

# CREATIVE EUROPE

FUNDING FOR GAME DEVELOPERS IN 2017

## HOW IT WORKS?

1. Calculate how much it would cost for you to create a video game prototype of your dreams
2. Include indirect costs: Multiply that sum by 1,07
3. Calculate possible EU contribution: Multiply the sum by 0,5
4. Apply for a grant: between 10 000 € and 150 000 €

# 50%

Financial contribution of the EU cannot exceed 50% of the total eligible costs of the action.

# 70%

Projects will be 70% prefinanced

## 2.3.2017 - 12:00

The deadline for applications  
(noon, Brussels Time)  
NOT AT MIDNIGHT



For more information, please visit  
[ec.europa.eu/culture/media/](http://ec.europa.eu/culture/media/)

### Available Budget



The financial contribution under these Guidelines is between **EUR 10.000** and **EUR 150.000** for the concept and project development of an European video game (**activities to the point that the concept leads to a playable prototype or trial version**) provided the amount does not exceed 50% of the total eligible costs of the action.

# 3.78M€

The total available budget for the co-financing of the development of video games

## WHEN ARE THE DEADLINES?

Stages	Date or indicative period
1. Publication of the call	December, 2016
2. Deadline for submitting applications	2nd March, 2017 – 12:00 (noon, Brussels Time)
3. Evaluation period	March– July, 2017
4. Information to applicants	August, 2017
5. Signature of grant agreement or notification of grant decision	August/September, 2017
6. Starting date of the action	Date of submission
7. Max. duration of the action / Period of eligibility	Until 36 months from date of submission



European Games Developer Federation

# CREATIVE EUROPE

AN UNOFFICIAL CHECKLIST OF THE 2016 GUIDELINES FOR SUPPORT FOR CONCEPT AND PROJECT DEVELOPMENT OF VIDEO GAMES



European Games Developer Federation

## DISCLAIMER

- The full official guidelines by European Commission are available from: <https://eacea.ec.europa.eu/node/1643>
- General information about the Creative Europe programme can be found on the following link: <http://ec.europa.eu/media>
- **These guidelines apply only for the call of 2017**
- **These guidelines are subject to change. Check the latest version from EGDF website: [www.egdf.eu](http://www.egdf.eu)**

**V.1.0 12.01.2017**

## (2.1) OBJECTIVES

The MEDIA Sub-programme shall provide support for the development of videogame with enhanced cross-border circulation potential.

The objective is to increase the capacity of European video game producers to develop projects with highly innovative content and quality gameplay, which will have the potential to circulate throughout Europe and beyond and to improve the competitiveness of the European video games industry in European and international markets by enabling the retention of intellectual property by European developers.

Under this Support scheme, applicants may submit a proposal to develop a concept and project (activities to the point that the concept leads to a playable prototype or trial version) of highly innovative and creative narrative storytelling video games designed for commercial exploitation for PCs, consoles, mobile devices, tablets, smart phones and other technologies.

## (2.2) TARGETED PROJECTS

The MEDIA Sub-programme supports European video game production companies with proven experience interested in developing a video game concept or project presenting:

- high level of originality, innovative and creative value, cultural diversity and enhanced Europe's cultural identity and heritage compared to existing mainstream works;
- high level of commercial ambition and extensive cross-border potential able to reach European and international markets.

## (5) WHAT ARE THE ADMISSIBILITY REQUIREMENTS?

**Do you already have a Participant Identification Code (PIC)?**

The PIC can be obtained by registering the organisation in the Unique Registration Facility (URF) hosted in the Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal. The Unique Registration Facility is a tool shared by other services of the European Commission.

**YES**

**Did you draft the application using an official EU language, preferably English, French or German?**

**YES**

**Did you remember to attach a balanced budget and all the other documents referred to in the application form?**

**YES**

**Did you submit the application using the online application form?**

**YES**

**Did you remember to submit the application before the deadline?**

Deadline for submitting applications: **2.3.2017 – 12:00 (noon, Brussels Time) NOT AT MIDNIGHT**

**YES**

# (6.1) CAN YOU APPLY THE FUNDING?

## Are you applying as a company?

A legally constituted company is a company which has been founded by a legal act compliant with the relevant legislation.

