**IMPORTANT NOTICE**

**What is the Application Form?**

The Application Form is the template for EU grants applications; it must be submitted via the EU Funding & Tenders Portal before the call deadline.

The Form consists of 2 parts:.

* Part A contains structured administrative information
* Part B is a narrative technical description of the project.

Part A is generated by the IT system. It is based on the information which you enter into the Portal Submission System screens.

Part B needs to be uploaded as PDF (+ annexes) in the Submission System. The templates to use are available there.

**How to prepare and submit it?**

The Application Form must be prepared by the consortium and submitted by a representative. Once submitted, you will receive a confirmation.

**Character** and **page limits**:

* page limit normally **70** pages (unless otherwise provided in the Call document)
* supporting documents can be provided as an annex and do not count towards the page limit
* minimum font size — Arial 9 points
* page size: A4
* margins (top, bottom, left and right): at least 15 mm (not including headers & footers).

Please abide by the formatting rules. They are NOT a target! Keep your text as concise as possible. Do not use hyperlinks to show information that is an essential part of your application.

 If you attempt to upload an application that exceeds the specified limit, you will receive an automatic warning asking you to shorten and re-upload your application. For applications that are not shortened, the excess pages will be made invisible and thus disregarded by the evaluators.

 **Please delete only instructions that do NOT concern your call.**

 This document is tagged. Be careful not to delete the tags; they are needed for the processing.

# TECHNICAL DESCRIPTION (PART B)

## COVER PAGE

*Part B of the Application Form must be downloaded from the Portal Submission System, completed and then assembled and re-uploaded as PDF in the system. Page 1 with the grey IMPORTANT NOTICE box should be deleted before uploading.*

***Note:*** *Please read carefully the conditions set out in the Call document (for open calls: published on the Portal). Pay particular attention to the award criteria; they explain how the application will be evaluated.*

|  |  |
| --- | --- |
| **PROJECT** | |
| **Project name:** | [project title] |
| **Project acronym:** | [acronym] |
| **Coordinator contact:** | [name NAME], [organisation name] |

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#@APP-FORM-CREAMEDIA@#

#@PRJ-SUM-PS@# [This document is tagged. Do not delete the tags; they are needed for the processing.]

## PROJECT SUMMARY

|  |
| --- |
| **Project summary** |
| See Abstract (Application Form Part A). |

#§PRJ-SUM-PS§# #@REL-EVA-RE@# #@PRJ-OBJ-PO@#

## 1. RELEVANCE

### 1.1 Background and general objectives

|  |
| --- |
| **Background and general objectives**  *For ‘European Co-development’, ‘European Slate development’, ‘European Mini-Slate development’, ‘TV and Online content’ and ‘Video games and immersive content development’:*  *- Provide a presentation of the applicant company (and partners for the European Co-Development and TV and Online actions), its management, its activities, its present position in the national and European markets and its editorial line in terms of development and production.*  *- For European Slate and Mini-Slate development, also describe the company's development plans and its present and forecast financial status (this must include the company’s total turnover and total development expenditure in the last two financial years in €).*  *For ‘Fostering European media talents and skills’, ‘Markets & networking’, ‘Innovative tools and business models’, ‘MEDIA360°’ ‘Networks of European cinemas’, ‘Networks of European festivals’, ‘European VOD networks and operators’, ‘European festivals’, ‘Subtitling of cultural content’, ‘Audience Development and Film Education’, ‘Media Literacy’, ‘Defending media freedom and pluralism’ and ‘Journalism Partnership‘: Define the objectives of your proposal and explain their relevance to this call for proposals.*  *For ‘European Film Distribution’ and ‘European Film Sales’: Describe your company position on the national and European/international market as well as your editorial line/catalogue (size, genre, focus, etc.) and the latest developments/changes in regards to release windows. Describe typical/planned marketing and promotion campaigns for the release/sale of European non-national film(s) including online releases. If a release is already planned please be specific on the release campaign (number of prints and cinemas, type of marketing and promotion activities, innovative ways to attract audiences, type of audience, objectives in terms of admissions, online activities, etc). For European Film Distribution, please also explain how you intend to co-produce and/or acquire and/or promote European non-national films. For European Film sales, you can also indicate the festivals/markets that you principally target.*  *For ‘Films on the Move’: Describe the experience of the sales agent on pan-European projects, the number of distributors involved and the experience of distributors and their involvement in the project.*  *For ‘Creative Innovation Lab’: Define the objectives of your proposal and explain their relevance to this call for proposals. Describe the scope of your cross-sectoral approach and explain which cultural/creative sectors are targeted and how the audiovisual industry (Feature films/TV series/Narrative video games/animation/Creative documentaries/Interactive narrative immersive content) can benefit from your project. Describe the innovative aspects of your project.* |
| Insert text |

