



CALL FOR PROPOSALS EAC/S09/2019

Pilot Project – Makers' Mobility

1. INTRODUCTION – BACKGROUND

Creativity has had a crucial impact on today's inter-connected world. Co-creation and open sources have transformed today's innovation and production processes.

Innovation must be allowed through bottom-up processes, creative hubs and maker-spaces, fab labs and incubators, where freelancers and creatives co-work and co-create. Clusters of enterprises in creative sectors have also shown they can generate high employment growth¹, and already around 6% of all 1,300 regional smart specialisation priorities refer to culture².

The proliferation of maker-spaces (600 set up in Europe in 17 years) as well as creative hubs, fab labs and similar structures have proven how these new models of co-creation have not only had an impact on production processes, but on society at large. High rates of youth unemployment in some European countries and regions have led to high popularity of such "3rd spaces", which also have an important role to play in terms of social inclusion and integration.

The crossovers between the cultural and creative sectors and other sectors are of crucial importance. As specified by the 2015 Council conclusion, they are "a process of combining knowledge and skills specific to the cultural and creative sector together with those of other sectors in order to generate innovative and intelligent solutions for today's societal challenges".

The maker movement, creative hubs and fab-labs are at the centre of these developments and are rapidly spreading, but their development has not been paralleled by full interconnection between the centres concerned.

Several relevant initiatives are being funded under different EU programmes:

- Erasmus+: in particular under the key action: Cooperation for innovation and the exchange of good practices³
- Creative Europe/Culture: Pilot Mobility scheme for artists/and or cultural professionals⁴

¹ [European Cluster Panorama 2014.](#)

² <http://s3platform.jrc.ec.europa.eu/map>

³ As cited by the EP: ARTFIX (2017-1-BE02-KA201-034714), A Knowledge Alliance between HEIs, Makers and Manufacturers to Boost Open Design & Manufacturing in Europe (575063-EPP-1-2016-1-IT-EPKA2-KA), Fostering use of technical spam in higher education (2017-1-LT01-KA203-035231), Makerspace for Inclusion (2018-1-BE05-KA205-002425)

⁴ https://ec.europa.eu/programmes/creative-europe/content/new-creative-europe-initiative-mobility-artists-and-culture-professionals_en

- Creative Europe/ Cross-sectoral strand: the European Network of Creative Hubs⁵
- ERDF, ESF, Interreg: different actions, in particular focussing on infrastructure, training or youth employment
- H2020: coordination and support activities for Digital Innovation Hub network⁶ and related calls, also linked to the Smart Specialisation Platform⁷
- COSME: the European incubation network(s) for creativity-driven innovation⁸
- the EU Policy Labs⁹
- New initiatives: Pan-European network of Digital Innovation Hubs, the proposed KICS for CCIs and other

Mobility is an ideal way to strengthen networks and encourage innovation and co-creation among them. Meeting other innovators and creatives working in other hubs and maker-spaces is an important factor in making collaboration a success.

The 2018 **OMC Report** on *"the role of public policies in developing entrepreneurial and innovation potential of the cultural and creative sectors"*¹⁰ also recommends to "better integrate creative hubs and networks into social and economic innovation challenges at all governance levels" and to "support the development of creative hubs and other support structures" including also clusters, fab labs and makerspaces. The report also recommends to cultural and creative sector support schemes for international mobility and cooperation.

The European Commission has been working to facilitating the **mobility** of artists and cultural professionals in different ways, via expert groups and the Open Method of Coordination: An Expert Group convened by the European Commission issued a set of guidelines¹¹ in 2011 on common content and quality standards for establishing or further developing information and advisory services for artists and culture professionals. The 2012 OMC report on *"Building a strong framework for artists' mobility: Five key principles"*¹² and the 2014 OMC *"Policy Handbook on Artists' Residencies"*¹³ both deal with mobility of cultural and creative professionals and include good practices from across the EU. The European Commission also examined administrative practices creating obstacles to the mobility of artists and culture professionals, such as visas issues, social security or cross-border taxation.

The Commission is currently carrying out a pilot mobility scheme for artists and culture professionals, funded by the Creative Europe programme, "i-Portunus"¹⁴. It will prepare and implement short-term mobility for artists and culture professionals in the visual arts (except audio-visual) and performing arts sectors. In addition, a Preparatory Action for a

⁵ <https://www.creativehubs.eu/>

⁶ [Coordination and Support Activities for Digital Innovation Hub network](#) DT-ICT-06-2018

⁷ <http://s3platform.jrc.ec.europa.eu/digital-innovation-hubs-tool>

⁸ <https://ec.europa.eu/easme/en/cos-einet-2017-3-04-european-incubation-networks-creativity-driven-innovation>

⁹ <https://ec.europa.eu/jrc/en/publication/public-policy-labs-european-union-member-states> and <https://ec.europa.eu/jrc/en/research-facility/policy-lab-eupl>

¹⁰ <https://publications.europa.eu/en/publication-detail/-/publication/5d33c8a7-2e56-11e8-b5fe-01aa75ed71a1/language-en/format-PDF/source-68820857>

¹¹ http://ec.europa.eu/assets/eac/culture/library/publications/mobility-info-standards_en.pdf

¹² http://ec.europa.eu/assets/eac/culture/library/reports/artist-mobility-report_en.pdf

¹³ <https://publications.europa.eu/en/publication-detail/-/publication/e6febc40-05f1-11e6-b713-01aa75ed71a1>

¹⁴ www.i-portunus.eu, implemented by the Goethe-Institut, in consortium with the Institut français, Izolyatsia and Nida Art Colony of Vilnius Academy of Arts

Mobility Scheme for Artists and Creative People¹⁵ is launched to select three more projects to continue this type of mobility in more cultural and creative sectors.