Natural persons are ineligible.

YES

## Are you applying as a video game production company?

A video game production company is a company whose main object and activity is video game or production (or equivalent) as indicated in the official national registration documents.

YES

## Have you been legally constituted for at least 12 months prior to the date of application?

YES

## Is your company a European company?

### Is your company established in one of the countries participating to the MEDIA Sub-programme?

- EU Member States;
- Acceding countries, candidate countries and potential candidates benefiting from a pre-accession strategy in accordance with the respective Framework Agreements, Association Council Decisions or similar agreements;
- EFTA countries which are members of the EEA in accordance with the provisions of the EEA Agreement;
- The Swiss Confederation on the basis of a bilateral agreement;
- Countries covered by the European Neighbourhood Policy in accordance with the framework agreements

YES

### Is your company owned, whether directly or by majority participation (i.e. majority of shares), by nationals from countries participating to the MEDIA Sub-programme (see the previous question)?

YES

For more information, see chapter 6.1 of the official guidelines.

## Can you demonstrate a recent success?

### Have you produced or developed a previous Video Game that has been commercially distributed after the 01/01/2014 and before the date of submission?

YES

### Do you have a relevant sales report over the reference period of the commercial distribution of the game?

The video game must have generated revenues, i.e. a financial income. These revenues can be generated for example, from the retail sales of the game, from the sales of in-game items or from advertising. However, being commissioned and paid by a client to produce a video game does not constitute a commercial exploitation/distribution per se.

YES

### Was the "game" you have produced or developed:

- a reference work (encyclopaedias, atlases, catalogues, databases and similar);
- a "how-to" work (instructional guides, manuals and similar);
- a tool or a software service aimed solely at technological development and/or used solely for further developing already existing game concepts;
- an information or a purely transactional service;
- a multimedia art projects or installation;
- websites being, or dedicated specifically to, social platforms, social networking, internet forums, blogs or similar activities;
- an (interactive) e-book, interactive fiction, interactive animation, interactive documentary
- a platform for games

NO

If yes, you cannot apply for funding

### Was the game you have produced or developed:

- a puzzle game
- a memory game
- a sports game
- a racing game
- a running game
- a rhythm/singing/dancing game
- a social game
- a quiz games
- a party games
- a versus-fighting game
- a word and spelling game
- a number game
- a mind game
- a project promoting tourism
- a project including pornographic or racist material or advocating violence
- a work of a promotional nature being part of a promotional campaign or advertising for a specific product and/or brand
- an institutional production to promote a specific organisation or its activities

NO

If yes, you cannot apply for funding

### Are you planning to use personal credits of your staff for producing/developing a game for another company as a track record?

NO

If yes, you cannot apply for funding

### Was the game you have produced or developed a narrative storytelling game (regardless of platform or expected distribution method)?

The story must be told or shown throughout the whole game (in-game storytelling) and not only as an introduction or an ending to the game.

YES

### Were you subcontracted to develop and/or produce this game?

NO

If yes, you cannot apply for funding

# (6.2) CAN YOU APPLY FUNDING FOR YOUR PROJECT?

## Is the game you are planning to develop a narrative storytelling game?

Narrative\* storytelling\*\* video games regardless of platform or expected distribution method. The story must be told or shown throughout the whole game (in-game storytelling) and not only as an introduction or an ending to the game. In all cases the video game must be intended for commercial exploitation.

\* **Narration:** the process of narrating or telling a story

\*\* **Story:** a description of real or imaginary, inter-connected, characters and events, written with a view to be told or shown

**YES**

If no, you cannot apply for funding

## Are you planning to schedule the production phase of the submitted project to start before 8 months after the date of submission of the application?

The phase starting from the testing and debugging of the first playable prototype or trial version until the end of the production of the Gold Master or equivalent.

**NO**

If yes, you cannot apply for funding

Game is an activity played according to rules in a specific game environment and whose achievement is a victory.