### 1.2 Needs analysis and specific objectives

|  |
| --- |
| **Needs analysis** **and** **specific objectives** *(n/a for ‘European Film Distribution’, ‘European Film Sales’ and ‘Subtitling of cultural content’)*  *For ‘European Co-development’:*  *- Describe the added value of the co-development approach, in particular with regards to the nature of the project and the complementarity of the background and experience of the partners involved.*  *- Describe how the production companies will collaborate on the joint development of creative aspects and storytelling.*  *For ‘European Slate development’ and ‘European Mini-Slate development’: Describe how the slate will help improve the company’s position on the European and international market in relation to its co-production approach, partnership with players from different countries (including from countries with different production capacity), visibility at major film festivals and physical and online markets, capacity to increase the company’s turnover, and capacity to increase the number, ambition or size of projects in development.*  *For ‘TV and Online content’: Describe the strategies implemented so far in order to reach the confirmed financing of the submitted project, the level of cooperation between operators and what, in your view, is original and innovative in the financing structure.*  *For ‘Video games and immersive content development’: Describe the originality and creativity of the concept of the project compared to existing work, including originality of the story.*  *For ‘Fostering European media talents and skills’, ‘Innovative tools and Business models’ and ‘MEDIA 360°’, ‘Defending media freedom and pluralism’ and ‘Journalism Partnership’: Describe how your activity meets the needs of the industry/sectors.*  *For Markets & networking’: Describe the positioning of the market/network (‘Unique Selling Points‘) versus other actions addressing similar needs.*  *For ‘Networks of European cinemas’: Describe how you measure the expected impact of the action and list key performance indicators. Describe the methodology for the allocation of the support to the network members and the guidelines to the (potential) members.*  *For ‘Networks of European festivals’: Describe the network scope and strategy to reach a structured, effective and sustainable coordination.*  *For ‘European festivals’: Describe the activities towards the audience, including year-long activities, satellite and/or decentralised events, innovative ways for festivals audience reach, including online activities and the film education initiatives along with their methodology, as well as other actions for young audiences on European films.*  *For ‘European VOD Networks and operators’: Explain the added value of your project compared to the current position and activities of the VOD platforms involved including the resulting benefits in terms of attractiveness and competitiveness.*  *For ‘Films on the Move’: Describe the global strategy as sales agent and the geographic coverage of the proposal, taking into account theatrical and/or online distribution territories confirmed (including countries outside of the grouping in Europe and outside of Europe) and existing partnerships with online platforms or festivals.*  *For ‘Audience Development and Film Education’: Identify the needs of your target group as well as the needs and strategy of your organisation to meet the proposal’s objectives.* *Identify the minimum 5 countries covered by the pan-European audience reach. If your proposal is the continuation of an existing activity, describe its results and how this proposal builds on them.*  *For ‘Creative Innovation Lab’: Describe how your activity meets the needs of the audiovisual industry (Feature films/TV series/Narrative video games/animation/Creative documentaries/Interactive narrative immersive content) and of the other cultural or creative sectors covered.*  *For ‘Media Literacy’: Describe the innovative character of your activity and how it meets the needs of the industry/sectors, including a mapping of existing initiatives.* |
| Insert text |

