



## **CALL FOR PROPOSALS**

EP-COMM-SUBV-2025-MEDIA

### **Questions and Answers**

**V.6 22 January 2025**

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.

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### **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.

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### 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).

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#### 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.

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#### 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.

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#### **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](mailto: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>.

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#### **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.

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#### **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.

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### **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.

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### **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>.

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### **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**).

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### **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.

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#### 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.

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#### 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**.

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### **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)**.

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### **QUESTION 18:**

**Pourriez-vous nous fournir les documents "Guide to Applicants" et "Multi-Annual Work Programme for grants in the area of communication 2024-2025" en français?**

### **ANSWER 18:**

Nous tenons à vous informer que les documents que vous avez mentionnés (le 'Guide for Applicants' et le 'Multi Annual Work Programme for Grants in the Area of Communication 2024-2025') sont uniquement disponibles en anglais.

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#### **QUESTION 19:**

**Is it possible to submit a consortium application? In this case, what is the budget for the entire project? How should the average income to be proven in the last two years be divided among the participants: does each participant have to prove the total project cost or do all participants have to prove this together?**

#### **ANSWER 19:**

Under this call, **only mono-beneficiary actions are eligible**. This means that proposals must be submitted by a single legal entity. Proposals submitted by a consortium of partners are not eligible.

The financial capacity requirement applies to the single legal entity submitting the proposal. Therefore, the applicant (mono-beneficiary) must demonstrate their financial capacity based on their average income over the past two years.

There are specific cases where affiliated entities can participate, as outlined in section 6.3 of the Call for Proposals and the Guide for Applicants. We encourage you to review these sections for further details.

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#### **QUESTION 20:**

**Does the grants provided under this program fall under the European Commission's de minimis regulation (Regulation 1407/2013), which sets a ceiling of EUR 200.000 per enterprise over a three-year period?**

#### **ANSWER 20:**

To clarify, the grants we provide are part of the Media Grants under the *Multi Annual Work Programme for Grants in the Area of Communication* for the European Parliament, and not the European Commission. Therefore, the de minimis regulation (Regulation 1407/2013) does not apply to this program.

Additionally, the financial support is ruled by the EU Financial Regulation (EU, Euratom 2024/2509). Proposals submitted under this call can request a maximum contribution ranging from EUR 30.000 to EUR 150.000, as specified in sections 6.7 and 10.2 of the Call for Proposals.

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### **QUESTION 21:**

I am a journalist, researcher and graduate with experience in reporting on topics such as human rights, sustainable development, migration and European news. I also work with an independent, non-profit digital newspaper. I recently learned the call for grants for digital media and would like to know if my newspaper qualifies, given its independent and non-profit.

### **ANSWER 21:**

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

We highly recommend that you carefully review **Section 2 (Scope of the Call)** to fully understand the objectives of the program and **Section 6.5 (Eligible Activities)** to gain an overview of the types of activities that can be funded under this grant.

An independent, non-profit organisation may apply under the call for proposals EP-COMM-SUBV-2025-Media, provided it meets the eligibility criteria outlined in **Section 6.1**. Specifically, it must be a legal person:

1. Constituted and registered as legal entity for at least two years at the time of application;
2. Based in one of the Member States of the European Union;
3. With nonpartisan political affiliation

We also call applicants' attention to the financial and operational capacity requirements (**Section 8**).

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### **QUESTION 22:**

Could you please clarify why some entries in Annex II - Key Performance Indicators (e.g., row 73, column E; row 100, column E; row 102, columns D and E; row 105, column E; row 106, columns D and E) are automatically highlighted in red when filled in—does this mean they shouldn't be completed? Are there any guidelines for completing this annex?

### **ANSWER 22:**

The red colour does not have any specific meaning in principle and should not affect your proposal. You may proceed with filling out the relevant sections as required, regardless of the colour.

Unfortunately, we do not have specific guidelines on how to fill out the Key Performance Indicator Annex.

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**QUESTION 23:**

**We are a regional news media in Bulgaria – an independent legal entity, but we are part of a holding. We would like to submit our application to this call as mono-beneficiary. Are we eligible for this?**

**ANSWER 23:**

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

Based on the information you have provided, if your organization is an independent legal entity, even though it is part of a holding, you should generally be eligible to apply as a mono-beneficiary. The key point is that your organization must be able to demonstrate its independence in terms of decision-making, finances and operations, even if it is part of a larger holding company.

However, we recommend reviewing the specific eligibility criteria (Section 6) outlined in the call document to ensure compliance with all requirements.

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**QUESTION 24:**

**Regarding the Call for Proposals EP-COMM/SUBV/2025/MEDIA, at the “Specific cost eligibility conditions for this call”, you have the following request or advice: “Applicants are strongly advised to include in their proposal a civil and liability insurance or other equivalent insurance covering the planned events. The costs will be eligible under other good, works and services (category C.3).”**

**Could you please be more specific regarding what document is required?**

**ANSWER 24:**

We recommend to applicants to take out event liability insurance to cover third party liability against bodily injury or property damage.

In this context, applicants are strongly advised to include in their proposal a certificate or policy from the insurance provider, clearly specifying the type of coverage (e.g., civil and liability insurance), the events covered and the amount of coverage. This cost is eligible under Category C.3 – Other goods, works, and services, which covers necessary project-specific expenses such as insurance, expert services and event-related costs. We encourage you to read the Guide to Applicants (pg. 25) about "Other goods and services (category C.3)".

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#### **QUESTION 25:**

**I would like to know whether advertisement campaign costs would be eligible under the category "other goods and services" and how they should be justified.**

#### **ANSWER 25:**

According to the [Guide for Applicants](#) (pg. 25), advertisement campaign costs can be considered eligible under "Other goods and services (category C.3)" if they are necessary and specific to the project activities and contribute directly to its final results.

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#### **QUESTION 26:**

**I have a few questions regarding Annex II (KPI) and Annex III (Detailed Budget): Should different activities or programs from various divisions be presented separately, or should they be combined into one project proposal? If they should be combined, should the data in Annex II (e.g., audience reach across TV, radio, and online platforms) and Annex III (e.g., eligible costs for personnel and travel) be summarized? Additionally, regarding the submission process in the EU Funding & Tenders Portal, is it required to be submitted by a board representative, or can the project lead submit it with reference to a board member?**

#### **ANSWER 26:**

- 1) It is recommended that all related activities across different channels (TV, radio, and online platforms) to be presented in a single unified proposal. Additionally, please note that the actions supported under this call are mono-beneficiary, meaning only proposals submitted by one single legal entity are eligible. Proposals submitted by a consortium of partners are not eligible.
- 2) With regard to Annexes 1 and 2, their content should cover the entire set of activities envisaged by your proposal:
  - **Annex 1 – Key Performance Indicators:** The proposal must set up quantified targets using the key performance indicators in Annex 1 of the Application form (mandatory). This annex should cover all the activities planned across different channels ( TV, radio, ...).
  - **Annex 2 – Detailed budget table:** applicants must include all their estimated costs including those of their affiliated entities, if any. Applicants must submit a detailed budget table covering all the activities ( TV, radio, ...) envisaged in their proposal.
- 3) The creation and the submission of a proposal can be performed by the project lead. Please note that Declaration on Honour (DoH) must be signed by the Legal Representative. We encourage you to read the [Guide to Applicants](#) (Section 5) on how to submit your proposal, which explains it in detail.

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**QUESTION 27:**

**If a project begins in February 2026, would it be considered eligible under the specified criteria?**

**ANSWER 27:**

As it is specified in the call for proposals, the projects implementation period may start as from September 2025 therefore if your project starts in February 2026, it can be eligible.

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**QUESTION 28:**

**A subject affiliated with another applicant in a project always for the same call, can in turn submit a request for a different project (with other actions) with the same affiliate (who will not cover the role of applicant but a minor role).**

**ANSWER 28:**

Affiliated entities are allowed to participate in different proposals submitted under the same call, as long as their involvement is justified and their specific role and the actions they will carry out are clearly outlined in the proposal. The activities of the affiliated entity must be necessary for the successful implementation of the action, and the corresponding costs for their participation should be identified in the proposal's budget.

Additionally, please note that affiliated entities must meet the eligibility criteria outlined in Section 6.3 of the Call for Proposals, specifically regarding their legal or capital link to the applicant. Affiliated entities are typically considered those entities that are directly or indirectly controlled by the applicant, or those with shared membership, as outlined on pages 4-5 of the [Guide for Applicants](#).

However, applicants should ensure that the involvement of affiliated entities in multiple proposals does not result in the submission of proposals that are too similar or related to the same project. In such cases, only one of the proposals will be accepted and evaluated, and applicants will be asked to withdraw one of them (Section 12 Call for Proposals, p.23 'Multiple proposals').

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## **QUESTION 29:**

Cependant nous avons des questions concernant les modalités de constitution du dossier de subvention :

- 1. Est-ce bien la partie B du formulaire qui ne doit pas dépasser les 20 pages (hors annexes) et qui est concernée par la taille minimum de police et les contraintes de marges ?**
- 2. Devons-nous joindre les justificatifs associés au financement du projet ? Si oui, lesquels: devis dépenses externes à l'éditeur, contrats de travail & fiches de paie des salariés dédiés au projet...**
- 3. Pour le point « 4. Budget and cost effectiveness » de la partie B du formulaire, pouvons-nous renvoyer directement à l'annexe « Detailed budget tab » ?**
- 4. Faut-il mettre l'ensemble des documents (formulaire, justificatifs & annexes) au format pdf ?**
- 5. Pour les annexes n°1 « Key Performance Indicators », n°2 « Detailed budget table » et la « Declaration on honour », nous allons utiliser les modèles fournis. Pour les autres annexes, pouvons-nous transmettre nos propres documents ? A noter, toutes les informations et éléments fournis par nos soins seront en langue française.**
- 6. Dans le cadre de l'annexe « List of previous projects and activities performed in the last 2 years and connected to the actions to be carried out », quelles précisions attendez-vous de nous exactement ? Pouvez-vous nous aiguiller quant au contenu attendu ?**
- 7. Quelle est la différence entre l'annexe « Financial statements » et l'annexe « Restructured Simplified Accounting Balance Sheets and Profit and Loss Account for the last 2 financial years ». Nous pensions fournir nos propres bilan & compte de résultat Liasses fiscales  
Faut-il impérativement utiliser le modèle soumis pour l'annexe « Restructured Simplified Accounting Balance Sheets and Profit and Loss Account » ?**
- 8. Devons-nous fournir également une attestation de régularité fiscale ainsi qu'une attestation URSSAF de fourniture des déclarations sociales et paiement des cotisations et contributions sociales ?**
- 9. Pour l'annexe « Key Performance Indicators », il s'agit bien de fournir des indicateurs prévisionnels en lien avec notre projet ? Vous n'avez pas besoin du réel sur 2024 ?**

## **ANSWER 29:**

1. Nous confirmons que, comme indiqué dans la Section 5, la Partie B de la proposition est effectivement limitée à 20 pages.
2. À ce stade, il n'est pas demandé de joindre les justificatifs associés au financement du projet ( devis dépenses externes à l'éditeur, contrats de travail & fiches de paie des salariés dédiés au projet...). Les candidats doivent fournir une description détaillée de la manière dont



le projet est cofinancé ( section 4 du formulaire de candidature) et dont le budget a été calculé ( l'Annexe 2 - Detailed budget.).

3. Dans la Section 4, "Budget et Rentabilité des Coûts", les candidats doivent fournir une description détaillée de la manière dont le budget a été calculé, de la nécessité des dépenses et des mesures prises pour assurer leur rentabilité. Cette section constitue la partie écrite de la proposition, où vos calculs de budget et de coûts seront expliqués en détail. Ces calculs doivent ensuite être reflétés dans l'Annexe 2 - Detailed budget.

4. Les documents à joindre à votre proposition ainsi que leur format sont listés en page 6 du Formulaire de candidature. Comme vous pourrez le constater, les documents doivent être téléchargés au format PDF ou Excel, en fonction du type de document. Le système spécifiera le format requis pour chaque document lors et une icône indiquera le format dans lequel chaque document doit être téléchargé.

5. Certaines annexes (annexe 1, annexe 2 , déclaration sur l'honneur ainsi que le bilan comptable simplifié) doivent être complétées en utilisant les modèles disponibles dans le système de soumission. En ce qui concerne les autres annexes ( CV, rapport annuel, liste de projets précédents, ...) les candidats sont libres d'utiliser leurs propres modèles. À noter que le format des documents à soumettre est spécifié en page 6 du Formulaire de candidature. Les propositions et tous les documents justificatifs peuvent être soumis dans n'importe quelle langue officielle de l'UE. Pour des raisons d'efficacité, nous conseillons fortement aux candidats d'utiliser l'anglais ou le français pour l'ensemble de la candidature.

6. Dans ce contexte, il vous est demandé d'inclure une liste des projets et activités réalisés au cours des deux dernières années et directement liés aux actions à mettre en œuvre. Vous devez fournir une brève description de chaque projet, en mettant en évidence les objectifs atteints, les résultats obtenus et comment ces projets antérieurs contribuent à ou s'alignent avec les actions futures prévues. De plus, veuillez mentionner la période durant laquelle ces projets ont été réalisés et expliquer comment les leçons apprises et les expériences de ces projets peuvent influencer positivement votre proposition.

7. L'annexe « Financial statements » présente les états financiers complets de l'entreprise, tandis que l'annexe « Restructured Simplified Accounting Balance Sheets and Profit and Loss Account for the last 2 financial years » propose une version simplifiée et restructurée du bilan et du compte de résultat des deux dernières années. Concernant le « Financial Statements », il n'existe pas de modèle à utiliser. Vous devez soumettre une copie des documents formels, incluant le bilan, le compte de résultat et les annexes de l'entité juridique pour les deux derniers exercices clôturés. En revanche, un résumé de ces informations doit être fourni en utilisant le formulaire Restructured Simplified Accounting Balance Sheets and Profit and Loss Accounts, disponible en tant que modèle dans le système de soumission.

8. Ces documents ne sont pas nécessaires au stade de la soumission d'une proposition. Pour de plus amples informations sur les documents justificatifs demandés lors de la mise en œuvre d'un projet, nous vous encourageons à consulter attentivement le "Guide for Applicants".

9. Le but de l'annexe « Key Performance Indicators » est de fournir des indicateurs prévisionnels en lien avec votre projet. Concrètement, il s'agit d'estimer l'impact et les résultats attendus de votre projet.

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### **QUESTION 30:**

**Wir würden uns gerne mit einem Projekt auf die Förderung bewerben, kämpfen allerdings mit den Formularen. Das mag zum einen daran liegen, dass unser Projekt etwas ungewöhnlich ist und daher viele Kriterien herkömmlicher Ausspielwege und Medienprodukte nicht greifen. Daher fällt es schwer, die Fragen in dem vorgegebenen Rahmen zu beantworten. Es handelt sich um die Entwicklung eines Mobile Games zur Vermittlung von Problemen und Dilemmata im Bereich der EU-Politik. Wir stehen damit noch ganz am Anfang. Umso wichtiger und chancenträchtig wäre eine Förderung.**

**Für jede Form der Unterstützung und von Ratschlägen bezüglich der Antragsstellung sind wir sehr dankbar! Oder lohnt sich ein Antrag ohnehin nicht, weil Spiele grundsätzlich nicht gefördert werden?**

### **ANSWER 30:**

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

The objective of the call is to co-finance media actions by news agencies television channels, radio stations, digital media and written press. Digital media includes both digital-only media and digital platforms of other media, including content creators that develop news reports and articles, interviews etc. to be distributed on social media platforms.

To be eligible for this grant, your project must meet all the specified requirements. We strongly encourage you to carefully review the Call for Proposals to align your project with its criteria and to ensure the forms are completed accurately.

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### **QUESTION 31:**

**Wir hätten uns als regionales Wirtschaftsmagazin mit europäischer Ausrichtung an der Ausschreibung beteiligt, können aber die Unterlagen auf der Website nicht finden.**

### **ANSWER 31:**

Wir danken für Ihnen für ihr Interesse in diese Ausschreibung. Sie können alle Dokumente auf "EU Funding & Tenders Portal" finden: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/topic-details/EP-COMM-SUBV-2025-MEDIA?isExactMatch=true&status=31094501,31094502&frameworkProgramme=43697167&callIdentifier=EP-COMM-SUBV-2025-MEDIA&order=DESC&pageNumber=1&pageSize=50&sortBy=startDate>

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### **QUESTION 32:**

- 1) What is the minimum amount for a project that can be requested?**
- 2) How is it proven how many times Members of the European Parliament participated in the activity?**
- 3) Regarding point 7.2 Operational Capacity and Supporting Documents, is a printout of reach level from Google Analytics sufficient as evidence?**
- 4) Does the applicant need to have prior experience in publishing articles for the European Parliament or the EU? If not, is the applicant acceptable?**

### **ANSWER 32:**

1) Candidates can request a contribution from the European Parliament ranging from EUR 30.000 to EUR 150.000. The amount you request should be based on your proposal's eligible costs and should align with the financial capacity you submit as part of your application, as outlined in Section 7.1, p.13 of the call. The requested amount should reflect the actual needs and costs of your proposal.

2) The KPI serves to measure how many times MEPs feature in the actions you do. That is, each time an MEPs/MEPs feature in interviews, news items, radio reports, TV reports etc. you produce.

3) For the sake of transparency and equal treatment, we cannot provide a prior assessment of the sufficiency of your evidence. However, we can confirm that Google Analytics is allowed as evidence to demonstrate levels of reach, as mentioned in Section 7.2 sub-section Supporting documents.

4) Previous experience in publishing articles for the European Parliament or the EU is not a mandatory requirement. However, as stated in Section 7.2 of the Call for Proposals, applicants must demonstrate at least two years of proven communication experience in areas such as news agencies, television, radio, digital media, or written press. Applicants must also meet specific operational capacity requirements, including relevant expertise in journalism, online community management, European affairs, and project management.

We encourage you to review Section 7.2 of the Call, p. 13-14, for full details on the eligibility criteria.

\*\*\*

### **QUESTION 33:**

**We are wondering if we can provide as subcontractor two different media applicants as far as the services that we provide (for example videos) are different.**

### **ANSWER 33:**

As mentioned in the section 6, this Call for Proposals allow applicants to involve subcontractors to implement certain part of the project. The Call does not set a limit on the number of subcontractors allowed. However, please note that the use of subcontractors are allowed under the following conditions:

- Subcontract only a limited part of the project; subcontracting all or most of the activities would raise questions on the ownership of the project and capacity to implement it.
- Subcontract only tasks that are necessary due to the nature of the project and its implementation needs.
- Do NOT subcontract the management and general administration of the project.
- For subcontracting going beyond 30% of the total eligible costs, give specific reasons.

We refer you to the relevant section of the [Guide to applicants](#) for further details on subcontractor (p.27).

\*\*\*

### **QUESTION 34:**

**I would like to know whether advertisement campaign costs would be eligible under the category "other goods and services" and how they should be justified.**

### **ANSWER 34:**

According to the [Guide for Applicants](#) (pg. 25), advertisement campaign costs can be considered eligible under "Other goods and services (category C.3)" if they are necessary and specific to the project activities and contribute directly to its final results.

\*\*\*

### **QUESTION 35:**

For a better understanding of the amount that will be granted by the European Parliament, please clarify:

If the total project costs 250,000 euros, does this mean that the amount reimbursed by the European Parliament is 60% of 250,000 euros, within the limit of 150,000 euros? Or the maximum value of the project is 150,000 euros and the amount reimbursed by the European Parliament will be 60% of 150,000 euros?

### **ANSWER 35:**

For this call, the reimbursement by the European Parliament will be 60% of the eligible costs actually incurred, subject to the maximum grant amount of EUR 150.000, as mentioned in Section 10.2 of the Call for Proposals, p. 19. This means that the total reimbursement will not exceed EUR 150.000, and part of the eligible expenses must be covered by other sources (e.g., own contributions or third-party funding). However, this does not preclude the submission/selection of proposals requesting other amounts.

\*\*\*

### **QUESTION 36:**

I would like to take this opportunity to kindly ask for clarification regarding some points in the document "Declaration on Honour":

- **Point 8:** "My organisation has submitted the same declaration in another award procedure of the European Parliament within a period not exceeding one year and there has been no change in its situation." My organisation will indicate "No" for this question. However, we would like to specify that the same declaration was submitted for the previous call (EP-COMM-SUBV-2022-MEDIA) on 30/05/2023. Could you please confirm if this approach is correct?
- **Point 15:** "I/my organisation have applied for or received any EU operating grant(s)." As just said, my organisation participated in a call in 2023 (EP-COMM-SUBV-2022-MEDIA) and received a financial contribution. In this case, should we indicate "Yes" or "No"?

### **ANSWER 36:**

To clarify about your doubts regarding the Declaration on Honour:

- **Point 8:** You may indicate "No" for this question, as it's been more than a year since your organisation submitted the last declaration of honour, without any further specification.
- **Point 15:** You should indicate "Yes" for this question, as your organisation received a financial contribution under the EP-COMM-SUBV-2022-MEDIA call and provide the necessary information.

\*\*\*

#### **QUESTION 37:**

I would like to better understand the implications of section 7.1 concerning financial capacity. As a newly established startup, our turnover for 2023 is almost zero, but for 2024 it exceeds €14,000. Given the above-mentioned section and the criteria outlined in section 6.7, could you please confirm what is the minimum proposal amount we can submit to meet the eligibility requirements?

Additionally, section 6.7 states that proposals requesting other amounts are possible. Could you kindly clarify if there are any additional considerations or requirements for submitting a proposal under such circumstances?

#### **ANSWER 37:**

According to **Section 7.1**, as a minimum requirement, applicants must demonstrate an average turnover/income over the **last two financial years of at least 100% of the total cost of the action**. This requirement ensures financial stability and the capacity to support the proposed project.

With reference to **Section 6.7**, while proposals requesting amounts outside the indicative range (30.000€ to 150.000 €) are allowed, it is essential to ensure that the eligibility criteria—particularly your **financial capacity—are fully met**.