## Is the game you are planning to develop:

- a puzzle game
- a memory game
- a sports game
- a racing game
- a running games
- a rhythm/singing/dancing game
- a social game
- a quiz games
- a party games
- a versus-fighting game
- a word and spelling game
- a number game
- a mind game
- a project promoting tourism;
- a project including pornographic or racist material or advocating violence
- a work of a promotional nature being part of a promotional campaign or advertising for a specific product and/or brand;
- an institutional production to promote a specific organisation or its activities;

**NO**

If yes, you cannot apply for funding

## Are you planning to request a financial contributions of less than EUR 10.000?

**NO**

If yes, you cannot apply for funding

## Is the "game" you are planning to develop:

- a reference work (encyclopaedias, atlases, catalogues, databases and similar);
- a "how-to" work (instructional guides, manuals and similar);
- a tool or a software service aimed solely at technological development and/or used solely for further developing already existing game concepts;
- an information or a purely transactional service;
- a multimedia art projects or installation;
- websites being, or dedicated specifically to, social platforms, social networking, internet forums, blogs or similar activities;
- an (interactive) e-book, interactive fiction, interactive animation, interactive documentary
- a platform for games;

**NO**

If yes, you cannot apply for funding

## Have you already started to work for the project? Are you unable to finalise it in 36 months?

With the exception of the costs related to the acquisition of author rights activities may not start before the date of submission of the application and must end 36 months after this date. If the project enters into production before the end of this period, the action ends on the date of entry into production of the project.

**NO**

If yes, you cannot apply for funding

## Does you have majority of the rights related to the project?

### Do you have a duly dated and signed contract covering the rights to the artistic material included in the application?

The following types of contracts will be accepted:

- an option agreement concerning the transfer of rights between the author and the applicant company, of an adequate duration to cover the whole development schedule and clearly setting out the conditions for exercising the option; or
- a contract transferring the rights from the author to the applicant company.

### The option agreement or transfer of rights contract can be replaced by:

- a unilateral declaration of the transfer of rights to the applicant company where the author is the producer, a shareholder or an employee of the company;
- a co-production or co-development agreement duly dated and signed by the parties and clearly showing that the applicant company holds the majority of the rights at the date of the application.

**YES**

### If the project is an adaptation of an existing work (literary, audiovisual, comic-strip etc.), do you also hold the majority of the rights relating to the rights of adaptation to this work?

This means an option agreement or transfer of rights contract duly dated and signed

**YES**

# (9) HOW YOUR APPLICATION WILL BE ASSESSED?

## QUALITY AND CONTENT ACTIVITIES

Quality of the content, the storytelling of the project and originality of the concept against existing works

### Quality of the storytelling & originality of the concept

- quality of the storytelling
- originality of the concept

Max Weighting: **10**

### Quality of the content

- quality of the graphic & sound design (if available)
- quality of the level & character design (if available)
- visual approach

Max Weighting: **5**

### Quality of the gameplay

- quality of the proposed gameplay
- originality of the gameplay
- adequacy of the gameplay to the storytelling

Max Weighting: **5**

## ORGANISATION OF THE PROJECT TEAM

The distribution of the roles and responsibilities of the creative team vic-à-vis the specific objectives of the proposed action

### The roles and responsibilities of the creative team

- potential of the creative team
- adequacy of the team to the project
- complementary profiles in the creative team

Max Weighting: **10**

## INNOVATION CHARACTER OF THE PROJECT

Innovation i.e. the extent to which the project pushes the boundaries of the existing offer proposing "cutting edge" techniques and content

### Innovative techniques

- innovative aspects in terms of
  - o gameplay
  - o use of new technologies or new platforms
  - o Graphical User Interface
  - o Head-up Display (HUD)

Max Weighting: **10**

### Innovative content

- innovative aspects in terms of
  - o storytelling
  - o visual/graphic approach
  - o musical/sound approach

Max Weighting: **10**

## IMPACT AND SUSTAINABILITY

The financing strategy for the development and production and the feasibility **potential** of the project

### The financing strategy

Max Weighting: **5**

### Feasibility potential of the project

- likelihood to succeed due to artistic qualities
- potential to attract distributor(s) / publisher(s)
- potential to go into production
- sales potential and revenue streams

