rooms or other collaborative settings. Such hubs will act as accelerators or incubators of talents, by proposing innovative methods to select and guide talented writers from pre-writing/conceptualisation to the actual writing of fiction series projects and potential matchmaking with buyers. The projects need to be concrete and to focus on hands-on process of co-creation of a set of fiction series.

Many qualities are required to create high-end fiction series, including creativity, excellent writing skills, resilience, ability to work under pressure, etc. Increasingly, creative teams (e.g. authors, scriptwriters, executive producers, showrunners) need to work together, to have a good understanding of the market dynamics and trends and to be familiar with new technologies. A range of digital skills are therefore needed, for example by making full use of the opportunities offered by artificial intelligence (AI), data analytics, and neuro and cognitive sciences. Last but certainly not least, at the creative, concept-development stage, creators need to be mindful of the ecological footprint of the content when being produced and distributed.

2.2. Priorities

Applicants are invited to present proposals **fostering the setup of creative hubs** that can achieve the above objectives as well as the following priorities:

- Increase the competence, knowledge and capacity of creative talents in the creation of fiction series and foster the emergence of strong and diverse excellent teams / hubs of creative talents (e.g. scriptwriters, editors, showrunners, executive producers,) coming from diverse backgrounds and nationalities;
- Facilitate multiple concrete collaborations that follow a learning-by-doing approach, focusing essentially on the creative and writing activities, enabling creative talents to work on a set of different projects in parallel and providing creators with optimised working methods and modalities for co-working, from the early stage of conceptualisation, to collaborative writing and to matchmaking with potential buyers.
- Promote collaborative models across linguistic borders in line with European principles and values, such as equal treatment, diversity and gender balance, fair remuneration of creators, taking into account market conditions and prices;
- Provide regular contacts with industry leaders, producers or commissioners of audiovisual works (e.g. distributors, buyers, platforms, broadcasters) to enhance the talents’ understanding of the market trends and dynamics;
- Scout and select talents, for instance through open calls or prizes;
- Equip the creators with:

- the necessary digital skills and familiarity with state-of-the-art developments and/or market intelligence that can affect the creative process (e.g. for example cognitive neuroscience, artificial intelligence)
- the skills needed to manage intellectual property (IP) as it determines funding of creation and remuneration of creators and it ensures creative autonomy and cultural diversity;
- Contribute to the green transition.

2.3. Expected results

The expected results of this action are creative hubs (in the form of writing rooms or other collaborative structures) providing an enabling framework for collaboration among creators from across the European Union (e.g. screenwriters, authors, producers, showrunners) to conceptualise and write cutting-edge European fiction series.

The selected projects should result in developable teasers/mood-boards/other forms of presentation of new fiction series projects, including a sequencing of the main episodes of the first season and a description of the different characters. They should exploit all the creative and business opportunities offered by digital technologies and data analytics. Moreover, the projects should create bridge between both the creation and the market sides of the ecosystem.

Whilst no two collaborative projects are the same, all selected projects should provide creators with innovative models and methodologies to write “high-end European audiovisual content” that could be potentially replicated also in other areas such as for example animation.

The projects should help scout and nurture a pool of European talents, regardless of the country they come from, who consider Europe as their playground and who can write locally-grounded stories for the global market. This would in turn reinforce the competitiveness of the audio-visual industry and strengthen Europe’s creative autonomy.

The territorial focus of this action is: EU Member States.

3. TIMETABLE

The indicative schedule for the different steps and stages of the selection procedure are as follows:

	Steps	Date and time or indicative period
(a)	Publication of the call	5 July 2021
(b)	Deadline for submitting applications	20 September 2021, 24:00 CET
(c)	Evaluation period	October-December 2021
(d)	Information to applicants	first quarter 2022
(e)	Signature of grant agreement(s)	first quarter 2022

(f)	Start date of the project	first quarter 2022
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The suggested duration of projects is between 12 and 16 months.

4. BUDGET AVAILABLE

The total budget earmarked for the co-financing of projects under this call for proposals is EUR 3 (three) million.

The maximum EU co-financing is **70%** of eligible costs. Applicants may propose a lower co-funding rate.

The Commission expects to fund up to 3-4 projects, with approximate grant amounts ranging between 700.000 EUR (seven hundred thousand) and 1.000.000 EUR (one million EUR).

The Commission reserves the right to fund only part of the presented applications, in as much as costs are indispensable for reaching the aims of the call.

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

5. ADMISSIBILITY REQUIREMENTS

In order to be admissible, applications must be:

- sent no later than the deadline for submitting applications referred to in section 3;
- submitted in writing and in electronic form (pdf) (see section 14), using the application form available at <https://digital-strategy.ec.europa.eu/en/news-redirect/714228>; and
- drafted in one of the EU official languages, preferably in English¹.

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

Applications must be complete and contain all the requested information and all required annexes and supporting documents.

They must also be readable, accessible and printable. Proposals are limited to maximum 70 pages. Evaluators will not consider any additional pages.

The project leader will submit the application on behalf of all partners.

6. ELIGIBILITY CRITERIA

6.1. Eligible applicants

The call is open to:

- A consortium of legal entities,

¹ To speed up the evaluation process, proposals could consider to draft the application in English.

- By way of exception, an application may be submitted by **one** applicant (the "sole" applicant), whether established specifically or not for the action, provided that:
 - it is formed of several legal entities complying with the eligibility, non-exclusion and selection criteria set out in this call for proposals, and implementing together the proposed action;
 - the application identifies the said entities.

For the purpose of declaring eligible costs as specified under section 11.2, the entities composing the "sole" applicant shall be treated as affiliated entities in accordance with Article 187 of the Financial Regulation².

