



CALL FOR PROPOSALS

EP-COMM-SUBV-2025-MEDIA

Questions and Answers

V.2 20 December 2024

You will find below the list of asked questions and replies based on received questions for this calls for proposals. Please note that the present document aims to complement and clarify the current call for proposals and its documents of guidance and does not replace them. The Q&As will be periodically published; applicants are invited to check the following website regularly: <https://www.europarl.europa.eu/contracts-and-grants/en/grants>

QUESTION 1:

Our media outlet has indeed been registered for more than two years. However, the legal form of the publisher has changed within this period, while the entity itself and its activities have remained consistent.

Could you please confirm whether, under these circumstances, we are eligible to apply for the grant?

ANSWER 1:

For the sake of transparency and equal treatment, we cannot provide a prior assessment of the eligibility of any particular entity.

To be eligible for a grant under the call EP-COMM/SUBV/2025/MEDIA, the legal entity applying must have been constituted and registered as a legal entity for **at least two years** at the time of application. If your organisation has undergone a change in its legal form but has maintained continuity in its activities and operations, it may still be eligible to apply.

To confirm eligibility under these circumstances, we would recommend submitting your proposal with documentation that demonstrates:

- The continuity of the entity's operations and activities despite the change in legal form.
- The registration history of the entity in its previous and current legal forms, including supporting documents such as historical registrations or declarations of legal transformation.

QUESTION 2:

At the platform, the deadline is 22nd of January of 2025. However, in the call document, in the Section 4 (Timetable and deadlines), the deadline for submission is still the 15th of January 2025. Could you clarify when exactly is the exact date of the submission deadline?

ANSWER 2:

The submission deadline has recently been extended from 15th January to 22nd January 2025. The table in the call document has already been updated; please note that the official deadline is **22nd January 2025 at 17:00 CET**.

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QUESTION 3:

Can we provide the Financial Statements in our own language – as Bulgarian is one of the official languages of EU or should we translate them in English?

ANSWER 3:

We confirm that the financial statements can be submitted in any official EU language, so sending them in Bulgarian is possible.

QUESTION 4:

When can we start the research/shooting of our project? Can those costs be eligible from the submission of the application, or will they be eligible from the notification of the grant, or after the signature of the grant?

ANSWER 4:

Regarding the start of the research or shooting for your project, please note the following:

- The **eligibility period** for proposed actions is set out in the Call for Proposals as **September 2025 to March 2027** (Section 6.6). All actions must have a minimum duration of six months and must take place within this timeframe.
- For selected projects, the **official start** date will be fixed in the Grant Agreement and is typically set as **September 2025**.
- In very exceptional cases, applicants may request a retroactive start date up to the date of submission, provided there is appropriate justification proving the necessity of starting earlier, as outlined in the Financial Regulation (Art. 196).

QUESTION 5:

Does this grant amount between EUR 30.000 and EUR 150.000 (Section 6.7) refer to the part which the European Parliament will cover – for example these max 60%? Or do you mean that the overall budget value of the whole project including what we cover and what the EP covers should not be more than EUR 150.000?

ANSWER 5:

The indicated maximum grant amount of 30.000 € to 150.000 € refers to the contribution that the European Parliament may provide to cover up to 60% of the total eligible costs actually incurred by the beneficiary and its affiliated entities for the project.

The overall budget value of the project is not subject to a maximum limit. However, proposals are expected to request a contribution from the European Parliament (maximum grant amount per project) within the range of 30.000€ to 150.000€ (see section 10.2). The contribution from the **European Parliament will not exceed 60% of the eligible costs actually incurred**. The rest must come from the beneficiary's own resources, income generated from the action or financial contributions from third parties.

QUESTION 6:

In the applicants financial capacity, there is a minimum requirement, indicating that the applicants should have an average turnover/income in the last 2 financial years of at least 100% of the total cost of the action. The total cost of the action refers to the call budget of EUR 5.000.000, or the cost of the budget proposed by the applicant?

ANSWER 6:

As stated in section 7.1 of the Call for Proposals, applicants must demonstrate an average turnover/income over the last two financial years of at least 100% of the total cost of the action. To specify, the **"total cost of the action"** refers to the budget proposed by the applicant in their project proposal, not the overall available budget for the call (5.000.000 €).

This requirement ensures that applicants have stable and sufficient financial resources to implement the proposed action.

QUESTION 7:

Who can we contact regarding the details of the call for proposals mentioned in the subject, and is there a designated contact person in Hungary?

ANSWER 7:

There is a single point of contact for all queries related to this call, which is the designated email address provided in the call documentation (media-grants@europarl.europa.eu). All requests from all countries are managed centrally through this email channel to ensure consistency and efficiency in responding to inquiries.

QUESTION 8:

Does the application submission require using a draft of the Restructured Simplified Accounting Balance Sheets and Profit and Loss Account, or are we allowed to use our own Balance Sheets and Profit and Loss Account instead?

ANSWER 8:

The Restructured Simplified Accounting Balance Sheets and Profit and Loss Accounts **(Annex IV) must be completed using the template** available in the Submission System. You can also access this template on our webpage via the following link <https://www.europarl.europa.eu/contracts-and-grants/en/grants/media-and-events>.

QUESTION 9:

I am writing to you to enquire about the possibility of carrying out a Media Actions project in Catalan. Could you please confirm whether Catalan is an accepted language for the development and implementation of Media Actions projects?

ANSWER 9:

We confirm that the Media Actions of the proposal can be operated in Catalan.