Max Weighting: **5**

## RELEVANCE AND EUROPEAN ADDED-VALUE

Quality of the development strategy and potential for European international exploitation (including management of IP rights)

### The development strategy

- adequacy of the development plan to the needs of the application
- sufficiency of detail
- adequacy of development schedule planned

Max Weighting: **10**

### Potential for European international exploitation

- transnational appeal taking into account
  - o the subject
  - o the type of game
- potential to cross borders taking into account
  - o the team,
  - o the story and characters,
  - o the strategies presented

Max Weighting: **10**

## DISSEMINATION OF PROJECT RESULTS

Quality and adequacy of the distribution, communication and marketing strategy and suitability for the target audience including accessibility features

### The distribution strategy

- Relevance of the distribution strategy in terms of:
  - o distribution methods foreseen,
  - o choice of platform/media
  - o partners in place or envisaged
  - o awareness of the markets, European/international vision
  - o choice of territories (local, European, international)

Max Weighting: **10**

### The communication and marketing strategy

- relevance of the marketing strategy in terms of:
  - o marketing channels & promotional activities
  - o adequacy of the communication & marketing plan
  - o selling points

Max Weighting: **5**

### Suitability for the target audience

- identified target audience taking into account: gender, age, game rating (PEGI or equivalent), type of users & platforms
- project adapted to the audience
- project encouraging accessibility for gamers with disabilities and other impairments

Max Weighting: **5**

## A project specifically targeted at young audience

If the project is specifically targeted at children up to 12 years old, this will have to be addressed in details in the application.

Automatic extra points: **5**

# (8) HOW YOUR OPERATIONAL AND FINANCIAL CAPACITY WILL BE ASSESSED?

Are you applying a grant above or below 60 000 €?

Low value grants ( $\leq$  EUR 60 000)

YES

Grants > EUR 60 000:

YES

## OPERATIONAL CAPACITY

Those applying for a grant above EUR 60.000 the following supporting documents:

- **a summary of the activities of the applicant over the last two years** (if not fully available, an organisation chart of the applicant showing the structure of the organisation and the functions of the main staff);
- **curriculum vitae or description of the profile of the people** primarily responsible for managing and implementing the operation

YES

## FINANCIAL CAPACITY

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

- **a declaration on their honour**

YES

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

- **a declaration on their honour**
- **the financial statements of the last two financial years for which the accounts have been closed** (including the balance sheet, the profit and loss accounts and the annexes)
- **financial capacity form** provided for in the application form, filled in with the relevant statutory accounting figures, in order to calculate the ratios as detailed in the form.

YES

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out or the year for which the grant is awarded and to participate in its funding. Applicants must have the professional competencies as well as appropriate qualifications necessary to complete the proposed action.

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

- request further information;
- propose a grant agreement/decision without pre-financing;
- propose a grant agreement/decision with a pre-financing covered by a bank guarantee;
- propose a grant agreement/decision without pre-financing but an interim payment based on expenses already occurred;
- reject the application.

# (7) WILL YOU BE EXCLUDED FROM PARTICIPATING THE CALL?

## 7.1. Exclusion from participation: Are you in any of the following situations?

(a) you are bankrupt, subject to insolvency or winding up procedures, your assets are being administered by a liquidator or by a court, you are in an arrangement with creditors, your business activities are suspended or you are in any analogous situation arising from a similar procedure provided for under national legislation or regulations;

(b) it has been established by a final judgement or a final administrative decision that you are in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the law of the country in which it is established, with those of the country in which the authorising officer is located or those of the country of the implementation of the grant;

(f) it has been established by a final judgement or final administrative decision that the you have committed an irregularity within the meaning of Article I(2) of Council Regulation (EC, Euratom) No 2988/95;

(i) where a natural or legal person that assumes unlimited liability for the debts of that applicant is in one or more of the situations referred to in point (a) or (b) above.

In the cases provided in (c) to (f) above, in the absence of a final judgement or where applicable a final administrative decision, the Agency may exclude an applicant provisionally from participating in a call for proposals where their participation would constitute a serious and imminent threat to the Union's financial interests.

