ONLINE GUIDE ON PROPOSAL SUBMISSION

For the action

"Support for audiovisual production works"

NOTE: For the applications concerning the action "Support for audiovisual production works" apply the following:

The present call for proposals starts on 16.4.2018

Applications will be accepted ONLY if relating to projects whose production or post-production starts on 16 June 2018

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PROCESS TO OBTAIN ACCESS TO THE SYSTEM

All proposals for the Action "Support for audiovisual works production" shall be submitted via the website www.ependyseis.gr where the "State Aid Information System" is accessible



On the above screen please select: "εγγραφή νέου χρήστη" (new user registration)

Then, from the options list - Επιλέξτε Δράση (Select Action) – select: Ενίσχυση Δράσεων Επιχειρηματικότητας (Entrepreneurship Actions Support)

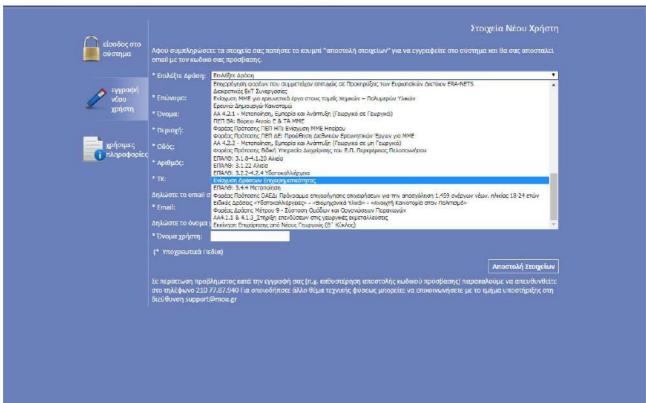












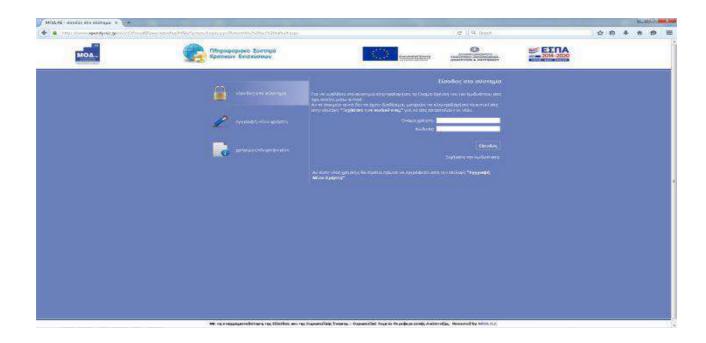
Then, fill in **all** fields on the screen. In the " $\mathbf{A}\mathbf{\Phi}\mathbf{M}$ " field (TIN-Tax Identification Number field) you should pay attention to the following when registering:

«The Tax Identification Number of the Legal Representative or the Agent holding the Legal Representative Status of the firm must be identical to the one stated when registering»

In case the **User Name** you have chosen is already in use, a notification message will appear at the bottom of the screen. In this case, you should select a different **User Name**.

As soon as the registration process has been completed successfully, you will instantly receive an e-mail with the User Name and the Password in order to log into the system.

Then, return to the Home screen (<u>www.ependyseis.gr/mis</u>), fill in your login credentials sent to you by email (Username and Password) and press «**EI\SigmaO\DeltaO\Sigma**» (**Login button**).

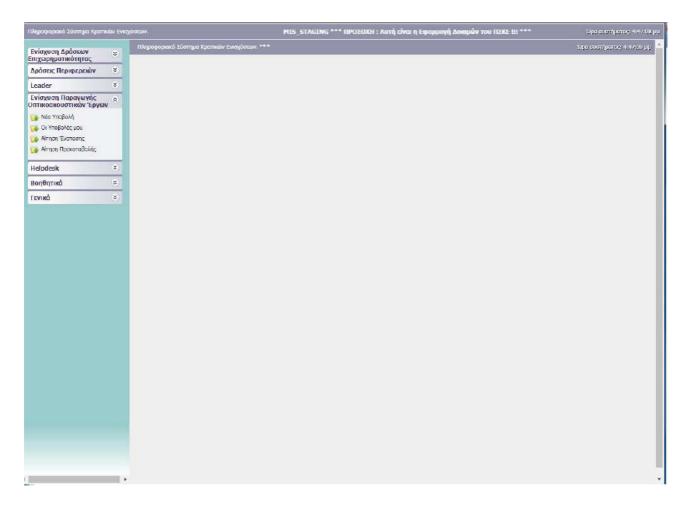


Tips - Troubleshooting

- 1. To avoid typographical errors it is preferable to copy (Copy-Ctrl C) and paste (Paste-Ctrl V) the credentials from the e-mail sent to you.
- 2. Since you do not have to complete the proposal in one session, you may come back to it several times. Be sure though, to save you credentials.
- 3. In case you have entered incorrect login information more than three times in a row, your account is locked. Please, contact our Support Desk (Tel: 210 7787940 between 09:00 to 17.00, email: support@mou.gr)

PROCESS TO SUBMIT PROPOSALS

After you enter the system successfully, the following screen is displayed:



On the left side of the screen, the following options appear:

1. Aid for audiovisual works production

New submission: This option opens the process of submitting a new proposal, as described below.

