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## **DEVELOPMENT – Support for Interactive Works 17/2007**

The current document provides a resume of the principal contractual stages relating to the Agreement signed between your company and the Education, Audiovisual & Culture Executive Agency (hereinafter called "the Agency") following your response to the Call for Proposals 17/2007. This document is strictly informative and is of no legal value whatsoever.

### **1. Payment of the grant**

The Agency has allocated to you financial support, the amount of which is stated in Article I.3.3 of the Agreement, which must be used for the development of the interactive project detailed in the Agreement.

The MEDIA grant will be paid in two instalments:

- a pre-payment equivalent to 70% of the contribution is paid automatically upon the signing of the Agreement
- a final payment equivalent to a maximum of 30% of the contribution is paid following the acceptance of the "Final Report".

### **2. Development costs: Eligibility Period and Budget Variations**

a) Eligibility Period for costs under Item 1 "Rights" of the budget:

The period of eligibility of costs begins 12 months before the date of reception of your submission. It ends at the latest 24 months after the date of signing of the Agreement. If the development of the project ends during the 24 months the period of eligibility terminates on the date of the end of development. Costs invoiced after the entry into production are therefore ineligible.

Attention: Costs which are the subject of an agreement (author's contract, adaptation agreement for a pre-existing work etc) signed before the 12 months preceding the reception of your submission will not be considered. If the agreement in question is dated more than 12 months before the date, only the costs invoiced during the eligible period can be taken into consideration.

b) Eligibility Period for costs under Item 2 "Development Department Salaries" and Item 3 "Other Costs" of the budget:

The period of eligibility of costs commences from the date of signature of your Agreement (or the date of reception of your submission if you have chosen to benefit from the possibility of derogation of costs proposed within the application form). It is mentioned under Article I.2.2 of your Agreement. It ends no later than 24 months after the date of signing the Agreement If the development of the project ends during the 24 months the period of eligibility terminates on the date of the end of development.

If for an exceptional reason, duly justified, you require an extension to the eligibility period you must formally submit a request for an extension to the Agency at least two months before the end of the foreseen contractual eligibility period.

### c) Budget Variations:

Article I.3.4 of your Agreement stipulates that the provisional budget annexed to it may be adjusted provided that any adjustments do not affect the implementation of the project and do not exceed the total eligible costs.

If the amount of one or other of the three principal budget items (headings) varies by an amount superior to 10% of the provisional budget you must obtain the Agency's prior approval and provide a justification. Your request for an adjustment must be made no later than one month before the expenditure relating to the adjustment is incurred.

The budget is structured in four levels: heading (1), sub-heading (1.1), item (1.1.1), sub item (1.1.1.1). To avoid rejection of expenses when submitting the final report, we would draw your attention to the following rules:

1. Heading: the number of headings cannot be changed after the signature of the contract, even through an amendment.

1.1. Sub-heading: It is possible to use unforeseen sub-headings with the prior agreement of the Agency through an amendment to the Agreement.

1.1.1. Item: It is possible to use unforeseen items through a simple prior written approval by the Agency.

1.1.1.1. Sub-item: It is possible to use unforeseen sub-items without prior Agency approval on condition that the sum of the new sub-items is not superior to the total of the existing specific sub-items, already mentioned in the eligible estimated budget.

### **3. Final Report**

The final payment of MEDIA support will not be made before the submission and approval of a final report. This report must be submitted no later than 25 months after the date of signing the Agreement; that is one month after the ending of the period of eligibility of costs. If the development of the project ends during the 24 months following the signing of the Agreement you must submit the final report during the month following the end of the development of the project (in this case, the eligible period of costs terminates on the date of the end of development). **We would draw your attention to the fact that all requests for amendments must be made no later than one month before the end of the period of eligibility of costs.**

The report will:

- provide an update on the current state of development of the project
- show how the MEDIA support was utilised
- be used to calculate the final amount of MEDIA support

You must submit the following documentation:

- A description of the state of advancement of the project's development and funding requests ("Final Development Package")
- A budget ("Final Financial Report") showing the costs incurred (by your company alone) during the eligible period as defined in Article I.2.2 of the Agreement. This report along with the accompanying Auditor's Certification Slip must be signed by the person who signed the Agreement on behalf of your company and by an independent chartered accountant. Eligible costs are detailed in Article II.14 of your Agreement.
- Any further new contract concerning the author(s) of the project or to the purchase/reservation of the rights to the project

- A final version (or the most recent) of the script, gameplay, storyboard, design document, demo or download proving that development work has taken place since the submission of your response to our Call for Proposals. This document must carry the following credit "Developed with the support of the MEDIA Programme of the European Community", accompanied by the MEDIA logo: [http://ec.europa.eu/information\\_society/media/overview/who/logos/index\\_en.htm](http://ec.europa.eu/information_society/media/overview/who/logos/index_en.htm)

In accordance with the provisions of Article II.17 of the Agreement, the final MEDIA contribution will be limited to the amount mentioned in Article I.3.3 of the Agreement.

In any case, the final MEDIA contribution will be limited to the amount obtained in applying the percentage of support indicated by Article I.3.3 of the eligible financial costs; consequently, if the final amount of the eligible expenses is less than the provisional amount, the Agency will reduce the amount of the foreseen final payment or demand either a partial or total repayment of the pre-payment.

#### **4. Closure of the Agreement**

The approval of the final development report marks the closure of the Agreement. At all times, the Agency reserves the right to have an audit carried out into the use of the MEDIA grant for a period of up to five years following the payment of the final amount of support (Article II.19 of the Agreement).

#### **5. Correspondence**

All correspondence should be sent to the following address:

Education, Audiovisual & Culture Executive Agency  
MEDIA Programme Development – Unit P8  
Office BOUR 3/29  
Avenue du Bourget 1  
B – 1140 Brussels

In order to allow us to deal with your dossier in the most efficient way, we would ask that you keep the Agency fully informed of all changes relating to details contained within your Agreement: legal status and address (legal and/or mailing) of your company, change of the legal representative, changes to the specific bank account. These changes must be the subject of a formal modification to your Agreement.

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