

## CREATIVE EUROPE MEDIA

### European Film Distribution, European Film Sales and Films on the Move\*

#### *Creating a request for film qualification in the MEDIA database*

**\*NB – for Films on the Move, requests for film qualification are STRICTLY for project applications ONLY and MUST ALWAYS form part of the application dossier (via the ‘edit MEDIA DB button’ in the application).**

### Introduction

The MEDIA database (MEDIA DB) shows **the nationality of the film according to the MEDIA rules**, and therefore whether a title is eligible for support. All films submitted for European Film Distribution (FILMDIST), European Film Sales (FILMSALES) and Films on the Move (FILMOVE) must therefore be qualified on the MEDIA DB (film qualification).

This guide therefore shows you how to create a film fiche and submit this fiche to request your film qualification. Important: before you start, please **check the film eligibility requirements** in section 6 of the call document for which you are requesting support.

Films in the MEDIA DB will show one of the following statuses:

- **‘Processed’** – the film qualification request has been reviewed and the nationality attributed according to the MEDIA rules.
- **‘Submitted,’ ‘Under processing’ or ‘Missing information’** – the film qualification request has been submitted, but not yet reviewed by the Agency (hence, the nationality is not final).
- **‘Criteria not met’** – the film has been reviewed by the Agency and declared ineligible, and related admissions (if applicable) will therefore be disregarded.
- **‘Duplicated’** - the film is a duplicate of an existing fiche. Before entering your film fiche, please always check that it does not already exist in the MEDIA DB (search via original title and/or director).

The list of MEDIA countries eligible for support is available here: [list of participating countries](#)

- In case of any doubts on the film's eligibility criteria, please contact [EACEA-MEDIA-DB@ec.europa.eu](mailto:EACEA-MEDIA-DB@ec.europa.eu).
- If you encounter technical issues with the MEDIA DB, please contact [EACEA-MEDIA-DB-SUPPORT@ec.europa.eu](mailto:EACEA-MEDIA-DB-SUPPORT@ec.europa.eu).

## 1. Creating your qualification request in the MEDIA database

- **To start, enter the title of the film or the name of the director.** Always use the original title of the film. You should check that the film does not already exist on the MEDIA database (you may do so by entering the name of the director, e.g. in case the international title appears)
- Click on the hyperlink '**Create your Movie Fiche**'.

Could not find the Movie you are looking for? If your company has an open grant agreement for which you would like to submit information on a new audiovisual work that will be part of the project implementation, you can [Create your Movie Fiche](#).

- On the screen '**Enter information about grant agreement**',
  - for a running project, enter your grant agreement reference number and the call under which you are requesting support.
  - if you are creating a fiche for an open call for proposals, follow the hyperlink at the bottom of the screen or type 'generation'.

➔ *Only requests to qualify films linked to a proposal or a running project will be processed!*

### Enter information about grant agreement

Only beneficiaries or applicants under Creative MEDIA FILMDIST, FILMSALES or FILMOVE may submit a request for qualification in the Creative Europe MEDIA database. Please note that if your request is not linked to an application or ongoing grant, the film title will not be treated.

Please indicate the Creative Europe call for proposals to which the grant agreement refers: \*

European film distribution (Creative Europe 2021-2027) ▼

Please indicate the Grant agreement reference \*

101345678

For a coming European Film Distribution or European Film Sales application (fund generation) [click here](#) (or type 'generation')











Proceed

- **Complete all the fields marked with an asterisk \*** for your selected film. Please note that the process of creating a film fiche does not yet allow for the possibility of saving as a draft. You should therefore have all of the required information to hand as you work.
- **Copyright year:** should be as shown in the end credits of the film.

- The film must be produced with the **significant participation (as per the credits) of professionals who are nationals/residents of countries participating in the MEDIA strand and credited as such:**
  - **‘Significant participation’** is defined as **having more than 50% of the points based on the table published in the calls**. The total can vary depending on the type of work (animation, documentary, fiction). When roles are shared, points are shared accordingly. In the event of a tie (i.e. where the points are equal for a given nationality) the nationality of the director (or the following talent in the list below) shall be decisive.
  - The total number of points always applies (i.e. 19 for animations and fictions, 13 for documentaries), even if not all the points are attributed. Consequently, the minimum number of points needed to establish eligibility is more than **9.5 points for a fiction or animation film** and more than **6.5 points for a documentary**.
  - **Cast and crew should follow the official credits** as shown on the poster and rolling credits of the film.
  - To be awarded **points**, the **cast, crew and locations must be from an eligible MEDIA country**. Nationality prevails over residence for MEDIA nationals. However, if a non-MEDIA national is declared as resident in a MEDIA country, residency is taken into account on the basis of formal proof.
  - If a role is **shared between two or more individuals** (and officially credited as such) the point(s) will be calculated proportionally between those individuals (decimal points awarded accordingly). Declared roles always refer to individuals (i.e. not studios), excepting shooting and post-production locations.
- To determine points, the Agency reserves the right to add, delete or change credits following evaluation and the film fiche will be edited as necessary.
  - All information will be cross-checked against poster and official list of credits. Publicly available information, including, but not restricted to, the producer and sales agent websites, national repositories, IMDB and similar professional websites may also be checked.
  - Please upload the official poster and official list of credits, including copyright, as supporting documents. Other material may be requested.
  - Only the lead credits will be taken into account.
  - Author/(script)writer – in case of a film adaptation from a novel, the original author is not considered for calculation of points.
  - Actors – the order of actors credited on the poster and official credits will be considered for the calculation of points.
  - Composer: if there is no composer (i.e. the person credited with creating the original music for the film), no points will be assigned (music supervisor cannot be considered).


