European MEDIA AND INFORMATION Fund

Explanatory Notes – Preparing and submitting your application

Preparing your submission

Please, go through the following steps before submitting your application:

- read the key background documents (call for proposals and information on the website) and check whether:
    - your project falls within the scope of the call
    - your organisation/application meets the eligibility criteria

  and inform yourself about the:
    - award criteria
    - financial and operational capacity requirements
    - exclusion criteria
    - admissibility conditions (e.g., call deadline, character limits, etc.)
    - other (e.g., pre-financing guarantees)
- create a MyGulbenkian user account by clicking on the "Apply" button on the EMIF's call page.

Submission is a **2-step process**:

a) register your organisation on MyGulbenkian;

b) submit the proposal as follows:

- Fill in the form directly online. This includes administrative information about the applicant organisations, the technical content of the proposal and the summarised budget for the proposal.

- Fill in the detailed budget template, the timeline template, and the declaration of honour template. Fill in the Excel and Word templates and upload them as PDF file.
- Add annexes & supporting documents. Upload them as PDF files.

Documents must be uploaded to the right category (otherwise your proposal might be incomplete and, therefore, inadmissible).

Each application form may be filled in step by step, at your convenience. We advise you to save uncomplete applications using SAVE button at the bottom of the application page.

You should not submit the application before the full application is filled in. Submission is irrevocable. If an application is submitted, but the applicant(s) wants to change it, the application will have to be deleted and restarted.

Before submitting your application, please make sure you tick the consent box on data processing. You will not be able to submit your application without this check.

If you want to change or delete your application, you can do so by sending an email to info@emifund.eu requiring that the system administrators perform the deletion.

Questions on submission:

- can be sent at all times to the EMIF's email account, but the EMIF can only guarantee responses within 48 hours. This means that immediately before closing dates there is no assurance that questions posed within the 48 hours previous to the closing hour will be responded before the closing;
- should clearly indicate the reference of the call you are interested in or applying to.

How to fill in your application

All mandatory fields of the application form are marked accordingly by an asterisk; you will not be able to submit the application unless these fields are filled in.

APPLICATION FORM, SECTION 1

In the field Official Legal Form, please indicate the official name in English AND in the official language of the country of registration.

In the field Tax/VAT Number or Equivalent, indicate your VAT number, if your organisation does not have a VAT number, indicate a relevant official national registration number of your entity. This number may coincide with the number indicated in the previous field Registration Number.

In the field Contact Person Responsible for Proposal, indicate the person who will be the first point of contact for any communications related to the application.

In the field Legal Representative(s) for Lead Applicant, indicate the person(s) who will be signing the grant agreement in case your application is approved, click add legal representative to add multiple representatives.

In the field Year of foundation, indicate the year of official incorporation.

In the Subsection 1.2, in the field Number of employees, indicate total number of employees.

In the field Partner applicants, please list all entities involved in the call that would have an allocated budget under the Project.

In the field Non-Funded Partner Applicants, list all the partners in the project that would not have an allocated budget under the Project.

APPLICATION FORM, SECTION 2

Here you should describe activities and financial information of the Lead Applicant organisation and Partner Applicant organisations in the last two years. Or alternatively, if the organisations' activities were severely affected by the pandemic, report the activities and financial information up to two consecutive years prior.

APPLICATION FORM, SECTION 3

In Subsection 3.1 Objectives and activities,

- The objectives describe the desired results of the project and must be specific and measurable.
- An indicator is a specific, observable and measurable criterion that is used to show changes or progress of the project.
- A baseline value is the quantitative expression of an indicator before the implementation of the project.
- A target value is a specific quantitative threshold for an indicator that must be achieved at the end of the implementation of the project.

In the table where you describe your objectives, it is mandatory to fill-in information on two cross-cutting objectives and indicators predefined for each call:

Objective	Indicator	Unit of measurement	Baseline value	Target value
[...]	[...]	[...]		
[...]	[...]	[...]		

The baseline and target values must refer to all members of the consortium.

All the indicators will be cross-checked in the reporting stage.

In Subsection 3.3 Dissemination describe how you are planning to ensure visibility of your work in the public sphere and plans for transferability and knowledge exchange.

In subsection 3.4 Work Packages, you should fill in information regarding the three mandatory Work Packages and you may add other work packages by clicking the button "Add Work Package".

- Description of work should include the tasks foreseen for the work package and the identification and description of the role of the partners involved in it.
- Deliverables are quantifiable tangible or intangible results produced in the course of the project.
- Milestones mark specific points in a project's timeline. These points can signalise the start and finish of the project or mark the completion of a specific phase of work.