Proposals may be submitted by any of the following applicants / or a combination of the following applicants: **audiovisual companies or other public or private organisations with proven activity in the audiovisual sector** such as for example:

- production companies,
- organisations of creators with proven experience in the audiovisual sector,
- organisations involved in training or market activities relevant for the action,
- film funding agencies,
- international organisations with proven relevant experience in the audiovisual sector,
- other organisations active in the audiovisual domain³.

Natural persons are not eligible except self-employed persons or equivalent (i.e. sole traders) where the company does not possess legal personality separate from that of the natural person. Natural persons cannot assume the role of coordinator of the project.

The applicant should propose a professional European creative team with members/partners coming from at least two EU Member States. The creative team might involve in particular: scriptwriters, authors, showrunners or executive producers.

Affiliated entities

For the purpose of this grant, affiliated entities are legal entities having a legal or capital link with applicants, which is neither limited to the action nor established for the sole purpose of its implementation, may take part in the action as affiliated entities⁴, and may declare eligible costs as specified in section 11.2. For that purpose, applicants shall identify such affiliated entities in the application form.

Only affiliated entities established in the below mentioned country of establishment are eligible to received EU funding. The other affiliated entities may take part in the action

² Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union (OJ L 193, 30.7.2018, p.1)

³ For the purposes of this call, audiovisual media service providers (platforms or broadcasters) or associations of audiovisual media services providers may be involved in the project but should not lead or coordinate it.

⁴ In accordance with Article 187 FR, entities that satisfy the eligibility criteria and that do not fall within one of the situations referred to in Articles 136(1) and 141(1) FR and that have a link with the applicant, in particular a legal or capital link, which is neither limited to the action nor established for the sole purpose of its implementation, will be considered as entities affiliated to the applicant.

as affiliated entities at their own costs only. In such case their identity, role and activities in the action will be clearly identified in the section III “description of the action” of the application form.

Country of establishment

Only applications from legal entities established in the **EU Member States** are eligible.

Consortium requirements

Eligible sole applicants or consortia may not gather more than 3 (three) organisations. Such organisations must come from at least 2 (two) different EU Member States.

Supporting documents

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, decision or other official document establishing the public-law entity ;
- **natural person:** photocopy of identity card and/or passport; certificate of liability to VAT, if applicable (e.g. some self-employed persons)
- **entity without legal personality:** document providing evidence that its representative(s) has(ve) the capacity to undertake legal obligations on its behalf.

In the case of legal entities forming one applicant (the "sole" applicant), as specified in section 6.1, the above requirements apply to each one of those entities.

6.2. Eligible activities

The following types of activities are eligible under this call for proposals:

- activities related to co-writing/concept development/pre-writing/conceptualisation for the creation of high level European fiction series content (including fair remuneration for scriptwriters, authors, showrunners, producers or other members of the creative team);
- activities of the collaborative space/hub/writers-room, in particular organising the process of co-creating European fiction series in the collaborative hub, including coordination tasks, mentoring activities, governance or management, activities of match-making with potential buyers;
- advertising or promotion, in particular to scout for new talents or organise a competition to ensure excellence and diverse participation in the project;

- data studies, research, including the use of digital technologies that can affect the creative process (e.g. cognitive neuroscience or artificial intelligence tools) or market intelligence and audience measurements directly related to the needs of the project;
- dissemination activities and promotion of the project's results;

The activities may potentially be performed directly or indirectly through sub-contracting (as indicated in the conditions of paragraph 11.8.c) or support to third parties (as indicated in the conditions of paragraph 11.8.d) for the purposes of writing/concept development/pre-writing/conceptualisation activities performed by writers/authors/scriptwriters participating in the project or for the purposes of contacts with the relevant industrial, tech, scientific or financial communities.

Projects should carefully assess the opportunity of air travelling activities considering the carbon footprint and, where possible and appropriate, choose greener forms of travel or encourage the experimentation of digital ways of collaboration.

The following projects are not eligible:

Projects that are already eligible in the framework of the corresponding actions of the Creative Europe MEDIA programme, such as:

- projects aiming at the development of single films or other audiovisual works by one or several production companies meant primarily for theatrical releases (e.g. co-development projects, mini-slate development projects, slate-development projects),
- projects submitted by individual writers/scriptwriters/authors aiming at the development of a single script of an audiovisual work/project, or
- projects primarily focusing on training activities.

Therefore, applications focusing on such projects will be automatically rejected.

6.3 Implementation period

Suggested start date: first quarter 2022.
 The suggested duration of projects is between 12 months and 16 months.

7. EXCLUSION CRITERIA

7.1. Exclusion

The authorising officer shall exclude an applicant from participating in call for proposals procedures where:

- (a) the applicant is bankrupt, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended, or it is in any analogous situation

arising from a similar procedure provided for under EU or national laws or regulations;

- (b) it has been established by a final judgment or a final administrative decision that the applicant is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;
- (c) it has been established by a final judgment or a final administrative decision that the applicant is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the applicant belongs, or by having engaged in any wrongful intent or gross negligence, including, in particular, any of the following:
 - (i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of eligibility or selection criteria or in the performance of a contract, a grant agreement or a grant decision;
 - (ii) entering into agreement with other applicants with the aim of distorting competition;
 - (iii) violating intellectual property rights;
 - (iv) attempting to influence the decision-making process of the Commission during the award procedure;
 - (v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;
- (d) it has been established by a final judgment that the applicant is guilty of any of the following:
 - (i) fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 of the European Parliament and of the Council and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;
 - (ii) corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 or Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997, or conduct referred to in Article 2(1) of Council Framework Decision 2003/568/JHA, or corruption as defined in the applicable law;
 - (iii) conduct related to a criminal organisation, as referred to in Article 2 of Council Framework Decision 2008/841/JHA;
 - (iv) money laundering or terrorist financing within the meaning of Article 1(3), (4) and (5) of Directive (EU) 2015/849 of the European Parliament and of the Council;
 - (v) terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;
 - (vi) child labour or other offences concerning trafficking in human beings as referred to in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;