The recently adopted **New European Agenda for Culture** and the **EU Work Plan for Culture 2019-2022** and the **Council conclusions** on the Work Plan for Culture of 15.11.2018¹⁶ acknowledge the importance of *"boosting jobs and growth in the cultural and creative sectors by fostering arts and culture in education, promoting the relevant skills, and encouraging innovation in culture"*. The **European Year of Cultural Heritage 2018**¹⁷, has considerably raised public and political awareness about culture and heritage in Europe, and the importance of taking this momentum forward to tap the full potential of the social and economic value of culture for Europe". One of the objectives of the Year was *"to support the development of specialised skills and improve knowledge management and knowledge transfer in the cultural heritage sector, taking into account the implications of the digital shift"*.

The **2019 Annual Work Programme**¹⁸ for the implementation of the Pilot Project¹⁹ "A first step towards a European framework for the mobility of makers" foresees the launch of a call for proposals funded under Budget Line 15 02 77 24, with a maximum amount of EUR 350.000 allocated to the development of an action addressing this specific objective.

2. OBJECTIVES –ACTIVITIES – RESULTS

2.1. OBJECTIVES

General objective

The general objective of this pilot project is to define and test policies and actions supporting the mobility and exchanges of experience between the cultural and creative industries, creative hubs, maker-spaces, fab-labs and formal and non-formal learning and skills development systems in a cross-sectoral way. The pilot project is intended as first steps of developing a European Framework aimed at boosting mobility of makers as well as exchange of good practices.

The specific objectives of this call for proposals are listed and described in point 2.4 below.

2.2. PROJECT

The grant agreement resulting from this call for proposals will be allocated to one single project.

¹⁵ Preparatory Action: Mobility Scheme for Artists and Creative People, call for Proposals EAC/S06/2019

¹⁶ <http://data.consilium.europa.eu/doc/document/ST-13948-2018-INIT/en/pdf>

¹⁷ Decision (EU) 2017/864 of the European Parliament and of the Council of 17 May 2017 on a European Year of Cultural Heritage (2018).

¹⁸ <https://ec.europa.eu/programmes/creative-europe/sites/creative-europe/files/2019-annual-work-programme.pdf>

¹⁹ Legal basis: Pilot project within the meaning of Article 58(2)(a) of Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012 (OJ L 193, 30.7.2018, p.1).

The purpose of this call is to select an organisation or European network that will coordinate and organise different activities with makers, creative hubs, fab-labs, incubators and the like, with their direct involvement in the project.

2.3. BENEFICIARIES

Proposals should contain information as to the planned beneficiaries of the action, which must be cultural and creative professionals and entrepreneurs as well as other stakeholders active in the cultural and creative sectors.

Applicants should describe how they plan to engage with the relevant actors and describe how they will mitigate the risk of lack of incentives for relevant actors, CCIs (Cultural and Creative Industries) and other stakeholders to engage.

2.4. SPECIFIC OBJECTIVES

Geographical and sector focus:

Proposals should specify how they are going to achieve a **wide geographical scope**, involving a wide range of European and neighbouring countries.²⁰

Proposals should also specify how they are going to achieve a wide **sectoral and cross-sectoral**²¹ coverage.

The proposal should as a minimum include the following **activities**:

2.4.1. Specific objective n°1: Mapping of existing and proposed initiatives

Starting from existing mappings that have been carried out, in particular the new mapping carried out under the Creative Europe/Culture Pilot Mobility scheme for artists/and or cultural professionals, applicants will describe how they intend to carry out a mapping of mobility schemes for the maker, creative hubs and fab-lab community.

Applicants will explain how they intend to look at the mobility schemes of different EU funding programmes, in particular Erasmus+, Creative Europe, FLIP for CCIs, Erasmus, H2020/Horizon, ERDF/ESF, Interreg, Cosme, as well as planned new initiatives such as the proposed KICS, the Pan-European network of Digital Innovation Hubs and other. The mapping will describe in detail the working methods and financing amounts of the mobility components of each programme and draw conclusions.

Applicants will also describe how they intend to briefly map relevant initiatives at international level (Impact Hubs Network, Fab Lab Foundation at MIT, etc.).