### 1.3 European added value

|  |
| --- |
| **European added value**  *For ‘TV and Online content’:*  *- Describe the role of the co-production companies (if any) and their financial, creative and artistic involvement in the production.*  *- If applicable, explain the rationale of the sharing of the grant among co-producers that are present as participants in the application.* |
| Insert text |

#§PRJ-OBJ-PO§# #@IMP-ACT-IA@#

### 1.4 Environment and sustainability

|  |
| --- |
| **Environment and sustainability** *(n/a for ‘European Film Distribution’ and ‘European Film Sales’, ‘Journalism Partnership’, ‘Media literacy’ and ‘Defending media freedom and pluralism’)*  *Describe the strategies to ensure a more sustainable and environmentally-respectful industry.* |
| Insert text |

### 1.5 Gender balance, inclusion and diversity

|  |
| --- |
| **Gender balance, inclusion and diversity**  *Describe the strategies to ensure gender balance, inclusion, diversity and representativeness, either in the project/content or in the way of managing the activities.* |
| Insert text |

#§IMP-ACT-IA§# #§REL-EVA-RE§# #@QUA-LIT-QL@# #@CON-MET-CM@#

## 2. QUALITY

### 2.1 Concept and methodology

|  |
| --- |
| **Concept and methodology** *(n/a for ‘European Co-development’, ‘European Slate development’, ‘European Mini-Slate development’ and ‘TV and Online content’, ‘European Film Distribution’, ‘European Film Sales’ and ‘Films on the Move’)* |
| Insert text |

#@PRJ-OBJ-PO@#

### 2.2 Format

|  |
| --- |
| **Format** *(n/a for ‘European Co-development’, ‘European Slate development’, ‘European Mini-Slate development’ and ‘TV and Online content’, ‘Video games and immersive content development’, ’MEDIA 360°’, ‘European Film Distribution’, ‘European Film Sales’, ‘Networks of European cinemas’, ‘Networks of European festivals’, ‘European festivals’, ‘Films on the Move’, ‘Subtitling of cultural content’ and ‘Defending media freedom and pluralism’)* |
| Insert text |

### 2.3 Potential

|  |
| --- |
| **Potential**  *For ‘TV and Online content’: Describe the audience reach of the involved broadcasters, and explain, if applicable, the project's transnational appeal and potential to engage young and digital native audiences (children, teenagers and young adults).* |
| Insert text |

#§PRJ-OBJ-PO§# #§CON-MET-CM§# #@FIN-MGT-FM@#

### 2.4 Cost effectiveness and financial management

|  |
| --- |
| **Cost effectiveness and financial management** *(n/a for ‘European Slate development’, ‘European Mini-Slate development’ and ‘European festivals’)*  *Demonstrate the cost effectiveness of your action and explain how the estimated budget is conceived in the most economical way. Please also explain your co-financing strategy (if applicable).* |
| Insert text |

#§FIN-MGT-FM§# #@RSK-MGT-RM@#

### 2.5 Risk management

|  |  |  |  |
| --- | --- | --- | --- |
| **Critical risks and risk management strategy**  *Describe critical risks, uncertainties or difficulties related to the implementation of your project, and your measures/strategy for addressing them.*  *Indicate for each risk (in the description) the impact and the likelihood that the risk will materialise (high, medium, low), even after taking into account the mitigating measures.*  ***Note:*** *Uncertainties and unexpected events occur in all organisations, even if very well-run. The risk analysis will help you to predict issues that could delay or hinder project activities. A good risk management strategy is essential for good project management.* | | | |
| Risk No | Description | Work package No | Proposed risk-mitigation measures |
|  |  |  |  |
|  |  |  |  |

#§RSK-MGT-RM§# #@CON-SOR-CS@# #@PRJ-MGT-PM@#

## 3. PROJECT MANAGEMENT

### 3.1 Partnership and consortium, roles and tasks division

|  |
| --- |
| **Partnership and consortium, roles and tasks division**  *For ‘TV and Online content’: Explain how the members of the production and creative team will collaborate. In case of animation, please explain where the animation work will take place.* |
| Insert text |