My submissions: A list with the User's submissions appears (in case it is supported by the specific Action)

2. Helpdesk

My questions: A list with the User's questions to the State Aid Information System Helpdesk appears

Requests/queries Submission: On this screen you can submit questions on technical matters

FAQ: A list of the most commonly asked questions appears to provide aid in solving users' problems

3. Useful Information

Home Page: Return to the Homepage (above screen)

Log-out: Log-out and return to the Home page

Exit: Log-out and close browser window

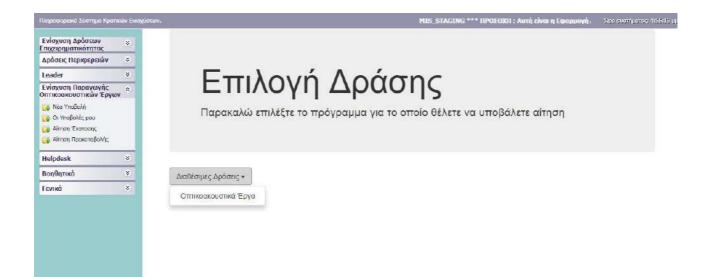
4. General

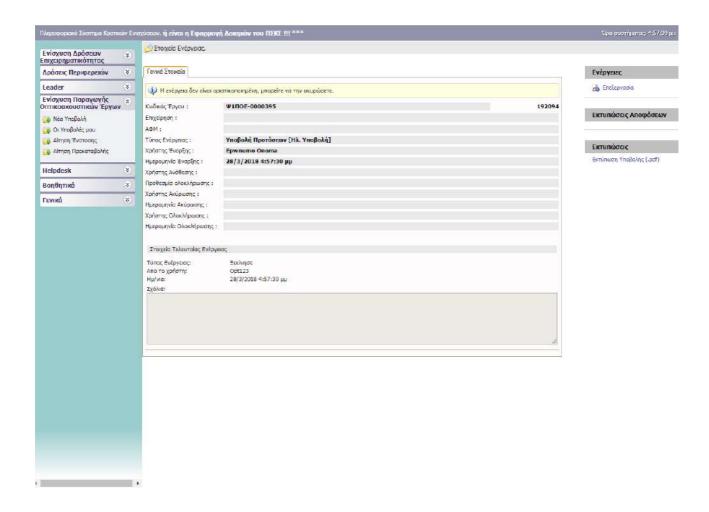
Display of Statistics concerning the User's proposals at the "Submission draft" phase or the "Final Submission" phase

New Submission

5. You can initialize your investment proposal by selecting the "Support for audiovisual works production" tab and then the "New Submission" tab on the menu bar

Click on: Actions Tab (Διαθέσιμες Δράσεις) > Audiovisual works Tab (Οπτικοακουστικά Έργα) to start New Submission (Νέα Υποβολή)





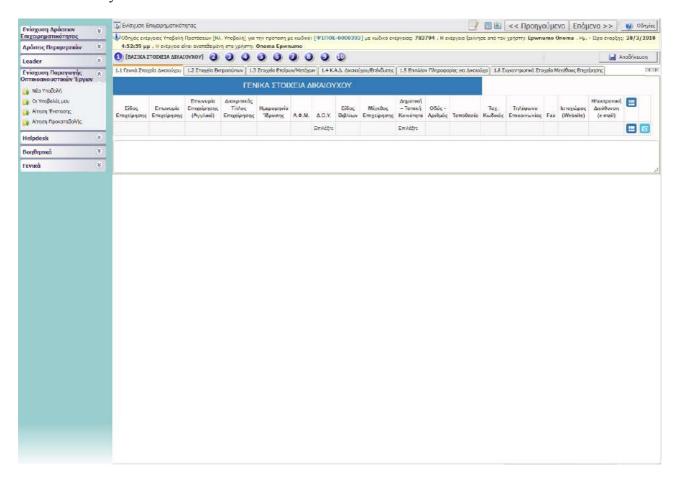
To begin processing, click «Επεξεργασία» (Edit)

By choosing «Επεξεργασία», 10 sections will appear

When the user logs out of the system, or goes from one step to another, it is recommended to click the "Save" button.

BENEFICIARY'S PERSONAL INFORMATION

1.1 Beneficiary's Personal Information

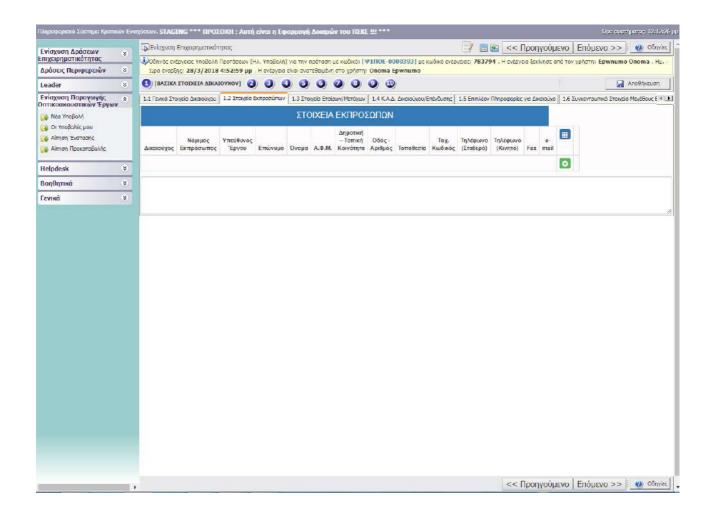


Button 1. «BA Σ IKA Σ TOIXEIA Δ IKAIOYXOY: (Beneficiary's Personal Information)

1.1. Click on to to fill in the information of the investment plan entity. Click on to update the registration.

Attention: The investment plan entity may be different from the final beneficiary/beneficiaries, whose personal information is filled in at step 1.5 «βήμα 1.5. επιπλέον στοιχεία για Δικαιούχο».