²⁰ As specified in the 2019 Annual Work Programme, the geographical definition follows the Erasmus definition of the programme countries and the partner countries neighbouring of the EU http://ec.europa.eu/programmes/erasmus-plus/about/who-can-take-part_en

²¹ In particular the sectors according to the definition given in Article 2 of the Creative Europe Programme, <http://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=CELEX:32013R1295&from=EN>

2.4.2. Specific objective n°2: Needs assessment

This pilot project foresees to examine the appropriateness and feasibility of short, medium- and long-term stays for makers outside their countries of origin, involving support from Erasmus. The pilot project will transpose best practices that have already been consolidated in the other mobility schemes under the Erasmus+ programme, such as mobility for apprentices (Erasmus Pro) and for students (Erasmus).

Applicants should describe how they will examine in detail the extent to which makers, hubs and fab-labs are already well covered by Erasmus+ and other mobility programmes and to what extent a separate fully fledged mobility programme for makers would or would not be feasible.

Applicants will describe how they intend to carry out a survey and needs assessment among the European makers, creative hubs and fab-lab community through the existing networks (in particular the European Creative Hubs Network), as well as other wider networks such as the European Creative Business Network. A representative sample of European neighbouring countries should also be included in the survey.

Following the recommendations of the 2012 OMC Report *"Building a strong Framework for Artists' Mobility"*²², the 2014 OMC Report *"Policy Handbook on Artists' Residencies"*²³, and the 2018 OMC Report on *"the role of public policies in developing entrepreneurial and innovation potential of the cultural and creative sectors"*²⁴, applicants should describe how the project will build on the findings of the reports as well as other relevant EU policy documents.

2.4.3. Specific objective n°3: Involvement of existing European networks

In order to draw up the mapping, needs assessment and recommendations, applicants will describe how the pilot project will closely involve and consult with existing European maker/creative hubs/fablab networks, in particular the following:

- the European Network of Creative Hubs
- the European incubation networks for creativity-driven innovation (COSME)
- the network of Digital Innovation Hubs DIH (H2020)
- i-Portunus projects

2.4.4. Specific objective n°4: Policy Recommendations concerning a European Framework for makers' mobility

Applicants will describe how they will assess opportunities and obstacles for a possible establishment of a European framework for makers' mobility.

Applicants will explain their approach of looking at a possible makers' mobility scheme, as well as additional actions. Applicants will also look at how obstacles to mobility should be eliminated and for soft skills to be recognised, which would enhance the employability and creativity of the young people involved. Applicants will describe how

²² http://ec.europa.eu/assets/eac/culture/library/reports/artist-mobility-report_en.pdf

²³ http://ec.europa.eu/assets/eac/culture/policy/cultural-creative-industries/documents/artists-residencies_en.pdf

²⁴ <https://publications.europa.eu/en/publication-detail/-/publication/5d33c8a7-2e56-11e8-b5fe-01aa75ed71a1/language-en/format-PDF/source-68820857>

they intend to build on the experience of the pilot project FLIP for CCIs (Finance, Learning, Patenting and Innovation in CCIs), in particular concerning CCI skills classification and enhancement, as well as the different OMC reports, and working groups at EU-level that have looked at mobility in the past.

Based on the needs assessment, applicants will explain how they intend to achieve meaningful Policy Recommendations concerning a European Framework for makers' mobility.

2.4.5. Specific objective n°5: A small-scale makers' mobility scheme testing

Applicants will describe how they intend to carry out a small-scale sample Europe-wide mobility scheme testing through an already existing network, building upon ongoing and previous mobility scheme experiences. Of particular relevance for makers-mobility is the peer-to-peer mobility scheme of the European Creative Hubs Network, previously developed under the Creative Europe Programme. Feedback from participants will help with the assessment of the mapping, evaluation and recommendation part of the project and allow first-hand access to information, contact and also help with the communication of the project. European neighbouring countries as defined in the specific objectives under geographical focus should also be included in the peer-to-peer exchanges.

2.4.6. Specific objective n°6: Inclusion and skills development via maker spaces, creative hubs, fab-labs and similar

Maker spaces have shown how to make intergenerational inclusion a reality, f.ex. elderly people co-creating with younger people using forgotten skills, handicraft and needlework skills and the like, similar results also exist for inclusion of migrants despite of language barriers, handicapped people or people with health problems.

Applicants will describe how they intend to contribute to an increased recognition of the maker movement, creative hubs and fablabs in Europe and their contribution to skills development and social inclusion via this pilot project.

Applicants will also describe how they intend to arrive at good practice examples on inclusion and skills development via European maker spaces, creative hubs, fab-labs and the like, building on already existing evidence in particular the one gathered by the European Creative Hubs Network or via relevant OMC reports or other and how they will arrive at recommendations for further policy making. Applicants will describe how, via specifically targeted peer exchanges and workshops, they intend to arrive at meaningful examples all over Europe. A representative sample of European neighbouring countries should also be included.

Applicants will describe how they will focus in particular on young people from disadvantaged social groups, the elderly, migrants, handicapped and other disadvantaged groups. In addition, applicants will describe how they intend to collect good practice to make fab-labs and tech hubs more open and inclusive and with a better gender balance.