\*\*\*

#### **QUESTION 38:**

I would like to know if a proposal around the RRF agendas (*agendas mobilizadoras*) could fit in the two-fold objective requested in the call for proposals for grants for media actions in the area of communication covering period 2025–2027.

The goes, for a work with examples of investments financed with relevant European funds in different regions of Portugal?

#### **ANSWER 38:**

For the sake of transparency and equal treatment, we cannot provide a prior assessment of the relevance of any proposal. It is important that applicants clearly describe in their proposals how they intend to meet the two-fold objective outlined in the call.

We suggest you read carefully the objectives of the call EP-COMM/SUBV/2025/MEDIA to well prepare your proposal.

\*\*\*

**QUESTION 39:**

**I would like to ask for clarification of the definition "multi - platform" i.e.: "The actions should be multi-platform with an integration of channels including innovative media and formats."**

**Is radio channels streamed through internet (online), also streamed through traditional Ultra short waves at national level, a You tube channel, and radio streaming through internet site considered to be in line with the requirement actions to be multi - platform?**

**ANSWER 39:**

Multi-platform and integration of channels refers to distributing content across various channels, including social media channels. Innovative formats are content designed social media platforms, podcasts etc.

\*\*\*

**QUESTION 40:**

**I have a question regarding the "Double Funding" section in the "Declaration of Honour" document. In question 15, under the topic of "Double Funding," it asks:**

**"I/my organisation have applied for or received any EU operating grant(s)" (Yes/No).**

**At this moment we do not have any active grants occurring, but two days ago, I submitted a separate application for a different project, which is not connected to this one. Should I disclose this application in response to question 15, even though it is a separate project and a separate funding entity?**

**ANSWER 40:**

As long as the actions are different and aim to finance separate projects and costs, they will not be affected by the double funding principle. Please note that in this case, question 15 of the Declaration of Honour refers to 'operating grants' which are 'a financial contributions by way of donation in order to finance the functioning of a body which has an objective forming part of, and supporting, an EU policy (see Article 183 EU Financial Regulation)' as mentioned in footnote 7 of the Declaration. The reply should be linked to this particular type of grant.

However, please note that you must submit a declaration on the absence of double funding with your application. This declaration should provide details of any other EU action related to the action under this call and any EU operating grants.

\*\*\*

#### **QUESTION 41:**

While filling Part A – the budget overview budget, we stumbled on a question (since this form is totally different from the one of the detailed budget): Where do we put the contribution by the applicant – our contribution in the columns "Own resources" or "Financial contributions/EUR"? Is it acceptable if we get our final calculations in the last column with the amount of the total project budget as "income"? And do we get it correctly that this final column "Total estimated project income/EUR" has the meaning of Total project budget because we don't have income besides EU contribution and our own resources.

#### **ANSWER 41:**

- 1) Your contribution should be listed under "Own resources." This is where you report any financial input from the organization for the project.
- 2) Yes, it is acceptable to include the total project budget as "income" in the last column.
- 3) Yes, the "**Total estimated project income/EUR**" column reflects the total project budget. If you don't have other sources of income besides the EU contribution and your own resources, this column should simply capture the full estimated budget.

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#### **QUESTION 42:**

We are not in a consortium, therefore we understand that the tab "Detail by category affiliate" in the "Detailed Budget Excel Sheet" should be left blank, and we should only fill in the "Detail by category applicant".

#### **ANSWER 42:**

For this call, affiliated entities are allowed to take part in the action. If the applicant has affiliated entities participating in the project, their budget must be detailed separated from the main applicant. If the applicant has not affiliated entities participating in the project they must complete only the sheet 'detailed by category applicant'.

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#### **QUESTION 43:**

We have some questions regarding CALL EP-COMM/SUBV/2025/MEDIA:

- 1) Does the proposal have to be submitted online?**
- 2) Is there a portal on which to upload the proposal?**
- 3) How many and which documents should be submitted in the application?**
- 4) The annexes that are on the portal references (annex I, annex II, annex III, annex IV, annex V and annex VI) must be uploaded for the presentation of the proposal?**
- 5) How deep we have to fill the annexes (i.e. the annex II named "Performance indicators form" and annex III "detailed estimated budget form")**
- 6) The annexes must be uploaded in PDF or in EXCEL?**
- 7) Is there a help desk to contact for technical problems we could face during the application process?**
- 8) Should the project be submitted in English, or we can also present the proposal in Italian?**

#### **ANSWER 43:**

Replying to your questions **1) to 4)**, please note that all proposals **must be submitted online via** the Funding and Tenders Submission Portal. This is the official platform where applicants can download, complete and upload all required forms and annexes. You can access the portal [here: https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home). Paper submissions are NOT possible. (Section 5).