### 3.2 Project teams

|  |  |  |
| --- | --- | --- |
| **Project teams**  *Describe the project teams and how they will work together to implement the project.*  *List the main staff included in the project by function/profile and describe briefly their tasks.*  *For ‘Fostering European media talents and skills’ and ‘MEDIA 360°’ (only if training activities are foreseen): Add also information on tutors, experts and coaches.* | | |
| Name and function | Organisation | Role/tasks/professional profile and expertise |
|  |  |  |
|  |  |  |
|  |  |  |
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#§CON-SOR-CS§# #@PRJ-MGT-PM@# #@MAT-URI-MU@#

### 3.3 Development strategy

|  |
| --- |
| **Development strategy** *(n/a for ‘TV and Online content’, ‘Fostering European media talents and skills’, ‘Markets & networking’, ‘MEDIA 360°’, ‘European Film Distribution’, ‘European Film Sales’, ‘Innovative tools and Business models’, ‘Networks of European cinemas’, ‘Networks of European festivals’, ‘European festivals’, ‘European VOD Networks and operators’, ‘Films on the move’, ‘Subtitling of cultural content’, ‘Audience Development and Film Education’, ‘Creative Innovation Lab’, ‘Media literacy’, ‘Defending media freedom and pluralism’ and ‘Journalism Partnership’)* |
| Insert text |

### 3.4 Financing strategy

|  |
| --- |
| **Financing strategy** *(n/a for ‘TV and Online content’, ‘Fostering European media talents and skills’, ‘Markets & networking’, ‘MEDIA 360°’, ‘European Film Distribution’, ‘European Film Sales’, ‘Innovative tools and Business models’, ‘Networks of European cinemas’, ‘Networks of European festivals’, ‘European festivals’, ‘European VOD Networks and operators’, ‘Films on the move’, ‘Subtitling of cultural content’, ‘Audience Development and Film Education’, ‘Creative Innovation Lab’, ‘Media literacy’, ‘Defending media freedom and pluralism’ and ‘Journalism Partnership’)* |
| Insert text |

#§MAT-URI-MU§# #§QUA-LIT-QL§# #@COM-DIS-VIS-CDV@#

## 4. DISSEMINATION

### 4.1 Communication, promotion and marketing

|  |
| --- |
| **Communication, promotion and marketing**  *For ‘TV and Online content’: Describe the marketing and promotion activities, including target audience, festival attendance and innovative promotion strategies developed in order to promote the project to audiences.* |
| Insert text |

### 4.2 Dissemination and distribution

|  |
| --- |
| **Dissemination and distribution**  *For ‘TV and Online content’:*  *- Describe the planned distribution strategy, including the targeted territories and broadcasters. Mention the interest of broadcasters in the acquisition of the work (letter of intent) and provide sales estimates per country.*  *- Describe the choice and financial involvement of the distribution company/sales agent and their experience and track record with similar projects (in case of self-distribution, please detail your track record as distributor).* |
| Insert text |

#§COM-DIS-VIS-CDV§# #@IMP-ACT-IA@#

### 4.3 Impact

|  |
| --- |
| **Impact** *(n/a for ‘European Co-development’, ‘European Slate development’, ‘European Mini-Slate development’, ‘TV and Online content’, ‘Video games and immersive content development’, ‘European Film Distribution’, ‘European Film Sales’, ‘Networks of European cinemas’, ‘Networks of European festivals’, ‘Subtitling of cultural content’ and ‘Audience development and Film Education’)* |
| Insert text |

#§IMP-ACT-IA§#

#@WRK-PLA-WP@#

## 5. WORKPLAN, WORK PACKAGES, ACTIVITIES, RESOURCES AND TIMING

### 5.1 Work plan

|  |
| --- |
| **Work plan**  *Provide a brief description of the overall structure of the work plan (list of work packages or graphical presentation (Pert chart or similar)).* |
| Insert text |