2.5. EXPECTED RESULTS

The expected results of the proposal are:

- Strengthened trans-national and cross-sectoral cooperation between the cultural and creative industries, fab labs, creative hubs and maker-spaces and formal and non-formal learning and skills development systems
- Enhanced mobility and exchanges of experience, skills development and practical testing and cooperation opportunities
- Increased experience through small-scale mobility scheme testing within already existing relevant European networks, in particular the European Creative Hubs Network, building upon previous experience²⁵
- Increased recognition of the maker movement, creative hubs and fablabs and their contribution to skills development and social inclusion
- Good practice examples and recommendations for further policy making.

The proposal should explain in detail how swift coordination with other relevant projects, in particular FLIP for CCIs and the Creative Europe/Culture Pilot Mobility scheme for artists/and or cultural professionals will be ensured. In addition, the proposal should also explain how it intends to coordinate with similar actions under Erasmus and other relevant programmes.

The proposal should explain how the expected results will be achieved through the following expected outputs.

2.6. EXPECTED OUTPUTS

2.6.1. Short paper at the beginning

At the beginning of the project, a short paper (2-5 pages) concerning the planned activities should be provided, together with an indicative timetable (with indicative dates) for the upcoming activities of the first 6 months.

The paper should also include a short description of how the project will coordinate its upcoming activities and exploit synergies with relevant similar projects, in particular with the Creative Europe/Culture: Pilot Mobility scheme for artists/and or cultural professionals and with the mobility-relevant parts of FLIP for CCIs-1 and FLIP for CCIs-2.

2.6.2. Survey and needs assessment

In order to implement specific objective n°2, applicants should describe how they intend to carry out a survey and needs assessment among the European makers, creative hubs

²⁵ In particular the European Creative Hubs Network peer-to-peer exchange programme: <https://www.creativehubs.eu/activity/peer-to-peer-scheme/>

and fab-lab community through the existing European networks (in particular the European Creative Hubs Network), as well as other networks such as the European Creative Business Network or other. The survey should also cover a representative sample of different European neighbourhood countries as defined under 2.4. geographical focus of this project.

2.6.3. Organisation of peer-to-peer mobility

In order to implement specific objectives n°1-6, applicants should describe how they intend to put in place peer-to-peer exchanges, involving the European Creative Hubs Network and other relevant networks and make a proposal concerning the number of rounds needed, total number of exchanges, timing, resources needed, final outputs required from the participants and other relevant information.

Applicants should also elaborate on the topics of the different calls for peer-to-peer mobility rounds in order to make sure to cover the subjects mentioned in the objectives of this call (inclusion, enhancement of gender balance, skills development, disadvantaged social groups) and with a view of collecting meaningful information for the good practice cases, policy recommendations, evaluation, communication, etc. A special emphasis will be put on a wide geographical balance of the exchanges across Europe.

2.6.4. Organisation of thematic workshops and networking meetings

In order to implement specific objectives n°1-6, applicants should describe how they intend to put in place thematic workshops and networking meetings and make a proposal concerning their number, timing, tentative places, resources needed and other relevant information.

2.6.5. Organisation of a closing conference

Proposals would need to contain information on the following:

- A **closing conference** in Brussels of up to 150-200 participants should take place towards the end of the project. The event should give maximum visibility to the project and to the participating cultural and creative networks and their community in order to present their activities, project results and study reports. The conference should also provide cultural and creative sectors networking opportunities, including through interaction between the participants.

For the closing conference, the active involvement of the European Parliament (EP) as well as other relevant institutions (Commission, research and business organisations, cultural and creative sectors and networks etc.) should actively be strived for. The participation of representatives from a maximum number of countries should be sought in order to achieve a sufficient degree of geographical balance. The Commission will give its approval on the event details, including location, programme, list of speakers and invitees before final arrangements are made.

2.6.6. Enhancing web and social media presence

The proposal should explain in detail how the project will get visibility through enhanced online presence, for example on the website(s) and social media account(s) and page(s) (Twitter, Facebook, etc.) of the applicants, the partner(s) and the EU institutions. In addition, the proposal will also explain how the project's website will showcase interesting relevant resources elaborated by other relevant EU-projects.

The website or section(s) of the website(s) dedicated to the project should also include, inter alia, useful links to EU funding for cultural and creative sectors and its relevant national/local contact points as well as national and other relevant funding opportunities and contacts for the cultural and creative sector.

The applicant should describe what actions will be undertaken to maintain and update over time, also after the end of the project, the web and social media presence with a view to enhance the core aspects of the project.

2.6.7. Other written outputs and final study (including concept papers, best practice catalogues/papers and other visual material, support actions, mappings, assessments, guidelines, lessons to be learnt, recommendations)

Proposals should contain information on the following:

- Mapping report of European mobility schemes for the maker, creative hubs and fab-lab community, taking into account the input received by the community and networks, describing in detail the working methods and financing amounts of the mobility components of each programme, plus conclusions
- Report on the results of the survey and needs assessment among the European makers, creative hubs and fab-lab communities through the existing networks (in particular the European Creative Hubs Network)
- Policy recommendations concerning opportunities and obstacles for a possible establishment of a European framework for makers' mobility building on previous EU-wide experiences
- Good practice cases: Fiches of 1-2 pages each, including visuals per good practice example²⁶, in particular on inclusion and skills development via European maker spaces, creative hubs, fab-labs and the like, building on already existing evidence in particular the one gathered by the European Creative Hubs Network or via relevant OMC reports or other
- Content of the final study, including best practices, conclusions and recommendations

²⁶ Good examples can be found in the visual presentation of good practice examples of the EU project "Culture for Cities and regions"
http://www.cultureforcitiesandregions.eu/culture/case_studies/Catalogue_practices

The final study is in addition to the administrative operational reports, and will be shared in advance and discussed with participants during the final conference.