Proposals (including annexes and supporting documents) must be submitted using the forms provided inside the Submission System (NOT the documents available on the Topic page – they are only for information).

- 5)** The annexes should be completed in as much detail as possible as per instructions, ensuring they are specific and aligned with the criteria outlined in the Call for Proposals. For further guidance on annexes and supporting documents, please refer to page 11 of the Guide for Applicants
- 6)** As you will see in the EU Funding Portal, the documents must be downloaded in PDF or Excel format, depending on the type of document. The system specifies the required format for each document, with an icon indicating the format in which it must be downloaded.
- 7)** As mentioned in the section 11 of this Call, for technical questions on the Portal Submission System, applicants may contact the [IT Helpdesk](#).

We invite you to indicate clearly the reference of the call and topic to which the question relates when contacting the IT Helpdesk.

**8)** 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 44:**

**I have downloaded the application Form to complete from the portal. In the front page there is this warning: "Disclaimer: *This document is aimed at informing applicants for EU funding. It serves only as an example. The actual web forms and templates are provided in the Funding & Tenders Portal Submission System (and may contain certain differences). The applications (including annexes and supporting documents) must be prepared and submitted online via the Portal.*"**

**Please can you confirm me that I have to complete this form despite this warning ?**

#### **ANSWER 44:**

The disclaimer you mentioned is included in the Application Form available on the EP DG COMM Grants Webpage Templates, which is provided for informational and indicative purposes only.

We would like to clarify that all the documents you need to apply should be taken from the Funding and Tenders Submission Portal, which you can access at the following link: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>

Please note that Part A – Administrative forms must be filled out directly only, while Part B – Description of Action must be downloaded from the Portal, filled in and uploaded as PDF file. Annexes & Supporting documents (if required in the call document) must be uploaded as PDF or Excel files (as indicated in the call document).

We recommend ensuring that you use the official forms and templates from the Funding and Tenders Portal when preparing your application.

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#### **QUESTION 45:**

**We would need to know if an external provider can be a subcontractor of two different media applicants (two different projects), of course providing different services to them.**

#### **ANSWER 45:**

We can confirm that, as long as a subcontractor provides services to different applicants with separate projects and complies with all the requirements outlined in the Guide for Applicants, this arrangement may be acceptable. Applicants are responsible for the subcontractors they choose and should carefully review their proposal to avoid any potential issues in the future.

\*\*\*

#### **QUESTION 46:**

**We have a question about the file "Financial statement" File. Could we have a description of the type of info that has to be uploaded here?**

#### **ANSWER 46:**

As outlined in **Section 7.1** of the Call for Proposals, applicants are required to submit supporting documents to assess their financial capacity. This includes the financial statement (comprising the balance sheet, profit and loss accounts, and annexes) for the last two completed financial years.

\*\*\*

#### **QUESTION 47:**

**IT system is not working properly: at this time I can not log in into draft proposal and work on my application. When will the system be working again? I have already contacted IT Help desk - but did not receive any reply yet. Will the respective calls deadlines be postponed due to the fact that system is not working?**

#### **ANSWER 47:**

For any IT-related issues, we kindly recommend reaching out to the [IT Help Desk](#) from the EU Funding and Tenders Portal, as they are responsible for addressing these types of problems. Unfortunately, we are unable to extend the deadline due to this matter.

\*\*\*

**QUESTION 48:**

**For an assumed total cost of €50,000, with our participation being 40%, would the entire €50,000 need to be justified, or just the 40% of this amount?**

**In the first case, does the following plan apply?**

**Since professionals from our team with fixed-term contracts specific to this project will be employed for the production of the program and compensated for their services (e.g., for 4 collaborators, let's assume the company pays €20,000 in total for 6 months), would the remaining €30,000 need to be justified by the company's services?**

**ANSWER 48:**

The maximum co-financing is 60% of the actual eligible costs actually incurred by the beneficiary and its affiliated entities as specified in Section 10.2 of the Call (p.19). The different budget categories and cost eligibility rules are stated in section 10.3 of the Call for Proposals, (pp.19-20). We suggest you to refer to this section regarding the type of cost you mentioned in your email. The remaining 40% must be covered from other sources (income generated by the project, contribution by the applicant, contribution by other external sponsor).