### 5.2 Work packages, activities, resources and timing

|  |
| --- |
| **WORK PACKAGES** |
| **Work packages**  *This section concerns a detailed description of the project activities.*  *Group your activities into work packages.* ***A work package means a major sub-division of the project****. For each work package, enter an objective (expected outcome) and list the activities, milestones and deliverables that belong to it. The grouping should be logical and guided by identifiable outputs. Please consult the Call document for instructions concerning Work packages and deliverables.*  *Projects should normally have a minimum of 2 work packages. WP1 should cover the management and coordination activities (meetings, coordination, project monitoring and evaluation, financial management, progress reports, etc) and all the activities which are cross-cutting and therefore difficult to assign to another specific work package (do not try splitting these activities across different work packages). WP2 and further WPs should be used for the other project activities. You can create as many work packages as needed by copying WP1.*  *For very simple projects, it is possible to use a single work package for the entire project (WP1 with the project acronym as WP name).*  *Each WP should be accompanied by a specific budget. The sum of all specific budget of the work packages should be consistent with the global budget indicated in Part A.*  *Work packages covering financial support to third parties ( only allowed if authorised in the Call document) must describe the conditions for implementing the support (for grants: max amounts per third party; criteria for calculating the exact amounts, types of activity that qualify (closed list), persons/categories of persons to be supported and criteria and procedures for giving support; for prizes: eligibility and award criteria, amount of the prize and payment arrangements).*  *Enter each activity/milestone/output/outcome/deliverable only once (under one work package).*  *Ensure consistence with the detailed budget table/calculator (if applicable). (n/a for ‘European Slate development’, ‘European Mini-Slate development’ and ‘European festivals’)* |
| **Objectives**  *List the specific objectives to which the work package is linked.* |
| **Activities and division of work (WP description)**  *Provide a concise overview of the work (planned tasks). Be specific and give a short name and number for each task.*  *Show who is participating in each task: Coordinator (COO), Beneficiaries (BEN), Affiliated Entities (AE), Associated Partners (AP), indicating* ***in bold*** *the task leader.*  *Add information on other participants’ involvement in the project e.g. subcontractors, in-kind contributions.*  ***Note:***  *In-kind contributions: In-kind contributions for free are cost-neutral, i.e. cannot be declared as cost.* *Please indicate the in-kind contributions that are provided in the context of the work package.*  *The Coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordinator tasks cannot be subcontracted.*  *If there is subcontracting, please also complete the table below.* |
| **Milestones and deliverables (outputs/outcomes)**  ***Milestones*** *are control points in the project that help to chart progress (e.g. completion of a key deliverable allowing the next phase of the work to begin). Use them only for major outputs in complex projects, otherwise leave the section empty. Please limit the number of milestones by work package.*  *Means of verification are how you intend to prove that a milestone has been reached. If appropriate, you can also refer to indicators.*  ***Deliverables*** *are project outputs which are submitted to show project progress (any format). Refer only to major outputs. Do not include minor sub-items, internal working papers, meeting minutes, etc. Limit the number of deliverables to max 10-15 for the entire project. You may be asked to further reduce the number during grant preparation.*  *For deliverables such as meetings, events, seminars, trainings, workshops, webinars, conferences, etc., enter each deliverable separately and provide the following in the 'Description' field: invitation, agenda, signed presence list, target group, number of estimated participants, duration of the event, report of the event, training material package, presentations, evaluation report, feedback questionnaire.*  *For deliverables such as manuals, toolkits, guides, reports, leaflets, brochures, training materials etc., add in the ‘Description’ field: format (electronic or printed), language(s), approximate number of pages and estimated number of copies of publications (if any).*  *For each deliverable you will have to indicate a due month by when you commit to upload it in the Portal. The due month of the deliverable cannot be outside the duration of the work package and must be in line with the timeline provided below. Month 1 marks the start of the project and all deadlines should be related to this starting date.*  *The labels used mean:*  *Public — fully open (* *automatically posted online on the Project Results platforms)*  *Sensitive — limited under the conditions of the Grant Agreement*  *EU classified — RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision [2015/444](https://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX:32015D0444&qid=1586092489803)*. *For items classified under other rules (e.g. national or international organisation), please select the equivalent EU classification level.* |