3. TIMETABLE

Scheduled start-up date for the action is planned to be as soon as possible upon signature of grant agreement but no later than 1 March 2020. The intention is to inform applicants of the outcome of the award procedure no later than the month of November 2019.

The duration of the project shall be 18 months.

The period of eligibility of costs will start on the day the grant agreement is signed by the last party.

The Procedural timeline for the call for proposals is:

	<i>Steps</i>	<i>Date and time or indicative period</i>
(a)	Publication of the call	May 2019
(b)	Deadline for submitting applications	12 August 2019
(c)	Evaluation period	August - October 2019
(d)	Information to applicants	November 2019
(e)	Signature of grant agreement	December 2019
	Starting date of the action	Beginning of 2020
	Kick-off meeting with the Commission	February/March 2020
	End date of the action	Starting date + max 18 months

The project timeline for the deliverables and payments is:

Start of the project	T+1
<i>Pre-financing payment (30% of total grant amount) on signature of grant agreement)</i>	
Short paper on the next steps concerning the planned activities and timing	T+2
First project meeting in Brussels	T+2
Development of web and social media presence for the project	T+1 until T+3
Organisation of 1 st rounds of peer-to-peer mobility	T+ 4 until T+7
Organisation of thematic workshops and networking meetings	T+3 until T+13
Survey and needs assessment	T+3 until T+8
Report on the results of the survey and needs assessment	T+9

<i>Technical report on progress</i> <i>Second pre-financing payment (50% of total grant amount)</i>	<i>T+9</i>
Organisation of further rounds of peer-to-peer mobility	T+10 until T+13
Mapping report of mobility schemes	T+3 until T+10
Good practice cases and recommendations	T+14 until T+15
Final study (including good practices, conclusions and recommendations)	T+16
Organisation of a closing conference in Brussels	T+16 until T+17
<i>Final technical report</i> <i>Payment of the balance</i>	<i>T+18</i>

4. BUDGET AVAILABLE

The total budget earmarked for the co-financing of projects foreseen under this call for proposals is **EUR 350 000**.

The call budget will be allocated to **one single project**.

The support of a project for cultural and creative industries shall be at the center of this action.

The financial contribution from the Commission cannot exceed **80%** of the total eligible costs²⁷.

EU support will be granted on condition that the administrative and financial procedures are properly completed.

The amounts mentioned in the present document are subject to the release of the necessary appropriations by the budgetary authority.

The European Commission reserves the right not to distribute all the funds available.

5. ADMISSIBILITY REQUIREMENTS

In order to be admissible, applications must be:

- sent no later than the deadline for submitting applications referred to in section 3;
- submitted in writing (see section 14), using the application form²⁸ available at <https://ec.europa.eu/culture/calls>
- drafted in one of the EU official languages.

Failure to comply with those requirements will lead to rejection of the application.

²⁷ Article 183 of the Commission Delegated Regulation (EU) No. 1268/2012 on the rules of application of Regulation (EU, Euratom) Nr. 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union

²⁸ Article 196 FR.

6. ELIGIBILITY CRITERIA

6.1. Eligible applicants

Proposals may be submitted by any of the following applicants:

- non-profit organisation (private or public);
- public authorities (national, regional, local);
- international organisations;
- universities;
- educational institutions;
- research centres;
- profit making entities;

Natural persons are not eligible to apply for a grant under this call.

To be eligible applicants must be a single entity involved in strategic support - related to the core aspects of the project - to CCIs, particularly SMEs and micro-enterprises, active in the cultural and creative sectors, or a consortium of which most of its members should be active in the cultural and creative sectors.²⁹

Country of establishment

Only applications from legal entities established in EU Member States are eligible.

For **British** applicants:

Please be aware that eligibility criteria must be complied with for the entire duration of the grant. If the United Kingdom withdraws from the EU during the grant period without concluding an agreement with the EU ensuring in particular that British applicants continue to be eligible, you will cease to receive EU funding (while continuing, where possible, to participate) or be required to leave the project on the basis of Article II.17 of the grant agreement.

Consortium requirements

In case the application is submitted by several entities working together (consortium), the above criteria apply to each one of those entities.

In case of a consortium, the several entities working together shall take the form of a partnership of co-beneficiaries, and designate a leading partner who is the co-ordinator. The co-ordinator will act as an intermediary for all communications between the Commission and the co-beneficiaries. However, beneficiaries are jointly responsible for implementing the action resulting from the grant awarded. To implement the action properly, they must make appropriate internal arrangements, consistent with the terms of the Grant Agreement.

Other requirements

A minimum geographical scope comprising 3 EU Member States is required.