- (e) the applicant has shown significant deficiencies in complying with main obligations in the performance of a contract, a grant agreement or a grant decision financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an authorising officer, OLAF or the Court of Auditors;
- (f) it has been established by a final judgment or final administrative decision that the applicant has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;
- (g) It has been established by a final judgement or final administrative decision that the applicant has created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations of mandatory application in the jurisdiction of its registered office, central administration or principal place of business;
- (h) it has been established by a final judgement or final administrative decision that an entity has been created with the intent referred to in point (g);
- (i) for the situations referred to in points (c) to (h) above, the applicant is subject to:
 - (i) facts established in the context of audits or investigations carried out by European Public Prosecutor's Office after its establishment, the Court of Auditors, the European Anti-Fraud Office or the internal auditor, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;
 - (ii) non-final judgments or non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;
 - (iii) facts referred to in decisions of persons or entities being entrusted with EU budget implementation tasks;
 - (iv) information transmitted by Member States implementing Union funds;
 - (v) decisions of the Commission relating to the infringement of Union competition law or of a national competent authority relating to the infringement of Union or national competition law; or
 - (vi) decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.

7.2. Remedial measures

If an applicant declares one of the situations of exclusion listed above (see section 7.1), it must indicate the measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. This may include e.g. technical, organisational and personnel measures to correct the conduct and prevent further occurrence, compensation of damage or payment of fines or of any taxes or social security contributions. The relevant documentary evidence which illustrates the remedial measures taken must be provided in annex to the declaration. This does not apply for situations referred in point (d) of section 7.1.

7.3. Rejection from the call for proposals

The authorising officer shall not award a grant to an applicant who:

- (a) is in an exclusion situation established in accordance with section 7.1; or

- (b) has misrepresented the information required as a condition for participating in the procedure or has failed to supply that information; or
- (c) was previously involved in the preparation of documents used in the award procedure where this entails a breach of the principle of equal treatment, including distortion of competition, that cannot be remedied otherwise.

The same exclusion criteria apply to affiliated entities.

Administrative sanctions (exclusion) may be imposed on applicants, or affiliated entities where applicable, if any of the declarations or information provided as a condition for participating in this procedure prove to be false.

7.4. Supporting documents

Applicants and affiliated entities must provide an **original**⁵ “blue ink” or “qualified electronic” signed⁶ declaration on their honour certifying that they are not in one of the situations referred to in Articles 136(1) and 141 FR, by filling in the relevant form attached to the application form accompanying the call for proposals and available at <https://digital-strategy.ec.europa.eu/en/news-redirect/714228>

This obligation may be fulfilled in one of the following ways:

For ‘sole’ applicant grant:

- (i) the ‘sole’ applicant signs a declaration in its name and on behalf of its “affiliated entities”; OR
- (ii) the “sole” applicant and its affiliated entities each sign a separate declaration in their own name.

For multi-beneficiary grants:

- (i) the coordinator of a consortium signs a declaration on behalf of all applicants and their affiliated entities; OR
- (ii) each applicant in the consortium signs a declaration in its name and on behalf of its affiliated entities; OR
- (iii) each applicant in the consortium and the affiliated entities each sign a separate declaration in their own name.

8. SELECTION CRITERIA

8.1. Financial capacity

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the duration of the grant and to participate in its funding.

⁵ A hand-written “blue ink” signature or a “qualified electronic” signature (QES) within the meaning of Regulation (EU) No 910/2014 (eIDAS Regulation) is mandatory. While scans of the “blue ink” or QES signature suffice before the deadline of proposals, the original “blue ink” or QES pdf versions must be provided before any grant agreement can be signed by the Commission

⁶ To be signed by the legal representative of the company in the name of the authorized person with the legal power to represent, and enter into binding obligations on behalf of, the entity s/he represents in accordance with the law or the articles of association of the company.

The verification of the financial capacity shall not apply to public bodies, including Member States organisations and to International Organisations.

In the event of an application grouping several applicants (consortium), the below thresholds apply to each applicant.

In the case of legal entities forming **one** applicant (the "sole applicant"), as specified in section 6.1, the below requirements apply to each one of those entities.

The financial capacity of a single applicant or coordinator of a consortium or 'sole' applicant will always be assessed based on documents to be provided under point 8.1 b).

The individual applicants' financial capacity will be assessed on the basis of the following supporting documents to be submitted with the application:

- a) Low value grants (\leq EUR 60 000):
 - a declaration on their honour.
- b) Grants $>$ EUR 60 000:
 - a declaration on their honour

AND

- the profit and loss account as well as the balance sheet for the last 2 (two) financial years for which the accounts were closed;
 - for newly created entities: the business plan might replace the above documents;
 - the table with the financial figures provided for in Annex to the application form (BS and P&L Financial Capacity Check table) , filled in with the relevant statutory accounting figures.
- c) Grants for an action $>$ EUR 750.000:
 - (i) the information and supporting documents mentioned in point b) above, and
 - (ii) **an audit report** produced by an approved external auditor certifying the accounts for the last 2 (two) financial years available, where such an audit report is available or whenever a statutory report is required by law.

If the audit report is not available AND a statutory report is not required by law, a self-declaration signed by the applicant's authorised representative certifying the validity of its accounts for the last 2 (two) financial years available must be provided.