#### Work Package 1

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Work Package 1: [Name, e.g. Project management and coordination]** | | | | | | | | | | | | | | | |
| **Duration:** | | | MX - MX | | **Lead Beneficiary:** | | | | 1-Short name | | | | | | |
| **Objectives** | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **Activities and division of work (WP description)** | | | | | | | | | | | | | | | |
| Task No  (continuous numbering linked to WP) | Task Name | | | | | Description | | | | | Participants | | | | In-kind Contributions and Subcontracting  (Yes/No and which) |
| Name | | Role  (COO, BEN, AE, AP, OTHER) | |
| T1.1 |  | | | | |  | | | | |  | |  | |  |
| T1.2 |  | | | | |  | | | | |  | |  | |  |
|  |  | | | | |  | | | | |  | |  | |  |
| **Milestones and deliverables (outputs/outcomes)** | | | | | | | | | | | | | | | |
| Milestone No  (continuous numbering not linked to WP) | | Milestone Name | | Work Package No | | | Lead Beneficiary | Description | | | | Due Date  (month number) | | Means of Verification | |
| MS1 | |  | | 1 | | |  |  | | | |  | |  | |
| MS2 | |  | | 1 | | |  |  | | | |  | |  | |
| Deliverable No  (continuous numbering linked to WP) | | Deliverable Name | | Work Package No | | | Lead Beneficiary | Type | | Dissemination Level | | Due Date  (month number) | | Description  (including format and language) | |
| D1.1 | |  | | 1 | | |  | *[*R *—* Document,report*]* *[*DEM *—* Demonstrator, pilot, prototype*]* *[*DEC —Websites, patent filings, videos, etc*] [*DATA *—* data sets, microdata, etc*] [*DMP *—* Data Management Plan*]* *[*ETHICS*] [*SECURITY*] [*OTHER*]* | | *[*PU *—* Public]  *[*SEN *—* Sensitive*]*  *[*R-UE/EU-R — EU Classified*]*  *[*C-UE/EU-C — EU Classified*]*  *[*S-UE/EU-S — EU Classified*]* | |  | |  | |
| D1.2 | |  | | 1 | | |  | *[*R *—* Document,report*]* *[*DEM *—* Demonstrator, pilot, prototype*]* *[*DEC —Websites, patent filings, videos, etc*] [*DATA *—* data sets, microdata, etc*] [*DMP *—* Data Management Plan*]* *[*ETHICS*] [*SECURITY*] [*OTHER*]* | | *[*PU *—* Public]  *[*SEN *—* Sensitive*]*  *[*R-UE/EU-R — EU Classified*]*  *[*C-UE/EU-C — EU Classified*]*  *[*S-UE/EU-S — EU Classified*]* | |  | |  | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Estimated budget — Resources** | | | | | | | | | | | | | | |
| Participant | Costs *(n/a for Lump Sum Grants: ‘European Co-development’, ‘European Slate development’, ‘European Mini-Slate development’, ‘TV and Online content’, ‘European festivals’ and ‘Video games and immersive content development’)* | | | | | | | | | | | | | |
| A. Personnel | | B. Subcontracting | C.1a Travel | | | C.1b Accomodation | C.1c Subsistence | C.2 Equipment | C.3 Other goods, works and services | D.1 Financial support to third parties | | E. Indirect costs | Total costs |
| [name] | X person months | X EUR | X EUR | X travels | X persons travelling | X EUR | X EUR | X EUR | X EUR | X EUR | X grants | X EUR | X EUR | X EUR |
| [name] | X person months | X EUR | X EUR | X travels | X persons travelling | X EUR | X EUR | X EUR | X EUR | X EUR | X prizes | X EUR | X EUR | X EUR |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Total | X person months | X EUR | X EUR | X travels | X persons travelling | X EUR | X EUR | X EUR | X EUR | X EUR | X grants  X prizes | X EUR | X EUR | X EUR |
| For Lump Sum Grants, see detailed budget table/calculator (annex 1 to Part B; *see* [*Portal Reference Documents*](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/reference-documents)). | | | | | | | | | | | | | | |