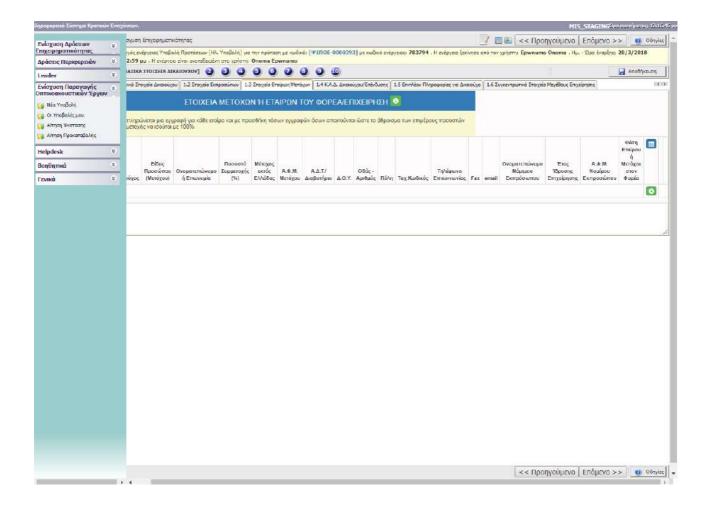
1.2 Representatives' Information



1.2 Clicking opens a new tab for filling in the information of the representative of the Implementing Entity of the investment plan. Click to update the registration.

The beneficiary refers to the Implementing Entity of the investment plan. In the box $\langle E\pi\acute{\omega}\nu\nu\mu\omega\rangle$ (Surname), fill in the legal representative of the Implementing Entity of the investment plan.

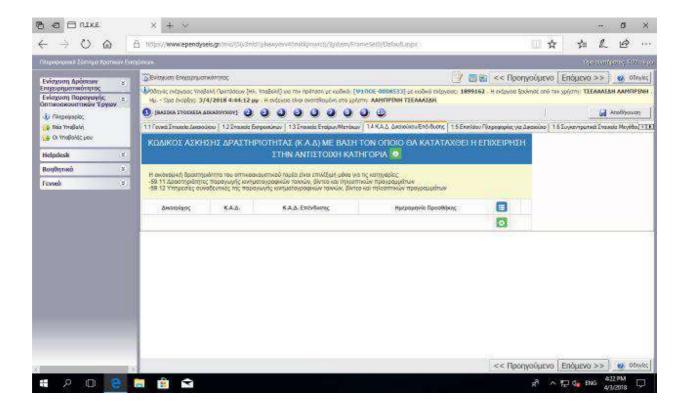
1.3 Partners/Shareholders Information



Clicking opens a tab with the information of partners or shareholders of the investment plan implementing entity. Click the button to update the registration.

Among the different categories, select the data concerning a natural or a legal person.

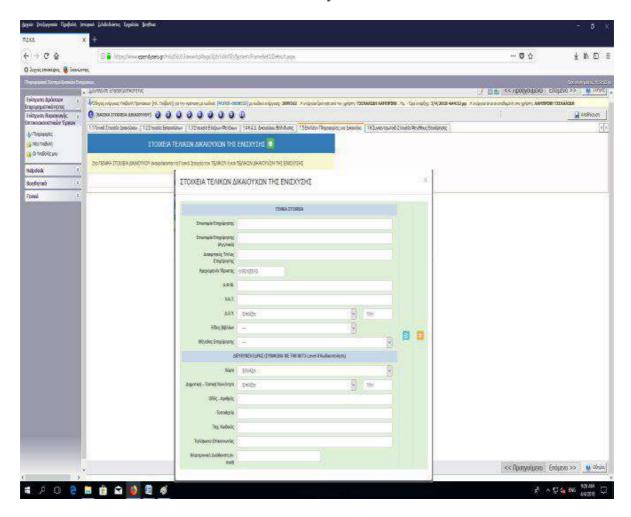
1.4 Beneficiary/Investment K.A.Δ (activity code)



1.4. Clicking opens the tab «Κώδικας Άσκησης Δραστηριότητας» (the Activity Number) of the Implementing Entity of the investment plan. Click to update registration.

Accompanying production services are understood as post-production procedures of the project.

1.5 Additional Information about the Beneficiary



Clicking opens a tab to fill in additional information concerning the beneficiary/beneficiaries. Click to update the registration.

All information about the final beneficiary/beneficiaries is necessary. Identification may differ from the identification of the Implementing Entity of the investment plan and must be in accordance with all documents and procurements submitted by the Implementing Entity during step 9.

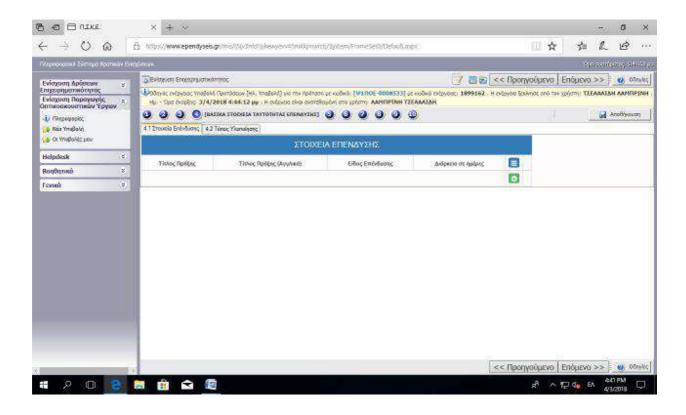
1.6 NO FILLING OUT IS REQUIRED

STEP 2. NO FILLING OUT IS REQUIRED

STEP 3. NO FILLING OUT IS REQUIRED

SENTIAL INVESTMENT INFORMATION

4.1 Investment Information



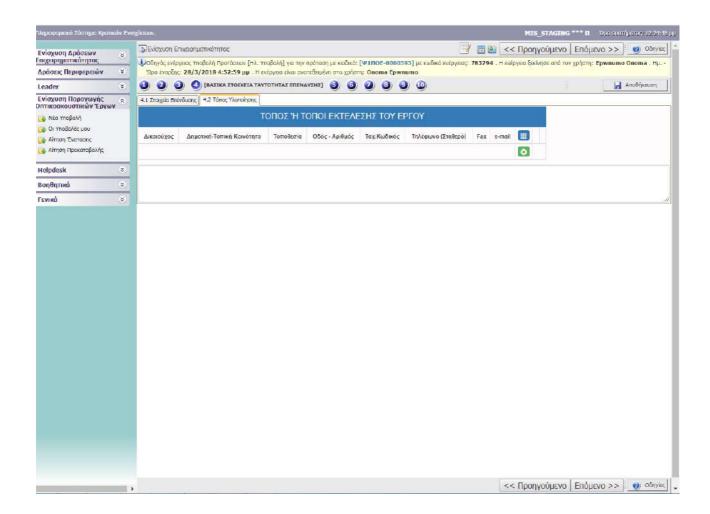
Clicking opens a tab to fill in all necessary information concerning the investment. Click on the button to update the registration.

«Τίτλος Πράξης» (Title of the Act) is the title of the project.

In the field «Είδος Επένδυσης» (Type of Investment) the Implementing Entity selects the genre of the audiovisual work (fiction, documentary, etc.)

«Διάρκεια σε ημέρες» (Duration in days) is the time needed for the implementation of the audiovisual project. Duration refers to the plan implementation phase by the Implementing Entity and not the entire duration of the production!

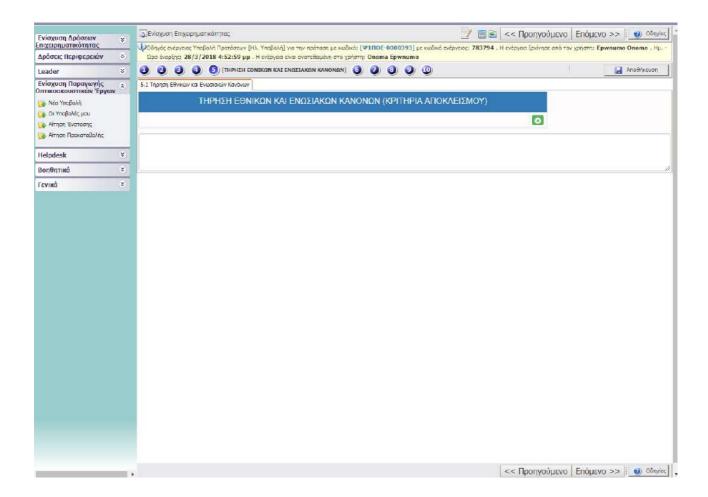
4.2 Τόπος υλοποίησης (Location of project)



Clicking opens a tab to fill in the location/locations of the project. Click on the button to update the registration.

It is not necessary to fill out all fields such as postal code, street number, etc.

COMPLIANCE WITH NATIONAL AND EU RULES AND REGULATIONS (EXCLUSION CRITERIA)

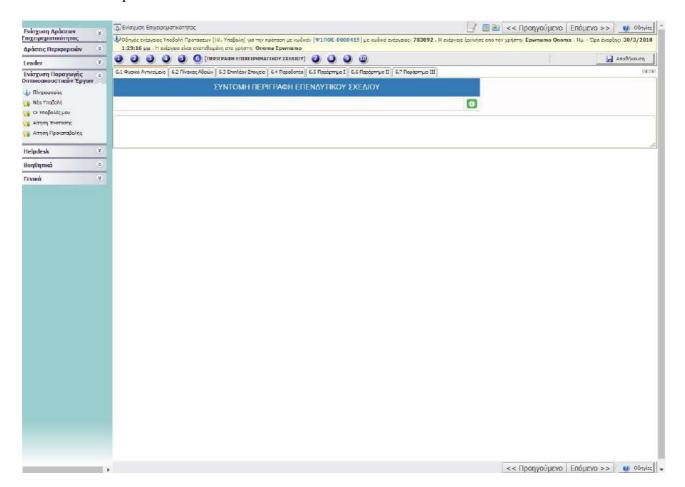


Clicking opens a tab to fill in the exclusion criteria. Click to update the criteria.

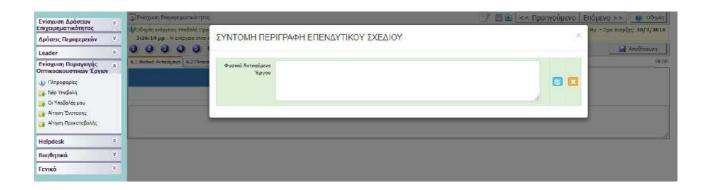
The answer NAI (YES) in all three categories is equivalent to committing to and complying with the national (Greek) and EU rules and regulations.



6.1 Material Aspects

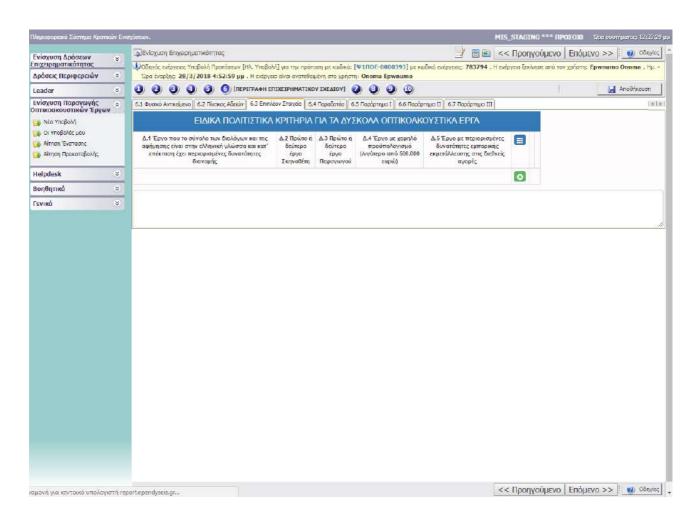


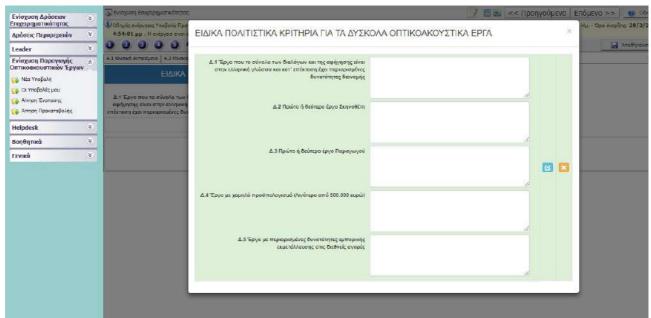
Click to select the genre of the project (μυθοπλασία, ντοκιμαντέρ κλπ) (fiction, documentary, etc.). Click to select the material aspects



6.2 NO FILLING OUT IS REQUIRED

6.3 Additional Information

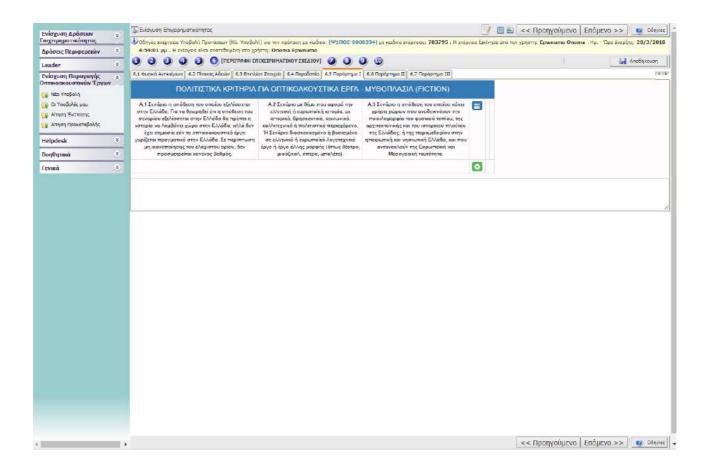




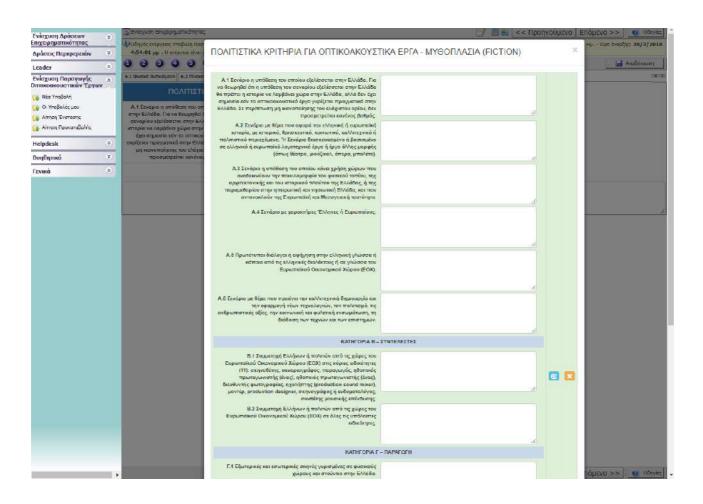
Click to open tab to fill in the cultural criteria submitted by the Implementing Entity of the Investment Plan. Click to update the criteria (rating and relevant documentation)

6.4 NO FILLING OUT IS REQUIRED

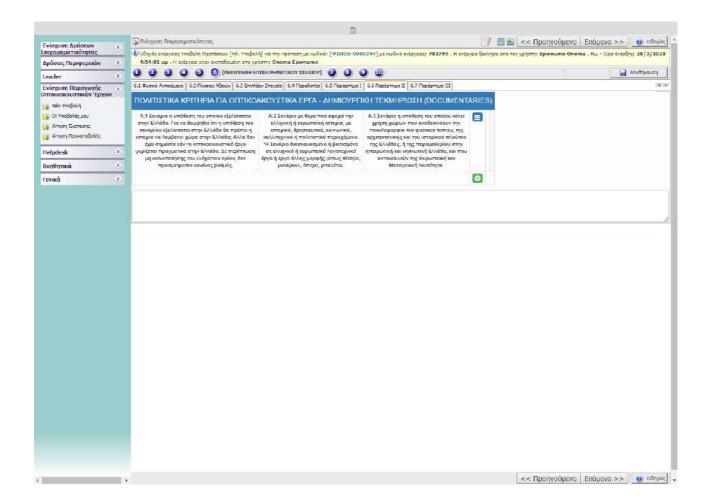
6.5 Annex I



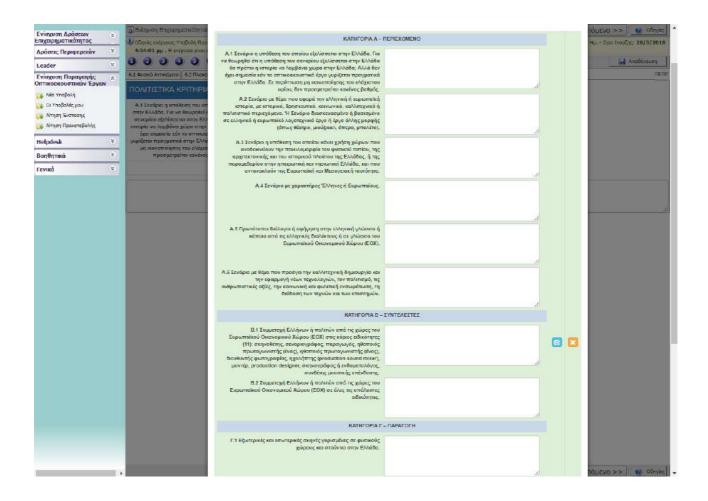
Click to open tab to complete the cultural criteria submitted by the Implementing Entity of the Investment Plan. Click to update the criteria (rating and relevant documentation) in accordance with the project category.



6.6 Annex II

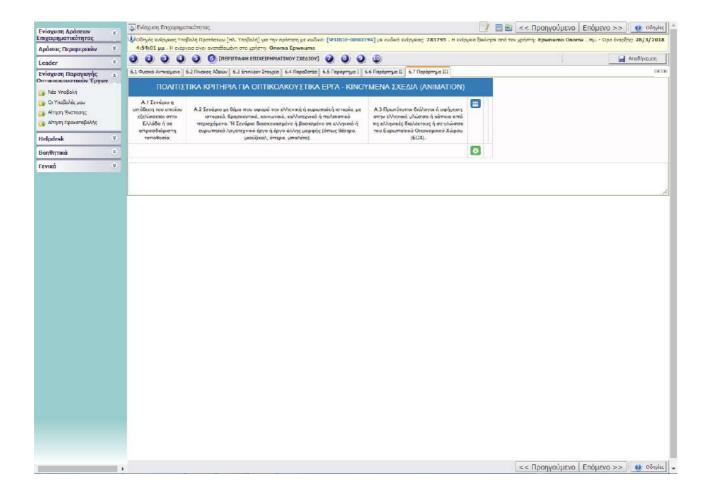


Click to open tab to fill in the cultural criteria submitted by the Implementing Entity of the Investment Plan. Click to update the criteria (rating and relevant documentation) in accordance with the project category.

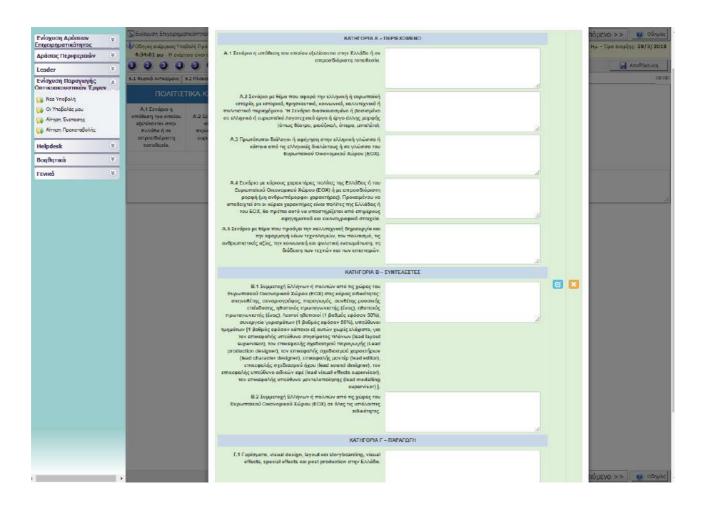


Click to open tab to complete the cultural criteria submitted by the Implementing Entity of the Investment Plan. Click to update the criteria (rating and relevant documentation) in accordance with the project category.