On the basis of an analysis of the documents submitted, if the Authorised Representative Officer of the Commission considers that financial capacity of a beneficiary is **weak or insufficient**, s/he may:

- request further information;
- decide not to give pre-financing to the applicant or reduce the pre-financing to the applicant;
- decide to give pre-financing paid in instalments;
- decide to give pre-financing covered by a bank guarantee (see section 11.7.2 below);
- where applicable, impose unconditionally and irrevocably the joint and several financial liability of all the co-beneficiaries;

- decide to reject the participation of the applicant in the proposal and request reallocation of the tasks to another applicant of the consortium or his replacement without compromising the quality of the proposal.

If the financial capacity of the consortium as a whole or of the coordinator or “sole” applicant is considered **insufficient**, the Authorised Representative Officer of the Commission may reject the application.

Entities active in cultural and creative sectors that have received over 50% of their annual revenue from public sources over the last two years shall be considered as having the necessary financial, professional and administrative capacity to carry out activities under this Preparatory Action. In such case, appropriate information to demonstrate over 50% Annual revenue from public sources should be detailed in the grant application form.

8.2 Operational capacity

Applicants must have the professional competencies as well as appropriate qualifications necessary to complete the proposed action. **The applicants must demonstrate/have proven knowledge and/or previous experience in the fields of creative process/activities in the audiovisual sector.**

The applicant should propose a professional European creative team. The creative team might involve in particular: scriptwriters, authors, showrunners or executive producers.

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, by a list of relevant previous projects);
- the organisation's activity reports (if available);
- a comprehensive list of previous projects and activities performed and connected to the policy field of the call and the actions to be carried out;

In the event of an application grouping several applicants (consortium), the above requirements shall apply to the combined capacity of all members of the consortium. Combined capacity means that individually, each member of the consortium should comply with the criteria corresponding to its task in the project.

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

9. AWARD CRITERIA

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

<u>Award criterion</u>	<u>Maximum score</u>	<u>Threshold</u>
<p>Relevance and the European added value</p> <p>Relevance, degree of innovation, added-value, and potential market impact of the project vis-à-vis the objectives and priorities of the Call for proposals, including the potential impact on enhancing the process of writing of fiction series, in particular through innovative activities or exploiting the potential of new technologies.</p> <p>Adequacy and coherence of promotion and dissemination activities to ensure diverse participation of talents across the union in the project and potential use by the business part of the audiovisual sector (potential buyers/ distributors/ broadcasters/platforms);</p>	40	20
<p>Quality of content and activities</p> <p>Feasibility and potential for sustainability of the project beyond the lifetime of the project.</p> <p>Cost-efficiency and budget coherence of the project, taking into account market conditions and prices.</p>	20	10
<p>Quality of the proposed methodologies</p> <p>Quality and effectiveness of the proposed methodologies to reach the objectives of this Call, including timing of the activities, the functioning of the project, stimulation and organisation of the work, target audience and territories.</p> <p>Adequacy of the strategies to ensure gender balance, inclusion, diversity of participants (including cultural, geographical and linguistic diversity), and more environmentally-respectful solutions, either in the project or in the way of managing the activity.</p>	20	10
<p>Project management</p> <p>Quality and organisation of the project team, coherence in the distribution of the roles and responsibilities within the partnership/ project team - including tasks division, decision making process and the exchange of knowledge - vis-à-vis the objectives of the project.</p>	20	10
TOTAL	100	60

Minimum score per criterion (threshold): Proposals scoring less than 50% of the maximum score for any award criterion will be considered of insufficient quality and rejected.

Minimum total score (threshold): Proposals with a total score of less than **60 points** at the end of the evaluation process will be considered of insufficient quality and rejected.

10. LEGAL COMMITMENTS

In the event of a grant awarded by the Commission, a grant agreement (pdf format), drawn up in euro and detailing the conditions and level of funding, will be sent to the applicant, as well as the information on the procedure to formalise the agreement of the parties.

The original agreement must be signed first by the legal representative⁷ (person authorised to sign the agreement) of the beneficiary or coordinator on behalf of the consortium and returned to the Commission immediately. The Commission will sign it last.

Please note that the Commission will sign the agreement by “Qualified Electronic Signature-(QES)” within the meaning of Regulation (EU) No 910/2014 (eIDAS Regulation). We strongly encourage applicants to put in place Qualified Electronic Signature (QES) for their Legal Representative.

The applicants understand that submission of a grant application implies acceptance of the general conditions attached to this call for proposals in Annex II to the model grant agreement. These general conditions bind the beneficiaries to whom the grant is awarded and shall constitute an annex to the grant agreement.

Please note that, depending on the development and availability by the Commission of a new model grant agreement to be used in the context of the multiannual financial plan 2021-2027, the model grant agreement (MGA) presented in annex to this call may be different.

11. FINANCIAL PROVISIONS

11.1. Form of the grant

11.1.1 Reimbursement of costs actually incurred⁸

The grant will be defined by applying a maximum co-financing rate of **70 %** to the eligible costs actually incurred and declared by the beneficiary and its affiliated entities.

A flat-rate amount of maximum 7% of the total eligible direct costs of the action, excluding direct costs of subcontracting and direct costs of financial support to third parties is eligible as indirect costs.

Subcontracting costs cannot exceed 20% of the total direct eligible costs of the action.

Financial support to third parties cannot exceed 60% of the total direct eligible costs of the action.

For details on eligibility of costs, please refer to section 11.2.