#### Work Package …

*To insert work packages, copy WP1 as many times as necessary.*

#### Staff effort (n/a for Lump Sum Grants: European Co-development’, ‘European Slate development’, ‘European Mini-Slate development’, ‘TV and Online content’, ‘European festivals’ and ‘Video games and immersive content development’)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Staff effort per work package**  *Fill in the summary on work package information and effort per work package.* | | | | | | |
| Work Package No | Work Package Title | Lead Participant No | Lead Participant Short Name | Start Month | End Month | Person-Months |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
|  |  |  |  |  | Total Person- Months |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Staff effort per participant**  *Fill in the effort per work package and Beneficiary/Affiliated Entity.*  *Please indicate the number of person/months over the whole duration of the planned work.*  *Identify the work-package leader for each work package by showing the relevant person/month figure in* ***bold****.* | | | | |
| Participant | WP1 | WP2 | WP… | Total Person-Months |
| [name] |  |  |  |  |
| [name] |  |  |  |  |
| Total Person-Months |  |  |  |  |

#### Subcontracting (n/a for prefixed Lump Sum Grants)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Subcontracting**  *Give details on subcontracted project tasks (if any) and explain the reasons why (as opposed to direct implementation by the Beneficiaries/Affiliated Entities).*  *Subcontracting — Subcontracting means the implementation of ‘action tasks’, i.e. specific tasks which are part of the EU grant and are described in Annex 1 of the Grant Agreement.*  ***Note:*** *Subcontracting concerns the outsourcing of a part of the project to a party outside the consortium. It is not simply about purchasing goods or services. We normally expect that the participants have sufficient operational capacity to implement the project activities themselves. Subcontracting should therefore be exceptional.*  *Include only subcontracts that comply with the rules (i.e. best value for money and no conflict of interest; no subcontracting of coordinator tasks).* | | | | | | | |
| Work Package No | Subcontract No  (continuous numbering linked to WP) | Subcontract Name  (subcontracted action tasks) | Description  (including task number and BEN/AE to which it is linked) | | Estimated Costs  (EUR) | Justification  (why is subcontracting necessary?) | Best-Value-for-Money  (how do you intend to ensure it?) |
|  | S1.1 |  |  | |  |  |  |
|  | S1.2 |  |  | |  |  |  |
| Other issues:  *If subcontracting for the project goes beyond 30% of the total eligible costs, give specific reasons.* | | | | Insert text | | | |

#### Events and trainings

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Events and trainings**  *This table is to be completed for events organised by the applicants as part of the activities in the work packages above*  *Give more details on the type, location, number of persons attending, etc.* | | | | | | | |
| **Event No**  (continuous numbering linked to WP) | **Participant** | **Description** | | | | | **Attendees** |
| **Name** | **Type** | **Area** | **Location** | **Duration**  (days) | **Number** |
| E1.1 | [name] | [name] | [insert type, e.g. training, workshop, conference, event, etc.] | [insert topics addressed, types of skills/knowledge acquired, etc] | [city,country] | [number] | [number] |
| E1.2 | [name] | [name] | [insert type, e.g. training, workshop, conference, event, etc.] | [insert topics addressed, types of skills/knowledge acquired, etc] | [city,country] | [number] | [number] |