Supporting documents

²⁹ According to the definition given in Article 2 of the Creative Europe Programme, <http://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=CELEX:32013R1295&from=EN>

In order to assess the applicants' eligibility, the following supporting documents are requested:

Examples of supporting documents:

- **private entity:** extract from the official journal, copy of articles of association, extract of trade or association register, certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required);
- **public entity:** copy of the resolution, decision or other official document establishing the public-law entity ;

6.2. Eligible activities

The following types of activities are eligible under this call for proposals:

- workshops, seminars, study-visits, meetings
- exchange programmes, peer learning
- training and skills development activities
- communication activities, webpage, social media
- actions aiming at exchanges of good practices, guidelines, recommendations, manuals, reports, surveys

Implementation period

The maximum duration of the project is **18 months**.

Applications for projects scheduled to run for a longer period than that specified in this call for proposals will not be accepted.

7. EXCLUSION CRITERIA

7.1. Exclusion

The authorising officer shall exclude an applicant from participating in call for proposals procedures where:

- (a) the applicant is bankrupt, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended, or it is in any analogous situation arising from a similar procedure provided for under EU or national laws or regulations;
- (b) it has been established by a final judgment or a final administrative decision that the applicant is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;
- (c) it has been established by a final judgment or a final administrative decision that the applicant is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the applicant belongs, or by having engaged in any wrongful intent or gross negligence, including, in particular, any of the following:
 - (i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of

- eligibility or selection criteria or in the performance of a contract, a grant agreement or a grant decision;
- (ii) entering into agreement with other applicants with the aim of distorting competition;
 - (iii) violating intellectual property rights;
 - (iv) attempting to influence the decision-making process of the Commission during the award procedure;
 - (v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;
- (d) it has been established by a final judgment that the applicant is guilty of any of the following:
- (i) fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 of the European Parliament and of the Council and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;
 - (ii) corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 or Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997, or conduct referred to in Article 2(1) of Council Framework Decision 2003/568/JHA, or corruption as defined in the applicable law;
 - (iii) conduct related to a criminal organisation, as referred to in Article 2 of Council Framework Decision 2008/841/JHA;
 - (iv) money laundering or terrorist financing within the meaning of Article 1(3), (4) and (5) of Directive (EU) 2015/849 of the European Parliament and of the Council;
 - (v) terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;
 - (vi) child labour or other offences concerning trafficking in human beings as referred to in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;
- (e) the applicant has shown significant deficiencies in complying with main obligations in the performance of a contract, a grant agreement or a grant decision financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an authorising officer, OLAF or the Court of Auditors;
- (f) it has been established by a final judgment or final administrative decision that the applicant has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;
- (g) It has been established by a final judgement or final administrative decision that the applicant has created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations of mandatory application in the jurisdiction of its registered office, central administration or principal place of business;

- (h) it has been established by a final judgement or final administrative decision that an entity has been created with the intent referred to in point (g);
- (i) for the situations referred to in points (c) to (h) above, the applicant is subject to:
 - (i) facts established in the context of audits or investigations carried out by European Public Prosecutor's Office after its establishment, the Court of Auditors, the European Anti-Fraud Office or the internal auditor, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;
 - (ii) non-final judgments or non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;
 - (iii) facts referred to in decisions of persons or entities being entrusted with EU budget implementation tasks;
 - (iv) information transmitted by Member States implementing Union funds;
 - (v) decisions of the Commission relating to the infringement of Union competition law or of a national competent authority relating to the infringement of Union or national competition law; or
 - (vi) decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.

7.2. Remedial measures

If an applicant declares one of the situations of exclusion listed above (see section 7.4), it must indicate the measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. This may include e.g. technical, organisational and personnel measures to correct the conduct and prevent further occurrence, compensation of damage or payment of fines or of any taxes or social security contributions. The relevant documentary evidence which illustrates the remedial measures taken must be provided in annex to the declaration. This does not apply for situations referred in point (d) of section 7.1.

7.3. Rejection from the call for proposals

The authorising officer shall not award a grant to an applicant who:

- (a) is in an exclusion situation established in accordance with section 7.1; or
- (b) has misrepresented the information required as a condition for participating in the procedure or has failed to supply that information; or
- (c) was previously involved in the preparation of documents used in the award procedure where this entails a breach of the principle of equal treatment, including distortion of competition, that cannot be remedied otherwise.

The same exclusion criteria apply to affiliated entities.

Administrative sanctions (exclusion) may be imposed on applicants, or affiliated entities where applicable, if any of the declarations or information provided as a condition for participating in this procedure prove to be false.

7.4. Supporting documents

Applicants and affiliated entities must provide a declaration on their honour certifying that they are not in one of the situations referred to in Articles 136(1) and 141 FR, by

filling in the relevant form attached to the application form accompanying the call for proposals and available at <https://ec.europa.eu/culture/calls>.

This obligation may be fulfilled in one of the following ways:

For mono-beneficiary grants:

- (i) the applicant signs a declaration in its name and on behalf of its affiliated entities; OR
- (ii) the applicant and its affiliated entities each sign a separate declaration in their own name.

For multi-beneficiary grants:

- (i) the coordinator of a consortium signs a declaration on behalf of all applicants and their affiliated entities; OR
- (ii) each applicant in the consortium signs a declaration in its name and on behalf of its affiliated entities; OR
- (iii) each applicant in the consortium and the affiliated entities each sign a separate declaration in their own name.

8. SELECTION CRITERIA

8.1. Financial capacity

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the duration of the grant and to participate in its funding. The applicants' financial capacity will be assessed on the basis of the following supporting documents to be submitted with the application:

- A declaration on the honour by the grant applicant (see Annex I of the “Grant Application form”.

For grants exceeding EUR 60 000, the assessment committee reserves the right to request supporting documents and to carry out a financial analysis as described in point 4 of Annex V(a) Methodology for assessing the financial capacity (cf. Article 198(4)) of the FR).

Moreover, entities applying to this call for proposals fall into one of the high-risk categories mentioned in point 3.1 of the methodology. They must provide proof of their financial capacity and are required to undergo the financial analysis provided for in point 4 of the same methodology.

In the case of legal entities forming a consortium, as specified in section 6.1, the above requirements apply to each one of those entities.

On the basis of the documents submitted, if the Commission considers that financial capacity is weak, it may:

- request further information;
- decide not to give pre-financing;
- decide to give pre-financing paid in instalments;
- decide to give pre-financing covered by a bank guarantee (see section 11.4 below);

- where applicable, require the joint and several financial liability of all the co-beneficiaries.

If the authorising officer (RAO) considers that the financial capacity is insufficient s/he will reject the application.

8.2. Operational capacity

Applicants must have the professional competencies as well as appropriate qualifications necessary to complete the proposed action.

In particular, they should possess the following capacities:

- proven experience in cultural and creative sectors and good understanding of creative sectors' specificities and needs, as well as knowledge of the topics covered in this pilot project and direct involvement of European networks of makers, creative hubs, fablabs, incubators, innovation hubs and the like in the project,
- direct involvement of creative hubs and maker-spaces as consortium partners and in the project activities from a minimum of 5 different EU countries
- 3 key experts with a minimum of 2 years of professional experience in the following areas:
 - o at least one key expert with a minimum of 2 years of experience in cultural and creative sectors
 - o at least one key expert with a minimum of 3 months of hands-on experience organising mobility programmes
 - o at least one key expert with a minimum of 2 years of experience related to networking between European creative hubs/maker spaces

Given the budgetary constraints of the project, these 3 experts areas can also be covered by a single person, or two persons, not necessarily 3 separate persons. The experience required can be proven through the profiles (CVs) of the proposed team.

- ability to communicate easily in several official EU languages
- proven experience of at least 1 year in transnational projects involving various EU countries

In this respect, applicants have to submit a declaration on their honour, and the following supporting documents:

- curriculum vitae or description of the profile of the people primarily responsible for managing and implementing the operation (accompanied where appropriate by a list of relevant publications);
- an exhaustive lists of previous projects and activities performed and connected to the policy field of a given call or to the actions to be carried out;

For legal entities forming a consortium, as specified in section 6.1, the above requirements apply to the consortium as a whole.

9. AWARD CRITERIA

Eligible applications/projects will be assessed on the basis of the following criteria:

9.1. Relevance (0-35 points)

This criterion will assess the relevance of the proposal, in particular the extent to which the proposal addresses the general and specific objectives of the action and contributes to attain its expected outputs and results.

9.2. Geographical and sectors outreach (0-30 points)

This criterion will assess the extent to which the proposed action is able to achieve a wide geographical and sectorial³⁰ coverage across the EU and neighbouring countries.³¹

9.3. Quality of activities (0-20 points)

This criterion will assess the quality of the activities proposed, the methodology to achieve the objectives, the quality of policy learning activities.

In addition, proposals should also contain information about the following:

- **Promotion and visibility of the project:** Proposals need to contain detailed information on the actions that are intended to be undertaken to ensure effective marketing and promotion of the action and its networks. Proposals should mention which communication channels will be used and what kind of cooperation is envisaged with existing stakeholders and networks, in particular also the local EU funding contact points for the Creative Europe programme, Erasmus, COSME, Horizon 2020, ERDF/ESF, Interreg etc. and ensure visibility of the EU's support to the project.
- **Sustainability:** Applicants should describe in detail how sustainability could be ensured after the end of the project.

9.4. Management of the project (0-15 points)

This criterion will assess the quality of the proposal regarding the capability to organize, coordinate and implement the various aspects of the proposed activities.

This criterion will also assess the appropriateness of the human resources allocation and the relevance of the experience of the staff involved in the tasks assigned to them. This criterion will also assess the relevance and allocation of the budget with regard to the planned activities/ expected output.

The Commission will assess on that basis how the applicants seek to address the priorities set for this project. Points will be allocated to eligible applications out of a total of 100 on the basis of the above-specified weighting. A minimum threshold of 60% of the maximum possible score will be applied for the qualitative evaluation and applications below this threshold will be rejected.