(c) it has been established by a final judgement or a final administrative decision that you are 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 conduct which has an impact on its professional credibility where such conduct denotes 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 selection criteria or in the performance of a contract, a grant agreement or a grant decision;  
(ii) entering into agreement with other persons with the aim of distorting competition;  
(iii) violating intellectual property rights;  
(iv) attempting to influence the decision-making process of the Agency during the award procedure;  
(v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;

(g) in the absence of a final judgement or where applicable a final administrative decision, the applicant is in one of the cases provided in (c) to (f) above based in particular on :

i. facts established in the context of audits or investigations carried out by the Court of Auditors, OLAF or internal audit, 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 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. decisions of the ECB, the EIB, the European Investment Fund or international organisations;  
iv. decisions of the Commission relating to the infringement of the Union's competition rules or of a national competent authority relating to the infringement of Union or national competition law.  
v. decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.

(d) It has been established by a final judgement that you are guilty of any of the following:

(i) fraud,  
(ii) corruption,  
(iii) participation in a criminal organisation,  
(iv) money laundering or terrorist financing,  
(v) terrorist-related offences or offences linked to terrorist activities, respectively, or inciting, aiding, abetting or attempting to commit such offences,  
(vi) child labour or other forms of trafficking in human beings

(e) you have shown significant deficiencies in complying with the 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

(h) where a person who is a member of the administrative, management or supervisory body of the applicant, or who has powers of representation, decision or control with regard to that applicant (this covers the company directors, members of the management or supervisory bodies, and cases where one person holds a majority of shares), is in one or more of the situations referred to in points (c) to (f) above.

If an applicant is in one of the situations of exclusion listed above, it should indicate the measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. They may include e.g. technical, organisational and personnel measures to prevent further occurrence, compensation of damage or payment of fines. This does not apply for the situations referred in point (d) of this section.



If yes, you cannot apply for funding

**7.2. Rejection from the award procedure**

**Have you in the course of the grant award procedure been in any of the following situations?**

(a) Do you find yourself in one of the situations of exclusion referred to in the above?

(b) Have you misrepresented the information required as a condition for participating in the procedure or has failed to supply that information?

(c) Have you been previously involved in the preparation of a call for proposals where this entails a distortion of competition that cannot be remedied otherwise?

Rejection from this procedure and administrative sanctions (exclusion or financial penalty) 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.

**NO**

If yes, you cannot apply for funding

**Applicants must sign a declaration on their honour certifying that they are not in one of the situations referred to in the above sections 7.1. and 7.2, filling in the relevant form attached to the application form accompanying the call for proposals. If applicable, the relevant documentary evidence which appropriately illustrates any remedial measures taken should be provided in annex to this declaration.**

**The declaration is available (under the Heading "Annexes") at:  
[https://eacea.ec.europa.eu/creative-europe/funding/support-for-development-european-video-games-2017\\_en](https://eacea.ec.europa.eu/creative-europe/funding/support-for-development-european-video-games-2017_en)**



# FINANCIAL PROVISIONS

## (II) HOW YOU CAN USE THE MONEY?

### (II.1) GENERAL PRINCIPLES

#### NON-CUMULATIVE AWARD

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

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

#### 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 the need to start the action before the grant agreement is signed or the grant decision is notified.

In such cases, **costs eligible for financing may not have been incurred prior to the date of submission of the grant application.** Only the costs related to the acquisition of author rights are eligible retroactively for a period of 12 months preceding the date of submission. same action.

#### CO-FINANCING

**Co-financing means that the resources which are necessary to carry out the action may not be 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.

#### BALANCED BUDGET

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

The budget must be drawn up in euros.

Applicants which foresee that costs will not be incurred in euros shall use the exchange rate published on the Infor-euro website available at: [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/inforeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm) on the date of the publication of this call for proposals.

#### IMPLEMENTATION CONTRACTS/SUBCONTRACTING

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

Entities acting in their capacity of contracting authorities in the meaning of Directive 2004/18/EC4 or contracting entities in the meaning of Directive 2004/17/EC5 shall abide by the applicable national public procurement rules.