11.2. Eligible costs ⁹

Eligible costs shall meet all the following criteria:

⁷ The Commission reserves the right to ask the proof of appointment

⁸ See point (i) of Article I.3.2(a) of the model grant agreement

⁹ Article II.19.1 of the Model Grant Agreement

- they are incurred by the beneficiary.
- they are incurred during the duration of the action, 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.
 - If a beneficiary can demonstrate the need to start the action before the agreement is signed, the costs eligibility period may start before that signature. Under no circumstances can the eligibility period start before the date of submission of the grant application.
- they are indicated in the estimated budget of the action;
- they are necessary for the implementation of the action 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 principle 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 costs incurred by the affiliated entities.

Eligible costs may be direct or indirect.

11.2.1. Eligible direct costs¹⁰

The eligible direct costs for the action are the costs which:

with due regard to the conditions of eligibility set out above, are identifiable as specific costs directly linked to the performance of the action and which can therefore be booked to it directly, such as :

- (a) *the costs of personnel working under an employment contract with the beneficiary or an equivalent appointing act and assigned to the action, provided that these costs are in line with the beneficiary's usual policy on remuneration.*

Those costs include actual salaries plus social security contributions and other statutory costs included in the remuneration. They may also comprise additional remunerations, including payments on the basis of supplementary contracts regardless of the nature of those contracts, provided that they are paid in a consistent manner whenever the same kind of work or expertise is required, independently from the source of funding used;

The costs of natural persons working under a contract with the beneficiary other than an employment contract or who are seconded to the beneficiary by a third party against payment may also be included under such personnel costs, provided that the following conditions are fulfilled:

¹⁰ Article II.19.2 of the Model Grant Agreement

- (i) *the person works under conditions similar to those of an employee (in particular regarding the way the work is organised, the tasks that are performed and the premises where they are performed);*
- (ii) *the result of the work belongs to the beneficiary (unless exceptionally agreed otherwise); and*
- (iii) *the costs are not significantly different from the costs of staff performing similar tasks under an employment contract with the beneficiary;*

The recommended methods for the calculation of direct personnel costs are provided in Appendix.

- (b) *costs for the work of volunteers up to the limit of 50 % of the overall Union and other co-financing of the action; - NOT APPLICABLE*
- (c) *costs of travel and related subsistence allowances, provided that these costs are in line with the beneficiary's usual practices on travel;*
- (d) *the depreciation costs of equipment or other assets (new or second-hand) as recorded in the beneficiary's accounting statements, provided that the asset:*
 - (i) *is written off in accordance with the international accounting standards and the beneficiary's usual accounting practices; and*
 - (ii) *has been purchased in accordance with the rules on implementation contracts laid down in the grant agreement, if the purchase occurred within the implementation period;*

The costs of renting or leasing equipment or other assets are also eligible, provided that these costs do not exceed the depreciation costs of similar equipment or assets and are exclusive of any finance fee;

Only the portion of the equipment's depreciation, rental or lease costs corresponding to the implementation period and the rate of actual use for the purposes of the action may be taken into account when determining the eligible costs. By way of exception, the full cost of purchase of equipment may be eligible under the Special Conditions, if this is justified by the nature of the action and the context of the use of the equipment or assets;

- (e) *costs of consumables and supplies, provided that they:*
 - (i) *are purchased in accordance with the rules on implementation contracts laid down in the grant agreement; and*
 - (ii) *are directly assigned to the action;*
- (f) *costs arising directly from requirements imposed by the Agreement (dissemination of information, specific evaluation of the action, audits, translations, reproduction), including the costs of requested financial guarantees, provided that the corresponding services are purchased in accordance with the rules on implementation contracts laid down in the grant agreement;*

- (g) *costs derived from subcontracts, provided that specific conditions on subcontracting as laid down in the grant agreement are met¹¹ (see section 11.8.c);*
- (h) *costs of financial support to third parties, provided that the conditions laid down in the grant agreement are met¹²; (see section 11.8.d)*
- (i) *duties, taxes and charges paid by the beneficiary, notably value added tax (VAT), provided that they are included in eligible direct costs, and unless specified otherwise in the grant agreement.*

11.2.2. Eligible indirect costs (overheads) ¹³

Indirect costs are costs that are not directly linked to the action implementation and therefore cannot be attributed directly to it.

A flat-rate amount of maximum 7% of the total eligible direct costs of the action, **excluding direct costs of subcontracting and direct costs of financial support to third parties** is eligible as 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' attention is drawn to the fact that if they are receiving an operating grant financed by the EU or Euratom budget, they may not declare indirect costs for the period(s) covered by the operating grant, unless they can demonstrate that the operating grant does not cover any costs of the action.

In order to demonstrate this, in principle, the beneficiary should:

- a. use *analytical cost accounting that allows to separate all costs (including overheads)* attributable to the operating grant and the action grant. For that purpose the beneficiary should use *reliable accounting codes and allocation keys* ensuring that *the allocation* of the costs is done in a *fair, objective and realistic way*.
- b. *record separately:*
 - all costs incurred for the operating grants (i.e. personnel, general running costs and other operating costs linked to the part of its usual annual activities), and
 - all costs incurred for the action grants (including the actual indirect costs linked to the action)

If the operating grant covers the entire usual annual activity and budget of the beneficiary, the latter is not entitled to receive any indirect costs under the action grant.

¹¹ Article II.11 of the Model Grant Agreement

¹² Article II.12 of the Model Grant Agreement

¹³ Article II.19.3 of the Model Grant Agreement

11.3. Ineligible costs ¹⁴

The following items are not considered as eligible costs:

- a) return on capital and dividends paid by a beneficiary;
- b) debt and debt service charges;
- c) provisions for losses or debts;
- d) interest owed;
- e) doubtful debts;
- f) exchange losses;
- g) costs of transfers from the Commission charged by the bank of a beneficiary;
- h) costs declared by the beneficiary under another action receiving a grant financed from the Union budget. Such grants include grants awarded by a Member State and financed from the Union budget and grants awarded by bodies other than the Commission for the purpose of implementing the Union budget. In particular, beneficiaries receiving an operating grant financed by the EU or Euratom budget cannot declare indirect costs for the period(s) covered by the operating grant, unless they can demonstrate that the operating grant does not cover any costs of the action.
- i) contributions in kind from third parties;
- j) excessive or reckless expenditure;
- k) deductible VAT.