BUDGET

In the Budget section, submit costs break up per category listed in the form. Bear in mind that total costs of the project should be the sum of costs attributed to the Lead Partner and to each member of the consortium in case you are applying as a consortium.

The applicants are allowed to submit budgets that surpass the maximum grant per project. In this case, EMIF will only grant up to the maximum established, at a 100% rate, being the remainder of the budget a financial responsibility of the applicants.
Please notice that reporting will cover all activities and costs foreseen in the application, even if they surpass the maximum grant.

The submitted budget must match the detailed budget annexed to the application.

The detailed budget should follow the template available on the website.

In order to ensure coherence, we recommend to first prepare the detailed budget and then to transpose the headings' and partner's total figures to the application form.

Specific instructions for each direct cost (costs directly attributable to the submitted application) are listed below:

- For the budget item "1. Direct personnel costs":
    - when assigning expenses related to human resources, each line should correspond to one employee identified by their job description (i.e., fact-checker 3, officer 1),
    - when assigning expenses related to experts (natural persons under contract), the procedure should replicate the one assigned to standard human resources.
- The budget item "2. Costs of goods works and services (including subcontracting)" should include any expenses related to goods that are not applicable to other budget items, and specialized external works and services, such as IT consultancy, legal, accountancy, advertisement, etc., that are directly attributable to the project.
- The budget item "3. Costs of travel and subsistence allowances" should include any expenses related to costs of travel tickets, allowances, meals, and hotel expenses directly attributable to the project.
- The budget item "4. Costs of purchase and depreciation of equipment", should include any expenses related to the acquisition of assets (e.g., personal computers, printers, external drives, sound and image equipment, etc.) which can be depreciated, or subscriptions of software tools directly related to the project's core activities.
- The budget item "5. Costs of consumables and supplies", should include any expenses related to administrative work and/or maintenance expenses (e.g., writing material, pen drives, printing costs).
- The budget item "6. Costs arising directly from requirements imposed by the Grant Contract", should include any expenses imposed by the Grant Agreement

(e.g., dissemination of information, impact/result evaluation of the project, translations, reproduction, auditing expenses).

As for the "Total indirect costs (7%)", it should include costs that are not directly linked to the project implementation and therefore cannot be attributed directly to it. A flat-rate amount of maximum 7% of the total eligible direct costs of the project, excluding budget item "2. Costs of goods, works and services (including subcontracting)", is eligible as indirect costs, representing the beneficiaries' general administrative costs which can be regarded as chargeable to the project.

DOCUMENTS

Assessment of operational and financial capacity of the applicant is based on the declaration on honour, as well as on legal and financial supporting documents that must be submitted with the application.

Failure to submit all mandatory documents requested in the Application Form results in the exclusion of your application.

In the field Statutes, the applicant should upload their statutes or equivalent for EACH member of the consortium, i.e., Articles of Association, Act of Establishment, Charter, etc.

Supporting documents must be submitted in the original official language accompanied by a English translation. Non-official translations are acceptable.

The applicant assumes full responsibility for the content of the documents and the accuracy of the translation. In case of false declarations and/or intentional manipulation of the translation, the Fund shall terminate any ongoing relationship with the applicant including termination of ongoing grant agreements.

You can attach multiple support documents in each DOCUMENT category.

List of documents

- Registration documentation of consortium members *

  In the original language and a translation in English.
- Declaration on honour of consortium members *

  Declaration on honour regarding exclusion clauses and each consortium member's financial and operational capacity.

- Statutes of consortium members *

  In the original language and a translation in English.

- Curriculum vitae *

  Curriculum vitae or description of the profile of the people primarily responsible for managing and implementing the operation.

- Balance sheets of consortium members *

  Balance sheets or extracts from balance sheets for the financial years referred to in point 2.2, in the original language and a translation in English of each applicant.

- Profit and loss account of consortium members *

  Profit and loss account for the financial years referred to in point 2.2, in the original language and a translation in English.

- Activity reports of consortium members *

  Activity reports of applicants established for over 1 year, if available, or an exhaustive list of previous projects and activities performed and connected to the field of this Call or to the actions to be carried out.

- Business plan - for newly created entities

  For newly created entities, the business plan will replace the above-mentioned documents, to be submitted in the original language and a translation in English.

- Detailed budget *

- Project activities timeline *

- Letters of support from experts and organisations

  Letters of support from experts and organisations with expertise in areas relevant to the call.

- Additional documents and/or information

  Additional documents and/or information further supporting the relevance of the project.

(*) Templates can be found at your MyGulbenkian account and at www.emifund.eu: