

1. Scope and description of the Open Call for subcontracting

Fondazione Cineteca Italiana (hereinafter also referred to as “FCI”) is the coordinator of the project “*The Film Corner Clubs 2026-2028. From virtual to real*”, co-funded by European Union in the field of the MEDIA strand under the Creative Europe Programme (hereinafter also referred to as the “**Funded Project**”).

FCI is seeking a subcontractor (“**Subcontractor**”) to support the implementation of the activities of the Funded Project in a EU country that is not already covered by the latter, which includes tasks and activities related to the development of the existing platform “*The Film Corner*” by the expansion of the European TFC community¹.

1.1 “The Film Corner Clubs 2026-2028” Background and Objectives

“*The Film Corner Clubs 2026-2028. From virtual to real*” constitutes the natural evolution of “*The Film Corner*” project, which has been supported by the Creative Europe Programme since 2017.

The original project led to the creation of a series of versatile and easy-to-use interactive educational resources for film education and the development of the “*The Film Corner*” platform (www.thefilmcorner.eu), which is now fully operational from a technical point of view.

The Funded Project is addressed to a very mixed target from children aged 8 until young people aged 29 and beyond, and envisages the creation, in each of the countries involved, of locally-based hubs (called “Clubs”) that will both be charged of implementing local on site activities addressed to local target users in order to enhance their engagement in film and, on the other side, will cooperate with the consortium partners and associated partners to implement a set of cross-national activities which are in common among all countries. Each “Film Corner Club” will be able to associate members both adult, young audiences and school students and teachers, widening the target user ranges. Each “Film Corner Club” will draw up an annual program of activities including 2 types of activities: common cross-national activities, that are implemented by all partners together, and local country-based activities, that are implemented by each partner at a local level. The project activities strongly encourages user participation by adopting participatory methodologies focused on co-programming of cultural activities.

The widespread use of “The Film Corner” platform in various regions of the countries involved is included in the project as a common cross-national activity as an anchoring methodological reference. The Funded Project keeps on pursuing strategic objectives related to the core areas of the project, in particular:

- increase interest and knowledge of audiences in European films and audiovisual works;

¹ “TFC Clubs” are hubs set in each countries covered by the project that are charged of implementing local on site activities addressed to local target users in order to enhance their engagement in film and, on the other side, cooperate with consortium partners and associated partners to implement a set of cross-national activities which are in common among all countries.

- strengthen pan-European cooperation to reflect around innovative film education models/dispositifs;
- improving connections between Film Education and other segments of film and audiovisual value-chain.

In line with the general objectives set, the Funded Project also pursues the following specific objectives:

- creating an education-based innovative format/dispositif to enhance the circulation of EU arthouse films and fostering film literacy skills;
- assure capillary impacting of the project activities on defined areas and target groups;
- enhance community engagement and foster interest towards EU arthouse films;
- produce a relevant impact on skills of students, teachers and professionals involved.

Further details on the Funded Project can be found in Annex 5.

1.2 Open Call objectives

The Open Call focuses on the development and consolidation of The Film Corner's European community, by promoting the use of the platform and its educational resources at national level.

The call aims to select an organisation based in **a new EU country**², responsible for:

- establishing and coordinating a **national TFC Club**;
- activating a local network of schools, teachers, educators, universities and cultural stakeholders;
- promoting the adoption and use of “The Film Corner” platform including its translation in local language;
- cooperating with FCI, as project coordinator.

The Open Call is designed to select the **best Subcontractor that offers the best value for money**.

1.3 Open Call budget

The budget for the Open Call is €10,000, excluding VAT (where applicable). This is the maximum amount; therefore, proposals exceeding this limit will not be considered.

1.4 Open Call tasks

² The term “a new EU country” refers to a country in the European Union that is not already covered by the project.

This Open Call is structured into a series of tasks the Subcontractor will be charged of implementing all along the duration of its contract each designed to address key challenges of the project's overarching objectives.

Each task is accompanied by a table stating deliverables and the delivery date and is addressed to organisations with proven experience in the cultural and educational fields (*i.e.* film libraries, archives, cinematographic and cultural institutions; festivals, foundations, associations active in film education/media literacy etc.).

Task 1: Establishment of the TFC Club

This task involves the establishment and coordination of a national TFC Club. The Subcontractor will:

- build a national TFC community (online and offline);
- map and involve schools, teachers and trainers (a minimum of 500 students and 50 teachers);

Deliverables:

Name and short description	Delivery Date
List of schools involved with number of students	November 2026

Task 2: Implementation and activities development

This task requires the implementation and activities development of the Funded Project. The Subcontractor will:

- translate all the content of The Film Corner platform in the language of the Subcontractor's country;
- organise at least 2 teacher training sessions with teachers on the use of The Film Corner platform;
- organise at least 2 on site screenings of a film from the project's catalogue;
- enhance the use of the TFC platform and materials across the classes involved (for a minimum of two hours per class);
- collect qualitative feedback from the territory.

Deliverables:

Name and short description	Delivery Date
Translation of The Film Corner platform	October 2026
Translation of the surveys for Evaluation & QA	October 2026

Task 3: Dissemination

This task consists in the dissemination of the Funded Project at the national level. The Subcontractor will:

- deploy outreach and communication activities at national level that has to include all media and communication channels available (website, social media, newsletter, etc.);
- share with FCI all outputs related to communication and dissemination activities (posts, newsletters, photos, etc.)
- involve cultural and educational stakeholders;

Deliverables:

Name and short description	Delivery Date
Output of communication activities	May 2027
Communication and dissemination materials related to the events organised	May 2027

Task 4: Coordination and monitoring

This task involves coordinating and monitoring the activities carried out. The Subcontractor will:

- cooperate in the prompt achievement of all administrative and management tasks;
- share, periodically, data and results (according to formats provided by the project);
- participate in online meetings with FCI and the other consortium partners;
- any other duty related to general project management and financials.

Deliverables:

Name and short description	Delivery Date
Reporting documents	May 2027

2 EVALUATION AND AWARD

The evaluation procedure for the Open Call is designed to ensure a rigorous, fair and transparent assessment of all submissions, adhering strictly to the principles of non discrimination and equal treatment, in compliance with European principles and in particular the Grant Agreement between FCI and the European Education and Culture Executive Agency (hereinafter also referred to as “**Grant Agreement**”, Annex 3). Following the submission deadline, proposals failing to meet the exclusion criteria will be promptly excluded from further consideration, ensuring that only compliant proposals are evaluated. The following sections describe the eligibility criteria (2.1), the award criteria (2.2) and the evaluation procedure (2.3).

2.1 Eligibility Criteria

Proposals will only be considered eligible if their content corresponds wholly to the topic description for which they are submitted.

Eligible participants

Participation in this procedure is open exclusively to entities based in EU countries not yet covered by the Funded Project where a language different from those already covered by the Platform is spoken. Entities based in EU countries already covered are NOT eligible. Countries already covered are: Italy, France, Slovenia, Czech Republic, Ireland, Poland, Portugal, Bulgaria and Georgia. Languages already covered are: IT, EN, FR, KA, SR, SL, PT, BG, PL, CZ. All other EU countries and languages are eligible.

Natural persons are NOT eligible (with the exception of self-employed persons, *i.e.* sole traders, where the company does not have legal personality separate from that of the natural person).

Applications may be submitted individually or as part of a national partnership with a clearly identified lead applicant.

Applicants which are subject to an EU exclusion decision or in one of the following exclusion situations that bar them from receiving EU funding can NOT participate³:

- bankruptcy, winding up, affairs administered by the courts, arrangements with creditors, suspended business activities or other similar procedures (including procedures for persons with unlimited liability for the applicant's debts);
- in breach of social security or tax obligations (including if done by persons with unlimited liability for the applicant's debts);
- guilty of grave professional misconduct⁴ (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant);
- committed fraud, corruption, links to a criminal organization, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant);
- shown significant deficiencies in complying with main obligations under an EU procurement contract, grant agreement, prize, expert contract, or similar (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant);
- guilty of irregularities within the meaning of Article 1(2) of EU Regulation 2988/95 (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant);
- created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin or created another entity with this purpose (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant).

Applicants will also be rejected if it turns out that⁵:

- during the award procedure they misrepresented information required as a condition for participating or failed to supply that information;

³ See Articles 136 and 141 of EU Financial Regulation 2018/1046.

⁴Professional misconduct includes: violation of ethical standards of the profession, wrongful conduct with impact on professional credibility, false declarations/misrepresentation of information, participation in a cartel or other agreement distorting competition, violation of IPR, attempting to influence decision-making processes or obtain confidential information from public authorities to gain advantage

⁵See Article 141 EU Financial Regulation 2018/1046.