6.7 Annex III



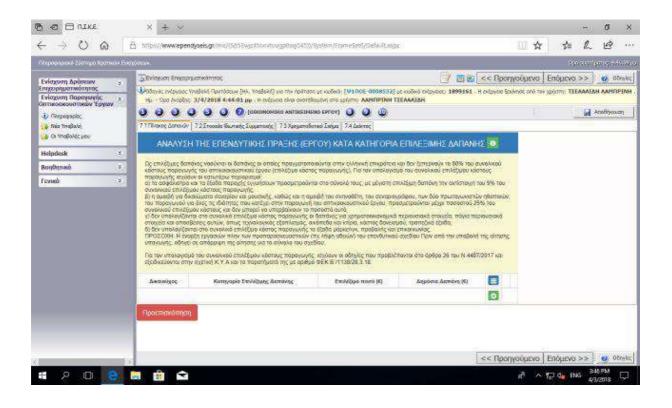
Click to open tab to complete the cultural criteria submitted by the Implementing Entity of the Investment Plan. Click to update the criteria (rating and relevant documentation) in accordance with the project category.



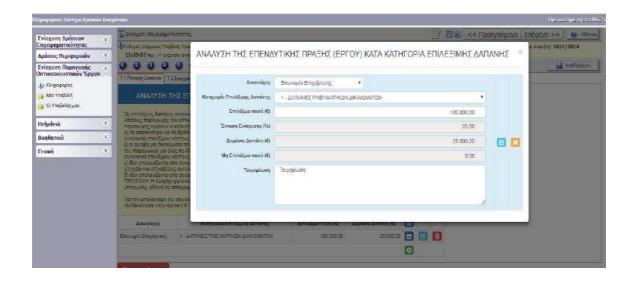


FINANCIAL ASPECTS OF THE PROJECT

7.1 Expenditure table

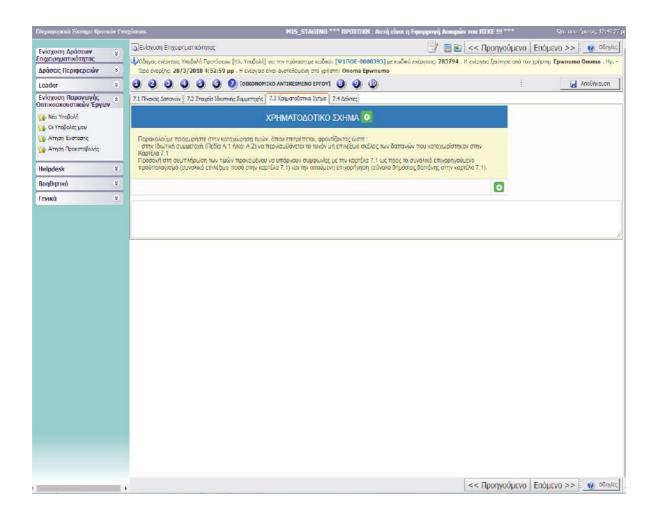


Click to open tab to fill out the expenditure table and click to update the total expenditure by category.



7.2 NO FILLIN OUT IS REQUIRED

7.3 Funding scheme



Click to open tab to fill out the funding scheme. Click to update the expenditure.

<u>Private fund participation</u> includes the total capital of the production including any loans of the Implementing Entity of the investment plan.

Own funds include the overall capital of the production, loans excluded.

Requested subsidy includes the overall amount of the requested aid.

<u>Subsidised budget</u> is the eligible costs which the Implementing Entity of the investment plan requests aid for.

<u>Non -subsidised budget</u> is the remaining amount of the project budget after deducting the eligible expenditure amount.

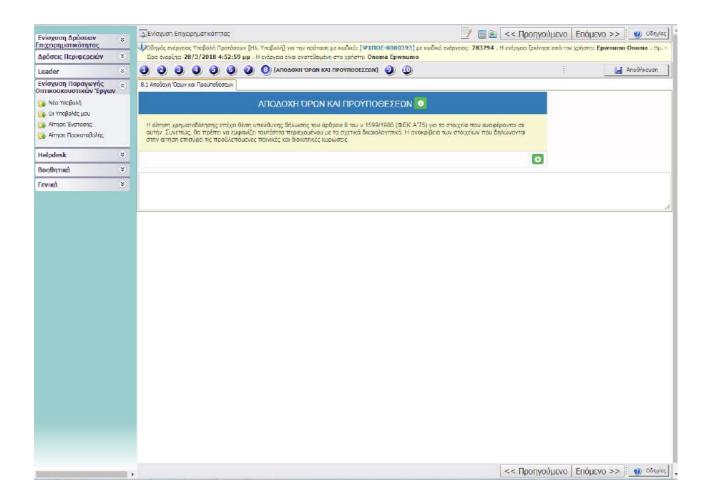
<u>Total budget</u> is the overall budget of the investment plan implementation in Greece.