Sub-contracting, i.e. the externalisation of specific tasks or activities which form part of the action as described in the proposal and which cannot be performed by the beneficiary itself must satisfy the conditions applicable to any implementation contract (as specified above) and in addition to them the following conditions:

- it may only cover the implementation of a limited part of the action;
- it must be justified having regard to the nature of the action and what is necessary for its implementation;
- it must be clearly stated in the proposal or prior written authorisation from the Agency must be obtained.

#### FINANCIAL SUPPORT TO THIRD PARTIES

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

## (11.2) FUNDING FORMS

Maximum amount requested  
The EU grant is limited to a maximum co-financing rate of

# 50%

**of total eligible costs.**

Consequently, part of the total eligible expenses entered in the estimated budget must be financed from sources other than the Union grant. The amount of the own resources indicated in the revenue part of the estimated budget is regarded as secured, and the amount as a minimum, must be entered in the revenue section of the final account.

The grant amount may neither exceed the eligible costs nor the amount requested. Amounts are indicated in euros. Acceptance of an application by the Executive Agency does not constitute an undertaking to award a grant equal to the amount requested by the beneficiary.

### ELIGIBLE COSTS

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

they are **incurred during the duration of the action** as specified in the grant agreement/decision, with the exception of costs relating to final reports and certificates.

N.B.: The period of eligibility of costs will start on the date of submission of the application and end **36** months after the submission. Only the costs related to the acquisition of author rights is eligible retroactively for a period of **12** months preceding the date of submission.

- 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.

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

- they are **indicated in the estimated overall budget** of the action;

- they are **incurred in connexion with the action** which is the subject of the grant and are necessary for the implementation of the action;

- they **comply with the requirements of applicable tax and social legislation**;

- they are **reasonable, justified**, and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

### ELIGIBLE DIRECT COSTS

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

**- the cost of personnel working under an employment contract**

with the applicant or equivalent appointing act and assigned to the action, comprising actual salaries plus social security contributions and other statutory costs included in their remuneration, provided that these costs are in line with the applicant's usual policy on remuneration.

**NB: this cost must be actual cost incurred by the beneficiary and staff cost of other organisations is eligible only if it is paid directly or reimbursed by the beneficiary.** These costs may include additional remuneration, including payments on the basis of supplementary contracts regardless of their nature, provided that it is paid in a consistent manner whenever the same kind of work or expertise is required and independently from the source of funding used.

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

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

**- depreciation cost of equipment** (new or second-hand), only the portion of the equipment's depreciation corresponding to the duration of the action and the rate of actual use for the purposes of the action may be taken into account by the Agency, **except where the nature and/or the context of its use justifies different treatment by the Agency;**

**- costs of consumables and supplies**, provided that they are identifiable and assigned to the action;

**- costs entailed by other contracts awarded by the beneficiary** or its partners for the purposes of carrying out the action, provided that the conditions laid down in grant agreement or grant decision are met;

**- costs arising directly from requirements linked to the performance of the action** (dissemination of information, specific evaluation of the action, translations, reproduction, etc.),

**- costs relating to a pre-financing guarantee lodged by the beneficiary of the grant**, where required;

**- costs relating to external audits** where required in support of the requests for payments;

**- non deductible value added tax ("VAT")** for all activities which are not activities of the public authorities in the Member States.

### ELIGIBLE INDIRECT COSTS (overheads)

# 70%

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

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

Applicants's attention is drawn to the fact that in the case of organisations receiving an operating grant, indirect costs are no longer eligible under specific actions.

## INELIGIBLE DIRECT COSTS

The following costs shall not be considered eligible:

excessive or reckless expenditure	contributions in kind	provisions for losses or debts;	any costs incurred by the beneficiary but re-invoiced to third parties	costs declared by the beneficiary and covered by another action receiving a European Union grant.  In particular, indirect costs shall not be eligible under a grant for an action awarded to the beneficiary who already receives an operating grant financed from the Union budget during the period in question;
doubtful debts;	debt and debt service charges;	interest owed;	costs of transfer from the Agency charged by the bank of the beneficiary;	
return on capital;	exchange losses;			

## CALCULATION OF THE FINAL AMOUNT

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

- a **final report** providing details of the implementation and results of the action;
- **the final financial statement** of costs actually incurred;
- the beneficiary is also required to submit, in support of the final payment, a **“Report of Factual Findings on the Final Financial Report - Type I”** produced by an approved auditor or in case of public bodies, by a competent and independent public officer.’