- Production designer: if there is no production designer, s/he can be replaced by the art director.
  - If e.g. post-production and shooting locations are shared among many different countries, all countries should be listed and decimal points assigned correspondingly.
  - If a film is in (pre-)production and not all final information is available, a written confirmation of the main producer on the cast and crew and the film financing and production structure could be accepted and a provisional qualification finalised. However, the information will be revised once final and official. If not enough information is available, the film status will be set to 'missing information' and no nationality will be specified.
- **The film must be *in majority* produced by a producer or producers established in the countries participating in the MEDIA strand. In addition, minimum 50% of the financing of the total estimated production budget must come from countries participating in the MEDIA strand and the production companies must be credited as such.** To be considered as the actual producers the production companies must be credited as such. Elements such as opening credits, copyright appearing on the rolling credits, creative control, ownership of exploitation rights and share of profits may also be taken into account to determine who the actual producer is.
  - **The co-production structure** should show the full production structure, company name and nationality in each case, relative share of the production budget for each company and **the total production budget in EUR** (this is new – only budgets expressed in euro are now accepted).
  - **NEW: the financing plan** should **show the sources of finance**, the name of the financial partner, the country and the percentage of the total. Only complete the cells that are relevant for your film (other cells may be left blank). Amounts should be rounded to the nearest euro (no decimal points). It is important to note that the total production in euro in the financing plan must be the same as the total production budget in the co-production field, otherwise you will not be able to submit your film fiche.

Financing Plan in Euro

SOURCES OF FINANCE	NAME OF THE FINANCIAL PARTNER	COUNTRY (ISO CODE)	AMOUNT IN €	% OF TOTAL
Delegate Producer's investment <a href="#">Add new</a> 				
Co-production investment company <a href="#">Add new</a> 				
Public Fund <a href="#">Add new</a> 				
Broadcaster <a href="#">Add new</a> 				
Online/Streaming platform <a href="#">Add new</a> 				
Sales Agent (international distribution) <a href="#">Add new</a> 				
Distributor <a href="#">Add new</a> 				
Tax credit/incentive <a href="#">Add new</a> 				
Private investment <a href="#">Add new</a> 				
Other source <a href="#">Add new</a> 				
Total Production in Euro			0,00 €	

- **Upload your supporting documents:**

- **Rolling end credits.**
- **Official poster.**
- **Signed financing plan.** You can either export your financing plan as a pdf document ('Download' button), have it signed by the lead (delegate) producer and upload it, or you can upload your own financing plan (also signed by the lead producer) if it contains all the requested information.

 [Download Financing Plan](#)

- **Click 'submit'.** You will receive an automatic notification by email and a further notification once the Agency has completed the qualification process.

## **2. Specific information for applicants (NB: please refer to the respective call and Q&As published on the Funding and Tenders portal)**

### **2.1 European Film Distribution (FILMDIST)**

- Access your admissions dossier in the MEDIA database by clicking the 'edit MEDIA DB' button in your application
- Select your distribution territory and year of admissions
- Click on 'add a line' for each film to add admissions for your selected territory.
- Export your admissions dossier as a pdf document and add it as an annex to your application in the Funding and Tender Portal ("PDF with film(s)/work(s) information generated from the Creative Europe MEDIA Database")
- Make sure that the Requested EU contribution in your proposal corresponds with the estimated grant (= potential fund) from the MEDIA Database.

### **2.2 European Film Sales (FILMSALES)**

- Create a film fiche for STEP 1 (films acquired and distributed in year "N") by clicking the 'edit MEDIA DB' button in your application

### **2.3 Films on the Move (FILMOVE)**

Please note the distinction between:

1. Creating a film fiche in the MEDIA Database (as described in this guide), and
2. Generating the compulsory annex "PDF with film(s)/work(s) information generated from the Creative Europe MEDIA Database" required for Films on the Move applications.

For FILM DISTRIBUTION and FILM SALES, the film fiche is created independently in the MEDIA DB and may be completed before submitting the proposal.

For FILMS ON THE MOVE, however, the compulsory annex must be generated directly from the application workspace:

- On the Films on the Move funding submission page, use the “Edit Media DB” button.
- This entry point opens the European Films on the Move dossier fiche in the MEDIA DB.
- This dossier links an existing film fiche to the grouping of distributors, including each distributor’s forecast P&A, expected MEDIA grant request, and planned release dates.

This dossier-generated PDF must be attached to your application.

A Films on the Move application that only includes the film fiche (without the distributors’ grouping information) may be considered inadmissible, as the distributor grouping details are essential for the evaluation of the proposal.