7.4 NO FILLING OUT IS REQUIRED



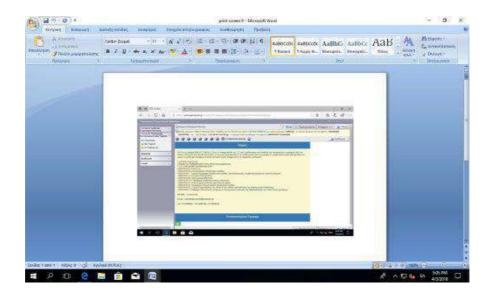
ACCEPTANCE OF TERMS AND CONDITIONS



Click to open the Acceptance of Terms and Conditions tab, then click to update.





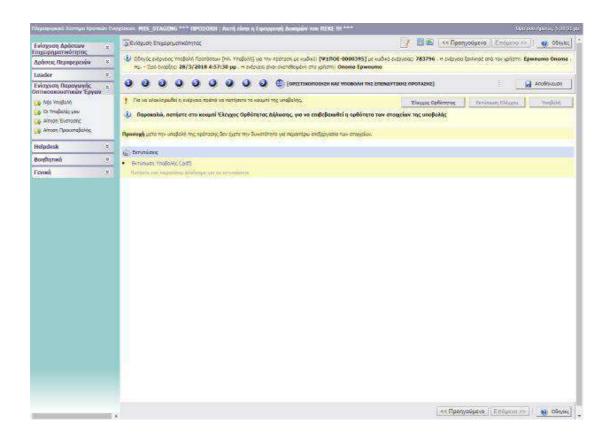


In the attached files you are requested to use the file names and section names as cited analytically in the above information. Each file should include the documents as requested by the related Joint Ministerial Decision.

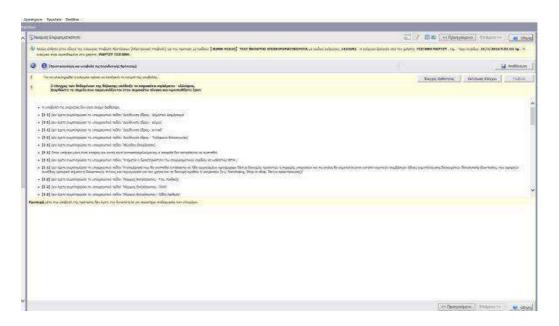
If you click , you should then click on the condition that you have uploaded a file. Otherwise, you should click to proceed.

INVESTMENT PROPOSAL CONCLUSION AND SUBMISSION

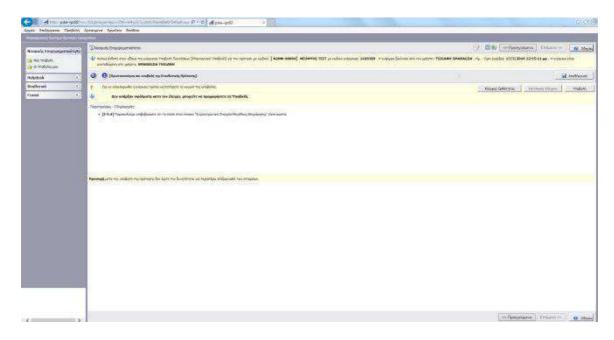
In Section 10 (INVESTMENT PROPOSAL CONCLUSION AND SUBMISSION), **check messages appear** via the "Correctness Check (Ελεγχος Ορθότητας)Ταb".



When selecting Correctness Check (Έλεγχος Ορθότητας), mistakes, omissions and notification messages appear.



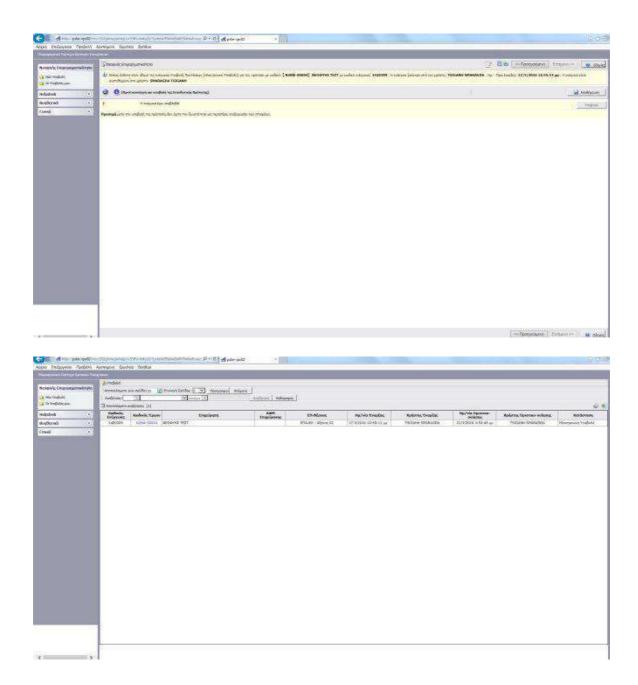
Once the user fills in all the requested fields correctly, the following phrase appears:



"No errors have been detected. You may proceed with submission."

Only after the Correctness Check has been concluded successfully, is the submission button activated and does the application status change from "draft" to "electronic submission".

The investment proposal is considered as submitted for evaluation only when in the status of ''electronic submission''.



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