\*\*\*

**QUESTION 49:**

**We have all the required documents ready, but some of them, such as the annual report, are in Latvian. Could you please confirm if we can submit them in this format, or if it is necessary to translate and certify them in English?**

**ANSWER 49:**

We confirm the Annexes, including Annual Activity Reports, can be sent in Latvian. 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 50:**

We are awaiting a necessary document from a government body to finalize our grant submission. We were unable to submit the project before 2025 due to the planned merger of the two media organizations. Now that the new board has begun its work, document circulation is taking longer than initially anticipated.

Would it be possible to extend the submission deadline until the end of the week to allow us to complete the process?

#### **ANSWER 50:**

Unfortunately, **we cannot extend the submission deadline**, which remains today, January 22nd, at 17:00 CET, as per our guidelines.

\*\*\*

#### **QUESTION 51:**

Cela concerne le justificatif intitulé « Evidence to prove past and current levels of reach ». Pourriez-vous nous apporter des précisions à ce sujet ? S'agit-il de fournir des données d'audience ?

#### **ANSWER 51:**

Concernant les documents justificatifs à fournir pour le critère "Reach", veuillez vous référer à la page 14 de la section « Documents justificatifs » de l'Appel à propositions :

Documents justificatifs :

Afin de démontrer leur capacité opérationnelle, les candidats doivent soumettre les documents justificatifs suivants :

- Des preuves attestant des niveaux de portée passés et actuels. Ces preuves doivent être corroborées par l'autorité nationale de suivi ou un organisme tiers de suivi (par exemple : Eurobarometer, TNS, IPSOS, GFK, Reuters, Nielsen, Médiamétrie, Kantar, Gallup, CIM, AGF, Google Analytics, Estudio General de Medios ou équivalent).

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### QUESTION 52:

We have noticed that decimals cannot be added to the budget table in Part A, while the Detailed Budget Table in the Excel file for Part B allows for decimals. As a result, the numbers may differ between Part A and Part B.

In this case, should we submit the numbers rounded (without decimals) in Part A and include decimals in Part B?

### ANSWER 52:

We have received the following question from your side: "Hello. My name is Pedro Ramos, I am contacting the company Inordeste - PIC 873763100 with the aim of asking what to do, as decimals cannot be added to the budget table in Part A, while in the Excel file of Part B the Detailed budget table can be updated with decimals. Therefore, the numbers may be different in Part A and in the Part B detailed budget table.

In this case, should we submit the numbers without decimals in Part A and with decimals in Part B?" and we will like to reply accordingly:

The Part A budget overview table should present the **total estimated expenditure** and receipts per budget category, while the Part B detailed budget table should provide a **detailed breakdown of these totals**.

Part A should allow you to include decimals in your estimation. If needed, use a point (e.g., 120,000.34) instead of a comma (120,000,34) to add decimals.

If decimals are still not permitted in Part A, round the numbers to the nearest whole number. You can then use decimals in Part B for precision. Ensure that the totals in Part A are consistent with the aggregated totals in Part B.

\*\*\*

### QUESTION 53:

I have a question regarding the 'Detailed estimated budget' Excel table. When we enter all the eligible costs in our budget, the formula for maximum co-financing calculates an amount bigger than 150.000€ (maximum grant amount). Are we allowed to change the calculated number and write 150.000€? Or we should leave it as it is calculated (bigger number), since Section 6.7 of the call allows requesting other amounts?

We will only have our own contribution and EU funds. The Excel table does state that we can only change grey cells; however, if we only change the 'Contribution by the applicant'

**number (grey cell) and not the 'Maximum co-financing amount,' then the 'Total funding' doesn't correspond to the correct amount that we foresee for this project.**

**ANSWER 53:**

1) As the Maximum EU contribution is automatically calculated, we advise not to modify the final amount manually. The final amount will be defined at later stages.

2) Indeed, applicants are only allowed to fill the grey cells. The "Maximum co-financing amount" is calculated automatically after the total eligible costs are determined. Similarly, the "Contribution by the applicant" white cell should not be filled in manually by the applicant, as it is also calculated automatically based on the maximum grant amount and total eligible costs. If you encounter a problem, we recommend double-checking that all values are correct and inserted into the appropriate cells.

\*\*\*

**QUESTION 54:**

**Could you confirm that averages of the values in annex-ii-key-performance-indicators are monthly (unless specified otherwise)?**

**ANSWER 54:**

Monthly and daily average figures are allowed. You can insert either daily or monthly values, depending on what best fits your project, unless otherwise specified. Please specify the average you are using in the Annex.

\*\*\*