The procedure and the format to be followed by an approved auditor or in case of public bodies, by a competent and independent public officer, are detailed in the following “Guidance Notes”: [http://eacea.ec.europa.eu/about-eacea/document-register\\_en#audit](http://eacea.ec.europa.eu/about-eacea/document-register_en#audit)  
The use of the report format set by the “Guidance Notes” is compulsory.

If the eligible costs actually incurred by the beneficiary are lower than anticipated, the Agency will apply the rate of co-financing stated in the grant agreement/decision to the expenditure actually incurred.

In the event of non-execution or clearly inadequate execution of an activity planned in the application

attached to the funding decision/agreement, the final grant will be reduced accordingly.

### Non-profit rule

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

The verification of non-profit does not apply to low value grants, i.e. ≤ EUR 60 000.

## PAYMENT ARRANGEMENTS

# 70%

**A pre-financing payment corresponding to 70% of the grant amount will be transferred to the beneficiary within 30 days** either of the date when the last of the two parties signs the agreement, or of the notification of the grant decision, provided all requested guarantees have been received.

If specified in the grant agreement/decision an Interim payment shall be paid to the beneficiary. Interim payment is intended to cover the beneficiary’s expenditure on the basis of a request for payment when the action has been partly carried out. For the purpose of determining the amount due as interim payment, the reimbursement rate to be applied to the eligible costs approved by the Agency shall be 50%.

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

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

The financial guarantee, in euro, shall be provided by an approved bank or financial institution established in one of the Member State of the European Union. When the beneficiary is established in a third country, the authorising officer responsible may agree that a bank or financial institution established in that third country

may provide the guarantee if he considers that the bank or financial institution offers equivalent security and characteristics as those offered by a bank or financial institution established in a Member State. Amounts blocked in bank accounts shall not be accepted as financial guarantees.

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

# PUBLICITY, COMMUNICATION AND DISSEMINATION

## (I2) PUBLICITY

### 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 logo of the Creative Europe – MEDIA programme on all their publications, posters, programmes and other products realised under the co-financed project.** To do this they must use the text, the logo and the disclaimer available at [http://ec.europa.eu/dgs/education\\_culture/promo/creative-europe/eps/eps.zip](http://ec.europa.eu/dgs/education_culture/promo/creative-europe/eps/eps.zip), which will be provided by the Agency.

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

### By the Agency and/or 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 the 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 Agency and/or the Commission will publish the following information:

- name of the beneficiary,
- locality of the beneficiary
- the amount awarded,
- nature and purpose of the grant.

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.

## COMMUNICATION AND DISSEMINATION

To maximise impact, projects should have a clear and strong strategy for communication and dissemination of their activities and results, and applicants must provide enough time and resources to communicate and interact appropriately with peers, audiences and local communities as appropriate.

Beneficiaries may be required to attend and to participate in events organised by the European Commission or the Agency to share their experience with other participants and/or policy makers.

## WHO TO CONTACT?

For any further information about European Games Developer Federation (EGDF), please visit [www.egdf.eu](http://www.egdf.eu) or [www.facebook.com/europeangamedevelopers](https://www.facebook.com/europeangamedevelopers)

For any further information about Creative Europe fundign, please contact your Creative Europe desk: [http://ec.europa.eu/programmes/creative-europe/tools/creative-desks\\_en.htm](http://ec.europa.eu/programmes/creative-europe/tools/creative-desks_en.htm)

Contact within the EACEA: <https://eacea.ec.europa.eu/creative-europe/contacts>

If you encounter a technical problem in relation to the e-Form, please ensure that you contact the HelpDesk well in advance of the deadline for submission: [eacea-helpdesk@ec.europa.eu](mailto:eacea-helpdesk@ec.europa.eu)