11.4. Eligible costs that may be covered by the single lump sum

NOT APPLICABLE

11.5. Balanced budget

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

The budget must be drawn up in euros.

Applicants for whom costs will not be incurred in euros should use the exchange rate published in the Official Journal of the European Union

The applicant must ensure that the resources which are necessary to carry out the action are not entirely provided by the EU grant.

Co-financing of the action may take the form of:

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

Overall co-financing **may not include 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. The corresponding costs of third parties are not eligible under the grant, e.g. providing a meeting room or equipment for free, etc

¹⁴ Article II.19.4 of the Model Grant Agreement

11.6. Calculation of the final grant amount¹⁵

The final amount of the grant is calculated by the Commission at the time of the payment of the balance. The calculation involves the following steps:

Step 1 — Application of the reimbursement rate to the eligible costs

The amount under step 1 is obtained by applying the reimbursement rate specified in section 11.1.1 to the eligible costs actually incurred and accepted by the Commission.

Step 2 — Limit to the maximum amount of the grant

The total amount paid to the beneficiaries by the Commission may in no circumstances exceed the maximum amount of the grant as indicated in the grant agreement. If the amount obtained following Step 1 is higher than this maximum amount, the final amount of the grant is limited to the latter.

Step 3 — Reduction due to the no-profit rule

‘Profit’ means the surplus of receipts over the total eligible costs of the action, where receipts are the amount obtained following Steps 1 and 2 plus the revenue generated by the action for beneficiaries [and affiliated entities] other than non-profit organisations.

In-kind and financial contributions by third parties are not considered receipts.

The total eligible costs of the action are the consolidated total eligible costs approved by the Commission. The revenue generated by the action is the consolidated revenue established, generated or confirmed for beneficiaries [and affiliated entities] other than non-profit organisations on the date on which the request for payment of the balance is drawn up.

If there is a profit, it will be deducted in proportion to the final rate of reimbursement of the actual eligible costs of the action approved by the Commission.

Step 4 — Reduction due to improper implementation or breach of other obligations

The Commission may reduce the maximum amount of the grant if the action has not been implemented properly (i.e. if it has not been implemented or has been implemented poorly, partially or late), or if another obligation under the Agreement has been breached.

The amount of the reduction will be proportionate to the degree to which the action has been implemented improperly or to the seriousness of the breach.

11.7. Reporting and payment arrangements

11.7.1 Payment arrangements¹⁶

The beneficiary may request the following payments provided that the conditions of the grant agreement are fulfilled (e.g. payment deadlines, ceilings, etc.). The payment

¹⁵ Article II.25 of the Model Grant Agreement

¹⁶ Articles I.4 and I.5 of the Model Grant Agreement

requests shall be accompanied by the documents provided below and detailed in the grant agreement:

Payment request	Accompanying documents
A pre-financing payment corresponding to 60 % of the maximum grant amount	financial guarantee (see section 11.7.2) ¹⁷
<p>One interim payment of maximum 20%.</p> <p>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 maximum 70%.</p> <p>The total amount of pre-financing and interim payments shall not exceed 80 % of the maximum grant amount.</p>	<p>(a) interim technical report</p> <p>(b) interim financial statement</p>
<p>Payment of the balance</p> <p>The Commission will establish the amount of this payment on the basis of the calculation of the final grant amount (see section 11.6 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 order.</p>	<p>(a) final technical report</p> <p>(b) final financial statement</p> <p>(c) summary financial statement aggregating the financial statements already submitted previously and indicating the receipts</p> <p>(d) a certificate on the financial statements and underlying accounts¹⁸</p>

One interim payment is foreseen mid-term of the project

In case of a weak financial capacity of a beneficiary, section 8.1 above applies.

11.7.2 Pre-financing guarantee

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 EU Member States. Amounts blocked in bank accounts shall not be accepted as financial guarantees.

The guarantee may be replaced by:

¹⁷ The decision on the request of a financial guarantee will be taken by the Authorised Representative Officer of the Commission in line with the financial capacity assessment (section 8.1)

¹⁸ The decision on the request for certificates on the financial statements and the threshold will be taken by the Authorised Representative Officer of the Commission during the evaluation of the proposal. Such a certificate shall be requested on the basis of a risk assessment taking into account, in particular, the amount of the grant, the amount of the payment, the nature of the beneficiary and the nature of the supported activities.

- a joint and several guarantee by a third party or,
- 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 the payment of the balance, in accordance with the conditions laid down in the grant agreement.

As an alternative to requesting a guarantee on pre-financing, the Commission may decide to split the payment of pre-financing into several instalments.

11.8. Other financial conditions

a) Non-cumulative award

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

Under no circumstances shall the same costs be financed twice by the Union budget. To ensure this, applicants shall indicate in the grant application the sources and amounts of Union funding received or applied for the same action or part of the action or for its (the applicant's) functioning during the same financial year as well as any other funding received or applied for the same action.

b) Non-retroactivity

No grant may be awarded retrospectively for actions already completed.

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

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

c) Implementation contracts/subcontracting¹⁹

Where the implementation of the action requires the award of procurement contracts (implementation contracts), the beneficiary may award the contract in accordance with its usual purchasing practices provided that the contract is awarded to the tender offering best value for money or the lowest price (as appropriate), avoiding conflicts of interest.

The beneficiary is expected to clearly document the tendering procedure and retain the documentation in the event of an audit.