#### Timetable

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Timetable (projects up to 2 years)**  *Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.*  ***Note:*** *Use the project month numbers instead of calendar months. Month 1 marks always the start of the project. In the timeline you should indicate the timing of each activity per WP.* | | | | | | | | | | | | | | | | | | | | | | | | |
| **ACTIVITY** | **MONTHS** | | | | | | | | | | | | | | | | | | | | | | | |
| **M 1** | **M 2** | **M 3** | **M 4** | **M 5** | **M 6** | **M 7** | **M 8** | **M 9** | **M 10** | **M 11** | **M 12** | **M 13** | **M 14** | **M 15** | **M 16** | **M 17** | **M 18** | **M 19** | **M 20** | **M 21** | **M 22** | **M 23** | **M 24** |
| **Task 1.1 - …** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 1.2 - …** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task …** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Timetable (projects of more than 2 years)**  *Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.*  ***Note:*** *Use actual calendar years and quarters. In the timeline you should indicate the timing of each activity per WP. You may add additional columns if your project is longer than 6 years.* | | | | | | | | | | | | | | | | | | | | | | | | | |
| **ACTIVITY** | **YEAR 1** | | | | **YEAR 2** | | | | **YEAR 3** | | | | **YEAR 4** | | | | **YEAR 5** | | | | **YEAR 6** | | | |
| **Q 1** | **Q 2** | **Q 3** | **Q 4** | **Q 1** | **Q 2** | **Q 3** | **Q 4** | **Q 1** | **Q 2** | **Q 3** | **Q 4** | **Q 1** | **Q 2** | **Q 3** | **Q 4** | **Q 1** | **Q 2** | **Q 3** | **Q 4** | **Q 1** | **Q 2** | **Q 3** | **Q 4** |
| **Task 1.1 - …** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 1.2 - …** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task …** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

#§WRK-PLA-WP§#

#@ETH-ICS-EI@#

## 6. OTHER

### 6.1 Ethics

|  |
| --- |
| **Ethics** |
| Not applicable. |

#§ETH-ICS-EI§# #@SEC-URI-SU@#

### 6.2 Security

|  |
| --- |
| **Security** |
| Not applicable. |

#§SEC-URI-SU§# #@DEC-LAR-DL@#

## 7. DECLARATIONS

|  |  |
| --- | --- |
| **Double funding** | |
| **Information concerning other EU grants for this project**  *Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies actions).* | **YES/NO** |
| We confirm that to our best knowledge neither the project as a whole nor any parts of it have benefitted from any other EU grant *(including EU funding managed by authorities in EU Member States or other funding bodies, e.g. EU Regional Funds, EU Agricultural Funds, etc)*. If NO, explain and provide details. |  |
| We confirm that to our best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant *(including EU funding managed by authorities in EU Member States or other funding bodies, e.g. EU Regional Funds, EU Agricultural Funds, etc)*. If NO, explain and provide details. |  |

|  |
| --- |
| **Financial support to third parties (if applicable)**  *If in your project the maximum amount per third party will be more than the threshold amount set in the Call document, justify and explain why the higher amount is necessary in order to fulfil your project’s objectives.* |
| Insert text |

#§DEC-LAR-DL§#

# ANNEXES

**LIST OF ANNEXES**

Standard

Detailed budget table/Calculator (annex 1 to Part B) *—mandatory for Lump Sum Grants (see* [*Portal Reference Documents*](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/reference-documents))

CVs (annex 2 to Part B) *—* *mandatory, if required in the Call document*

Annual activity reports (annex 3 to Part B) *—* *not applicable*

List of previous projects (annex 4 to Part B) *— mandatory, if required in the Call document*

Special

Other annexes (annex X to Part B) *—* *mandatory, if required in the Call document*

**LIST OF PREVIOUS PROJECTS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **List of previous projects**  *Please provide a list of your previous projects for the last 4 years.* | | | | | |
| Participant | Project Reference No and Title, Funding programme | Period (start and end date) | Role (COO, BEN, AE, OTHER) | Amount  (EUR) | Website (if any) |
| [name] |  |  |  |  |  |
| [name] |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **HISTORY OF CHANGES** | | |
| VERSION | PUBLICATION DATE | CHANGE |
| 1.0 | 15.04.2021 | Initial version (new MFF). |
| 2.0 | 15.01.2022  01.06.2022 | Update for 2022 calls.  Consolidation, formatting and layout changes. Tags added. |
| 3.0 | 01.10.2023 | Update for 2024 calls. |
|  |  |  |
|  |  |  |