QUESTION 10:

In the draft estimated budget (Column D, Row 3), a Monthly Rate is specified. However, none of our team members will work full-time or have a fixed pro-rata. Can I change this to a Daily Rate? I will explain the budget in the Description of the Action (PART B) of the Application Form.

ANSWER 10:

As per the Guide for Applicants, the EP may accept a different method of calculating personnel costs used by the beneficiary, if it considers that it offers an adequate level of assurance of the costs declared being actual (**Appendix 1**).

You can calculate personnel costs using a daily rate instead of a monthly rate when team members are not working full-time or at a fixed pro-rata on the action. This adjustment is allowed, provided the daily rate is calculated as {annual personnel costs ÷ individual annual productive days}, and the number of actual days worked is clearly documented and verifiable.

You may modify the budget template to reflect the daily rate, changing accordingly fields from month to day parameters, as in your attached file, and explain the calculation method in Part B (Description of the Action) of the Application Form.

QUESTION 11:

In the budget form, the column in the personnel costs states: Time allocated to the project (months). If we apply for b (ii) from the Guide For Applicants - hourly/daily rate, how should this be applied in the budget? Do we change the monthly time to daily/hourly or how do we proceed?

ANSWER 11:

As per the Guide for Applicants, the EP may accept a different method of calculating personnel costs used by the beneficiary, if it considers that it offers an adequate level of assurance of the costs declared being actual (**Appendix 1**).

If you are using method b(ii) (hourly/daily rate), you should convert the monthly time to an appropriate hourly or daily rate. In the budget, clearly specify the method you are using (hourly or daily rate), and provide the estimated number of hours or days worked. Ensure that these estimates are verifiable and in accordance with the rules for hourly/daily rates set forth in the Guide for Applicants.

QUESTION 12:

Could I please request the latest rankings of the calls for proposals for grants in media actions for communication?

ANSWER 12:

You can find information about all grants awarded by the European Parliament's Directorate-General for Communication over the past two years under the "**Ex-Post Publication**" section of the **EP DG COMM Grants Webpage**. The details are available at the following link: <https://www.europarl.europa.eu/contracts-and-grants/en/grants/ex-post-publication>.

QUESTION 13:

Are crafts eligible applicants for this MEDIA Call for Proposals?

ANSWER 13:

For the sake of transparency and equal treatment, we cannot provide a prior assessment of the eligibility of any particular entity.

To be eligible for a grant, applicants must be able to demonstrate that they are:

- A legal person constituted and registered as a legal entity for at least two years at the time of application;
- A legal person established in one of the Member States of the European Union;
- A legal person with no political affiliation.

Without going into your particular case, craft organizations, provided they meet these eligibility criteria and are legally constituted entities, may be eligible to apply. However, please ensure that your organization adheres to all relevant requirements set out in the call and submits the necessary supporting documents during the application process.

We highly recommend that you carefully review the financial and operational capacity requirements (**Section 7**).

QUESTION 14:

Regarding the main objectives of the tender, could you clarify in which language it should be provided? Should it be in English or in the language of the applying company?

ANSWER 14:

As outlined in **Section 12, Language**, of the Call for Proposals document, proposals may be submitted in any official EU language; however, for reasons of efficiency, applicants are strongly advised to use English or French for the entire application.

QUESTION 15:

Is there a list of previous grantees that I could see? Annexes to be uploaded with the application – do all these need to be in English? If financial reports need to be translated, are there guidelines for this? The originals are in Finnish.

ANSWER 15:

1. You can find information about all grants awarded by the European Parliament's Directorate-General for Communication over the past two years under the "**Ex-Post Publication**" section of the **EP DG COMM Grants Webpage**. The details are available at the following link: <https://www.europarl.europa.eu/contracts-and-grants/en/grants/ex-post-publication>.
2. We confirm the Annexes can be sent in Finnish. Proposals and all reports may be submitted in any official EU language. For reasons of efficiency, we strongly advise applicants to use English or French for the entire application.

QUESTION 16:

Could you please clarify the correct submission deadline? The latest version of the Call for Proposals document states the deadline is January 22nd, while the submission portal shows January 15th.

ANSWER 16:

The submission deadline has recently been extended from 15th January to 22nd January 2025. The submission portal has already been updated to reflect this change. Please note that the **official deadline is 22nd January 2025 at 17:00 CET**.

QUESTION 17:

Could you kindly clarify whether an entity currently in a "state of liquidation" is eligible to participate in the call for proposals? If this is not possible, can an affiliated entity, which is not in liquidation and could subcontract tasks to the liquidated entity, apply for the grant?

ANSWER 17:

For the sake of transparency and equal treatment, we cannot provide a prior assessment of the eligibility of any particular entity.

Under the **Financial Regulation** (EU, Euratom) 2024/2509, specifically **Article 138**, it is established that entities in a state of liquidation are generally excluded to receive EU funding. While the regulation does not automatically disqualify a company in liquidation from applying, the legal status of the company can have significant implications for the implementation of a project, particularly regarding financial and operational stability. In any case, the applicant must declare its exclusion situation, explain the remedial measures taken, and provide assurances that this situation does not represent a financial risk

In this call for proposal, the third parties allowed to participate in the action are affiliated entities and subcontractors. Affiliated entity is a legal person that has a link with a beneficiary, in particular legal or organizational, which is neither limited to the project nor is established for the sole purpose of its implementation.

In this context, your organization and affiliated entity could submit a proposal as main applicant and affiliated entity. Please note that the exclusion situation applies to both the main applicant and the affiliated entities as outlined in **Guide For Applicants (p.14)**.