Entities acting in their capacity as contracting authorities within the meaning of Directive 2014/24/EU²⁰ must comply with the applicable national public procurement rules.

Beneficiaries may subcontract tasks forming part of the action. If they do so, they must ensure that, in addition to the above-mentioned conditions of best value for

¹⁹ Articles II.10 and II.11 of the Model Grant Agreement

²⁰ Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC (OJ L 94, 28.3.2014, p. 65-242)

money and absence of conflicts of interests, the following conditions are also complied with:

- a) **subcontracting does not cover core tasks of the action;**
- b) recourse to subcontracting is **justified** because of the nature of the action and what is necessary for its implementation;
- c) the estimated costs of the subcontracting are **clearly identifiable in the estimated budget;**
- d) any recourse to subcontracting, if not provided for in description of the action, is communicated by the beneficiary and approved by the Commission. The Commission may grant approval:
 - (i) before any recourse to subcontracting, if the beneficiaries requests an amendment
 - (ii) after recourse to subcontracting if the subcontracting:
 - is specifically justified in the interim or final technical report and
 - does not entail changes to the grant agreement which would call into question the decision awarding the grant or be contrary to the equal treatment of applicants;
- e) the beneficiaries ensure that certain conditions applicable to beneficiaries, enumerated in the grant agreement (e.g. visibility, confidentiality, etc.), are also applicable to the subcontractors.

Subcontracting costs cannot exceed 20% of the total direct eligible costs of the action.

d) **Financial support to third parties**²¹

The applications may envisage provision of financial support to third parties, for the purposes of writing/concept development/pre-writing/conceptualisation activities performed by writers/authors/scriptwriters participating in the project. In such case the applications must include:

- an exhaustive list of the types of activities for which a third party may receive financial support;
- the definition of the persons or categories of persons which may receive financial support ;
- the criteria for awarding financial support;
- the maximum amount to be granted to each third party and the criteria for determining it, taking into account market conditions and prices.

The amount of financial support per third party must not exceed 60 000 EUR.

Financial support to third parties cannot exceed 60% of the total direct eligible costs of the action.

²¹ Article II.12 of the Model Grant Agreement

If the financial support takes the form of a prize (e.g. through a competition in order to select scriptwriters/authors/writers to participate in the project), the following information must at least be included in the application:

- the eligibility and award criteria;
- the amount of the prize;
- the payment arrangements.

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 https://ec.europa.eu/info/resources-partners/european-commission-visual-identity_en

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

The EU is not responsible for the views displayed in the publications and/or in conjunction with the activities for which the grant is used.

12.2. By the Commission

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 level²² if he/she is domiciled within the EU or equivalent if domiciled outside the 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.

²² Commission Regulation (EC) No 105/2007 of 1 February 2007 amending the annexes to Regulation (EC) No 1059/2003 of the European Parliament and of the Council on the establishment of a common classification of territorial units for statistics (NUTS), OJ L39, 10.2.2007, p.1.

13. PROCESSING OF PERSONAL DATA

If processing your reply to the call for proposals involves the recording and processing of personal data (such as your name, address and CV), such data will be processed pursuant to Regulation (EU) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

Unless indicated otherwise, the questions and any personal data requested are required to evaluate your application in accordance with the call for proposals and will be processed solely for that purpose by Mrs *Lucia Recalde, Head of Unit, Unit I3, Directorate-General for Communications Networks, Content and Technology*.

Details concerning the processing of your personal data are available on the privacy statement at: https://ec.europa.eu/info/data-protection-public-procurement-procedures_en.

Personal data may be registered in the Early Detection and Exclusion System (EDES) by the Commission, should the beneficiary be in one of the situations mentioned in Articles 136 and 141 of the Financial Regulation (EU, Euratom) 2018/1046²³. For more information, see the Privacy Statement for the database of the Early Detection and Exclusion System (EDES) at : http://ec.europa.eu/budget/library/explained/management/protecting/privacy_statement_e_des_en.pdf

14. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

Proposals must be submitted **by the deadline set out under section 3**.

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 to correct clerical mistakes, the Commission may contact the applicant during the evaluation process.

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

The Mandatory Grant Application Form and other mandatory documents to be completed are available at <https://digital-strategy.ec.europa.eu/en/news-redirect/714228>

Applications **must** be submitted in the correct form, duly completed and dated. The application must be submitted in **one original paper copy** (no additional paper copies required) signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation.

Where applicable, additional information considered necessary by the applicant may be included as an annex (brochures, etc.), but assessment will be based on information included in the application form (therefore please limit the number and size of additional documents and attachments).

²³ <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32018R1046>

An electronic version (pdf) of the application form and all documents on USB stick must be provided together with the printed original requested. The electronic version (pdf) of the Grant Application Form should not be a scan of the paper version but must be searchable.

Please structure the information on the USB key by type of documents and applicants such as:

- GAF*-Grant Application Form
- Estimated Budget
- DoH*- declaration on the Honour (all applicants/affiliated entities)
- LEF*-Legal Entity Form + supporting documents (all applicants with one subfolder per applicant)
- BAF*-Bank Account Form + supporting documents (coordinator only)
- Financial capacity*_(when relevant) including B/S-P&L excel + 2 years annual accounts with one subfolder per applicant/entity composing the “sole” applicant
- Other documents* (CV or annual activity reports) with one subfolder per applicant when relevant;

Applications **must** be sent to the following address :

European Commission

Directorate General Communication Networks, Content and Technology

Directorate I – Unit I3- Audiovisual Industry and Media Support Programmes

For the attention of the Head of Unit: Ms Lucia Recalde (BU25 05/130)