- they were previously involved in the preparation of the call and this entails a distortion of competition that cannot be remedied otherwise (conflict of interest).

The Applicants must submit a declaration of honour that it is not in one of the exclusion situations depending on their legal status duly signed (see Annex 2 – Declaration of Honour).

Eligible activities

The proposals must be in line with the EU’s political interests and priorities, as specifically pursued through the project “The Film Corner Clubs 2026-2028. From virtual to real”.

Applicants must have the *know-how*, qualifications and resources to successfully implement the Funded Project and contribute their share [including sufficient experience in projects of comparable size and nature, experience in cultural and educational fields (*i.e.* film libraries, archives, cinematographic and cultural institutions; festivals, foundations, associations active in film education/media literacy; universities, departments, research centers in the educational, film or media fields; educational networks and third sector organizations)].

Applicants must describe their qualifications and experience in the project application (see Annex 1 – Proposal template). This ability will be assessed and a score will be awarded (as better specified in paragraph 2.2) based on the Applicants’ competence and experience.

Proposals must be submitted in English.

Applicants that do not comply with eligibility criteria will be excluded.

2.2. Award Criteria and grounds for exclusion

The award criteria aim to evaluate proposals to select the best value for money. Proposals will be evaluated based on the following award criteria for a maximum score of 25 points.

Award Criterion	Maximum Points
1. Quality of the project	5
2. Quantitative figures and impact	5
3. Communication and dissemination	5
4. Financial sustainability	5
5. Applicant’s background and experience	5

2.2.1. Award Criteria Description

Proposals will be evaluated according to the following elements:

QUALITY OF THE PROJECT (MAX 5 POINTS)

Assessment of the overall quality, coherence and feasibility of the proposed activities, including:

- variety and relevance of the activities proposed
- alignment with the objectives of “The Film Corner Clubs” project

- capacity to effectively address the identified target groups

QUANTITATIVE FIGURES AND IMPACT (MAX 5 POINTS)

Assessment of the expected quantitative results, including:

- number of students, teachers and other target groups involved
- number and frequency of activities proposed
- overall scale of the expected impact

COMMUNICATION AND DISSEMINATION (MAX 5 POINTS)

Assessment of the outreach strategy, including:

- capacity to reach and engage target audiences
- use of communication channels (website, social media, newsletters, etc.)
- organisation of dissemination and multiplier events

FINANCIAL SUSTAINABILITY (MAX 5 POINTS)

Assessment of the financial proposal, including:

- consistency between requested budget and proposed activities
- cost-effectiveness and value for money
- clarity and internal coherence of the budget breakdown

APPLICANT'S BACKGROUND AND EXPERIENCE (MAX 5 POINTS)

Assessment of the applicant's capacity to implement the project, including:

- relevant experience in film education, media literacy or cultural projects
- organisational capacity and operational resources
- availability of appropriate facilities and/or venues for activities

2.2.2. Grounds for exclusion

Proposals will not be evaluated if they:

- do not meet the minimum required number of target participants (students and teachers), specified in section 1.3, TASK 1, of this document;
- do not include the minimum number of required activities, specified in section 1.3, TASK 2, of this document;
- are submitted by applicants based in countries already covered by the project;
- propose activities in languages already covered by the project;
- do not comply with eligibility criteria specified in §2.1 of this Open call.

2.3. Evaluation Procedure

The evaluation procedure for the Open Call is designed to ensure a rigorous, fair and transparent assessment of all submissions, adhering strictly to the principles of non discrimination and equal treatment, in compliance with European principles and in particular the Grant Agreement (Annex 3). Following the submission deadline, proposals failing to meet the eligibility criteria will be promptly excluded from further consideration, ensuring that only compliant submissions are evaluated.

The evaluation of the proposals is entrusted to an evaluation committee of 3 members, chosen by FCI from among experts who are impartial to uphold the evaluation's integrity and have no conflict of interest.

Each proposal will be assessed based on the predefined selection and award criteria.

Proposals will be scored according to the maximum points allocated for each criterion.

Each member of the evaluation committee will independently review and score the proposals, followed by a collective discussion to calculate the arithmetic mean of the scores given by each member of the committee for each evaluation criterion in order to obtain the final score to be assigned to each proposal.

The technical score awarded for each element of the proposal will be rounded to the first decimal place, down if the second decimal place is between 0 and 4 and up if the second decimal place is between 5 and 9.

The final ranking of the proposals will be based on the overall scores, identifying the proposal that best meets the project objectives and offers the best value for money.

3. FORM AND CONTENT OF OPEN CALL PROPOSAL

Only proposals that will be received by the deadline and those that adhere to the requirements set out in the Open Call will be subjected to the evaluation of the eligibility criteria.

3.1 How to join

STEP 1: PREPARE YOUR SUBMISSION DOCUMENTS

Applicants must submit a proposal using the template provided (see Annex 1), with a maximum length of **10 pages** (excluding appendices).

The proposal must follow the prescribed format (Times New Roman, font size 12) and include all the sections described below.

HEADING: Title Page

The Title Page must include:

- Applicant's contact details
- Name of the organisation
- Country of establishment and adopted language
- A brief summary of the proposed solution

BOX 1: QUALITY – Description of the Proposed Solution

Applicants must provide a detailed description of the proposed approach, including methodology and implementation strategy, explaining how the objectives set out in Section 1.1 of this Open Call will be achieved.

This section must include:

- **Target groups**
Clear identification and description of the target audiences addressed (e.g. students, teachers, young audiences, professionals).

- **Project plan**
A timeline of activities, including key phases and milestones.
- **Risk management**
Identification of potential risks and challenges, along with proposed mitigation measures.
- **Sustainability**
Description of how the results and impacts of the proposed activities will be sustained beyond the duration of the project.

BOX 2: Quantitative figures and impact

Applicants must describe the expected quantitative impact of the proposal, including:

- number of students, teachers and other target groups involved
- number and typology of activities to be implemented
- overall scale of participation and outreach

BOX 3: Communication and dissemination

Applicants must present a communication and dissemination plan, including:

- description of the communication strategy at national level
- channels and tools to be used (e.g. website, social media, newsletters, press, events)
- estimated number of users reached
- experience and current capacity (e.g. existing audience base, social media followers, mailing lists)
- organisation of dissemination and/or multiplier events

BOX 4: Financial sustainability

The Applicant will provide a financial proposal that includes all activities and contents offered. This proposal must include a complete cost breakdown to ensure full transparency and accountability of the proposed budget.

The proposed budget:

- must be calculated on the basis of the costs actually incurred and meet the “general eligibility conditions” set out in Article 6 of the Grant Agreement (Annex 3);
- will be evaluated according to the best value for money principle (*i.e.* costs must be reasonable and compliant with the principle of sound financial management).

The maximum budget must not exceed € 10.000, excluding VAT (where applicable). Proposals exceeding this limit will not be considered.

BOX 5: Applicant’s Background and Experience

- **Company/Organization Profile:** A brief history and description of the candidate’s organisation, including size, location and core business areas.
- **Relevant Experience:** Portfolio of previous projects similar to the scope of this Open Call, emphasising experience in film education and contributions to the “*The Film Corner*” project or similar initiatives in the last 3 years. Include information about staff, capabilities and name key persons for this proposal (full CVs can be added in the appendices in a separate pdf).

Appendices

- Any additional documents that support the proposal submission and can give the selection committee further elements, such as:
 - proof of legal status,
 - signed Declaration of Honor,
 - detailed CVs of key personnel,
 - any other relevant appendices.

STEP 2: SUBMIT THE PROPOSAL

The proposals shall be submitted electronically (document format: PDF) to the following e-mail address: thefilmcorner@cinetecamilano.it. **The deadline for submission is 2026, June 20th.** All proposals must be up to **max 10** pages; does not include appendices specified in Step 1. FCI shall not consider late submission proposals to be valid.

Once the proposal is submitted, the Applicant will receive a notification to verify the delivery of the application.

STEP 3: EVALUATION OF APPLICATIONS AND RESULTS ANNOUNCEMENT

Once the Open Call is closed, all submitted proposals will be evaluated. The results will then be communicated to the applicants and published on the Open Call page of FCI's website not later than 2026, July 31st, and then the contract signing process will begin with the winner.

3.2. SUPPLEMENTARY INFORMATION

3.2.1. Open Call Timeline

The Open Call will be published on May 11th, 2026 and will expire on June 20th, 2026.

Requests for clarification may be submitted until June 5th, 2026, and the FAQ will subsequently be published on June 8th, 2026. The results will be sent out on July 31st, 2026 and the contract will be signed with the winner of the Open Call no later than September 15th, 2026.

The engagement is expected to start on September 15th, 2026 and end on June 15th, 2027. The final report will be submitted by September 30th, 2027. The procedures for the reporting will be agreed in the contract.

3.2.2 Practical Principles of Open Call

This Open Call does not constitute a contractual proposal and does not in any way bind FCI to proceed with the subsequent procedural steps described herein. The submission of one or more proposals in response to this Open Call does not determine or oblige FCI to award the tender and enter into the subcontract.

FCI also reserves the right to suspend, modify or cancel, in whole or in part, the Open Call for proposals due to unforeseen circumstances related to the proper and timely implementation of the Funded Project.

Applicants are the only responsible for the content and nature of their submission to the Open Call.

Applicants are responsible for ensuring that no legal obligations, no rules of public order of decency and no rights of third parties are violated, according to the laws of the countries involved. They must also ensure that their submission results in no unlawful act and/or in no harm to others.

Applicants will indemnify FCI from any and all costs and damages that could result from breaching their legal obligations. FCI shall not be liable in the event of loss of submitted proposals namely due to network interruptions. In case of any failures of the FCI system or website, contractors will have to contact the FCI support team via email, at the address: thefilmcorner@cinetecamilano.it.

The information which has been specifically designated as “confidential” by contractors shall remain confidential.

FCI will answer any questions regarding this public call for proposals. Questions must be sent to the following email address thefilmcorner@cinetecamilano.it no later than 2026, May 30th. FCI will respond to requests for clarification by email within June 7th, 2026 and will subsequently publish the answers to the questions received on the Open Call page of its website.

Intellectual Property

By signing the contract, the Subcontractor undertakes to transfer to FCI any intellectual property rights that may exist in relation to the activities covered by the contract itself.

Data Protection

Personal data of the Applicants shall be collected and processed only for the purpose of participation in the Open Call by the FCI team which takes all appropriate measures for the safety of Applicants data and respond to all the requests regarding data subjects rights. The General Data Protection Regulation (2016/679/EU) guarantees that the processing of data is carried out in compliance with the fundamental rights and freedoms, as well as the dignity of the data subject with particular reference to confidentiality, personal identity and the right to data protection.

Applicants acknowledge that providing their personal data is mandatory in order to participate in the Open Call. Personal data shall be kept, under the scope of this program, until its completion after which they will be erased. Should there be any queries concerning the processing of personal data, these shall be addressed to FCI team.

Undertakings of the Subcontractor and payment methods

The Subcontractor must carry out its activities in accordance with Article 11 of the Grant Agreement (Annex 3).

The costs of the subcontracted activities (price invoiced by the Subcontractor) are eligible provided they comply with the conditions set out in Article 6 of the Grant Agreement (Annex 3).

The Subcontractor must comply with the contractual obligations set out in Articles 11 (proper implementation), 12 (conflict of interest), 13 (confidentiality and security), 14 (ethics), 17.2 (visibility), 18 (specific rules for carrying out action), 19 (information) and 20 (record-keeping) of the Grant Agreement (Annex 3), as supplemented by the provisions of Annex 5 to the Grant Agreement (Annex 4).

The Subcontractor expressly agrees that, in relation to the subcontracted activity, the provisions of Article 25 of the Grant Agreement (Annex 3) shall also apply to it.

Consequently, the bodies mentioned in Article 25 (e.g., the granting authority, OLAF, the Court of Auditors (ECA), etc.) may also exercise their rights against the Subcontractor.

Payment of the budget requested by the Subcontractor for the performance of the services covered by the subcontract is subject to the submission of a specific report, setting out the details of the eligible costs incurred, and is to be made in three separate instalments, namely:

- 70% on september 15th, at the contract signature;
- 30% after the final reporting, within 30 days after the submission of the report.

FCI may reduce the budget for the Subcontractor, if the Subcontractor has committed:

- (i) substantial errors, irregularities or fraud or
- (ii) serious breach of obligations under the subcontract.

The amount of the reduction will be calculated concerned and proportionate to the seriousness and the duration of the errors, irregularities or fraud or breach of obligations, by applying a reduction rate to the budget.

4. CONTACT INFORMATION

Person responsible for the procedure: Mrs Silvia Pareti

Contact person: Simone Moraldi

Email: thefilmcorner@cinetecamilano.it

5. LIST OF ANNEXES

1. Proposal template;
2. Declaration of Honour;
3. Grant Agreement;
4. Annex 5 to the Grant Agreement;
5. Brief description of the Funded Project.