Reference: Call CNECT/i.3/2021/4673911– Writing European

B-1049 BRUSSELS

Belgium

- **By post**²⁴ (evidence will be constituted by the postmark), or
- **by courier service** (evidence will be constituted by date of deposit slip), or
- **by hand-delivery**. In this case is compulsory for security reasons to address it to the central mail department of the Commission at:

–
European Commission

Directorate General Communication Networks, Content and Technology

Directorate I – Unit I3- Audiovisual Industry and Media Support Programmes

Reference: Call CNECT/i.3/2021/4673911– Writing European

Avenue du Bourget ,1

B-1140 Brussels (Evere)

Belgium

In this case, proof of submission of the proposal will take the form of a receipt signed and dated by the official of the Commission's central mail department. The department is open from 08.00 to 17.00 on Mondays to Thursdays and from 08.00 to 16.00 on Fridays. It is closed on Saturdays, Sundays and Commission holidays.

²⁴ Applicants are advised to keep the payment receipt with date and time from the post office in order to be able to prove that the proposal has been sent within the deadline

In addition to the above, applicants **must** send an e-mail before the deadline set out under section 3 to the following email address: CNECT-WRITING-EUROPEAN@ec.europa.eu **to inform us about your submission on paper** with ref Call CNECT/i.3/2021/4673911 -Writing European.

Applications sent only by e-mail will not be accepted.

Please refer to the “Checklist” at the end of the Grant Application Form for the summary of documents to provide, format (searchable pdf, pdf scan, excel) and support (original paper, copy or USB)

➤ **Contacts**

Questions and requests for clarification may be sent in English to CNECT-WRITING-EUROPEAN@ec.europa.eu with a reference to the Call's title and number Call CNECT/i.3/2021/4673911 -Writing European – *request for clarification*

The Commission is not bound to reply to requests for additional information received less than six (6) working days before the deadline for submitting applications set in section 3.

Questions will be gathered and published anonymously in the FAQs section on: <https://digital-strategy.ec.europa.eu/en/news-redirect/714228>

➤ **Annexes:**

- Grant application form and its annexes
 - Checklist of documents to be provided
 - Estimated budget form
 - Legal entity form
 - Bank account form
 - BS and P&L Financial Capacity Check table
- Model Declaration of honour
- Model grant agreement and its annexe II
 - (e-signed)
 - *Ingrid Mariën-Dusak*
 - Authorising Officer by sub-delegation
 - Directorate I

Appendix
Specific conditions for direct personnel costs

1. Calculation

The ways of calculating eligible direct personnel costs laid down in points (a) and (b) below are recommended and accepted as offering assurance as to the costs declared being actual.

The Commission may accept a different method of calculating personnel costs used by the beneficiary, if it considers that it offers an adequate level of assurance of the costs declared being actual.

a) for persons working exclusively on the action:

{ monthly rate for the person

multiplied by

number of actual months worked on the action }

The months declared for these persons may not be declared for any other EU or Euratom grant.

The **monthly rate** is calculated as follows:

{ annual personnel costs for the person

divided by 12 }

using the personnel costs for each full financial year covered by the reporting period concerned.

If a financial year is not closed at the end of the reporting period, the beneficiaries must use the monthly rate of the last closed financial year available;

b) for persons working part time on the action

(i) **If the person is assigned to the action at a fixed pro-rata of their working time:**

{ monthly rate for the person multiplied by pro-rata assigned to the action

multiplied by

number of actual months worked on the action }

The working time pro-rata declared for these persons may not be declared for any other EU or Euratom grant.

The monthly rate is calculated as above.

(ii) In other cases:

{hourly rate for the person multiplied by number of actual hours worked on the action}

or

{daily rate for the person multiplied by number of actual days worked on the action}

(rounded up or down to the nearest half-day)

The number of actual hours/days declared for a person must be identifiable and verifiable.

The total number of hours/days declared in EU or Euratom grants, for a person for a year, cannot be higher than the annual productive hours/days used for the calculations of the hourly/daily rate. Therefore, the maximum number of hours/days that can be declared for the grant are:

{number of annual productive hours/days for the year (see below)}

minus

total number of hours and days declared by the beneficiary, for that person for that year, for other EU or Euratom grants}.

The ‘**hourly/daily rate**’ is calculated as follows:

{annual personnel costs for the person

divided by

number of individual annual productive hours/days} using the personnel costs and the number of annual productive hours/days for each full financial year covered by the reporting period concerned.

If a financial year is not closed at the end of the reporting period, the beneficiaries must use the hourly/daily rate of the last closed financial year available.

The ‘number of individual annual productive hours/days’ is the total actual hours/days worked by the person in the year. It may not include holidays and other absences (such as sick leave, maternity leave, special leave, etc). However, it may include overtime and time spent in meetings, trainings and other similar activities.

2. Documentation to support personnel costs declared as actual costs

For **persons working exclusively on the action**, where the direct personnel costs are calculated following **point (a)**, the beneficiaries must keep **time records** for the number of hours/days declared. The time records must be in writing and approved by the persons working on the action and their supervisors, at least monthly.

For **persons assigned to the action at a fixed pro-rata of their working time**, where the direct personnel costs are calculated following **point (b)(i)**, the beneficiaries must keep **time records** for the number of hours/days declared. The time records must be in writing and approved by the persons working on the action and their supervisors, at least monthly.

For **persons working part time on the action**, where direct personnel costs are calculated following **point (b)(ii)**, the beneficiaries must keep **time records** for the number of hours/days declared. The time records must be in writing and approved by the persons working on the action and their supervisors, at least monthly.

In the absence of reliable time records of the hours worked on the action, the Commission may accept alternative evidence supporting the number of hours/days declared, if it considers that it offers an adequate level of assurance.