³⁰ In particular the sectors according to the definition given in Article 2 of the Creative Europe Programme: <http://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=CELEX:32013R1295&from=EN>

³¹ As specified in the 2019 Annual Work Programme, the geographical definition follows the Erasmus definition of the programme countries and the partner countries neighbouring the EU http://ec.europa.eu/programmes/erasmus-plus/about/who-can-take-part_en

10. LEGAL COMMITMENTS

In the event of a grant awarded by the Commission, a grant agreement, drawn up in euro and detailing the conditions and level of funding, will be sent to the applicant, as well as the information on the procedure to formalise the agreement of the parties.

Two copies of the original agreement must be signed first by the beneficiary/ coordinator on behalf of the consortium and returned to the Commission immediately. The Commission will sign it last.

The applicants understand that submission of a grant application implies acceptance of the general conditions attached to this call for proposals. These general conditions bind the beneficiary to whom the grant is awarded and shall constitute an annex to the grant decision.

11. FINANCIAL PROVISIONS

11.1. Forms of the grant

11.1.1. Reimbursement of costs actually incurred

The grant will be defined by applying a maximum co-financing rate of **80 %** to the eligible costs actually incurred and declared by the beneficiary.

For details on eligibility of costs, please refer to section 11.2.

11.2. Eligible costs

Eligible costs shall meet all the following criteria:

- they are incurred by the beneficiary.
- they are incurred during the duration of the action, with the exception of costs relating to final reports and audit certificates;
 - The period of eligibility of costs will start as specified in the grant agreement.
 - If a beneficiary can demonstrate the need to start the action before the agreement is signed, the costs eligibility period may start before that signature. Under no circumstances can the eligibility period start before the date of submission of the grant application.
- they are indicated in the estimated budget of the action;
- they are necessary for the implementation of the action which is the subject of the grant;
- they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost accounting practices of the beneficiary;
- they comply with the requirements of applicable tax and social legislation;

- they are reasonable, justified, and comply with the principle of sound financial management, in particular regarding economy and efficiency.

The beneficiary's internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the action/project with the corresponding accounting statements and supporting documents.

Eligible costs may be direct or indirect.

11.2.1. Eligible direct costs

The eligible direct costs for the action are those costs which:

with due regard to the conditions of eligibility set out above, are identifiable as specific costs directly linked to the performance of the action and which can therefore be booked to it directly, such as :

- (a) *the costs of personnel working under an employment contract with the beneficiary or an equivalent appointing act and assigned to the action, provided that these costs are in line with the beneficiary's usual policy on remuneration.*

Those costs include actual salaries plus social security contributions and other statutory costs included in the remuneration. They may also comprise additional remunerations, including payments on the basis of supplementary contracts regardless of the nature of those contracts, provided that they are paid in a consistent manner whenever the same kind of work or expertise is required, independently from the source of funding used;

The costs of natural persons working under a contract with the beneficiary other than an employment contract or who are seconded to the beneficiary by a third party against payment may also be included under such personnel costs, provided that the following conditions are fulfilled:

- (i) *the person works under conditions similar to those of an employee (in particular regarding the way the work is organised, the tasks that are performed and the premises where they are performed);*
- (ii) *the result of the work belongs to the beneficiary (unless exceptionally agreed otherwise); and*
- (iii) *the costs are not significantly different from the costs of staff performing similar tasks under an employment contract with the beneficiary;*

The recommended methods for the calculation of direct personnel costs are provided in Appendix.

- (b) *costs of travel and related subsistence allowances, provided that these costs are in line with the beneficiary's usual practices on travel;*
- (c) *the depreciation costs of equipment or other assets (new or second-hand) as recorded in the beneficiary's accounting statements, provided that the asset:*
 - (i) *is written off in accordance with the international accounting standards and the beneficiary's usual accounting practices; and*

- (ii) has been purchased in accordance with the rules on implementation contracts laid down in the grant agreement, if the purchase occurred within the implementation period;*

The costs of renting or leasing equipment or other assets are also eligible, provided that these costs do not exceed the depreciation costs of similar equipment or assets and are exclusive of any finance fee;

Only the portion of the equipment's depreciation, rental or lease costs corresponding to the implementation period and the rate of actual use for the purposes of the action may be taken into account when determining the eligible costs. By way of exception, the full cost of purchase of equipment may be eligible under the Special Conditions, if this is justified by the nature of the action and the context of the use of the equipment or assets;

- (d) costs of consumables and supplies, provided that they:
 - (i) are purchased in accordance with the rules on implementation contracts laid down in the grant agreement; and*
 - (ii) are directly assigned to the action;**
- (e) costs arising directly from requirements imposed by the Agreement (dissemination of information, specific evaluation of the action, audits, translations, reproduction), including the costs of requested financial guarantees, provided that the corresponding services are purchased in accordance with the rules on implementation contracts laid down in the grant agreement;*
- (f) costs derived from subcontracts, provided that specific conditions on subcontracting as laid down in the grant agreement are met;*
- (g) costs of financial support to third parties, provided that the conditions laid down in the grant agreement are met;*
- (h) duties, taxes and charges paid by the beneficiary, notably value added tax (VAT), provided that they are included in eligible direct costs, and unless specified otherwise in the grant agreement.*

11.2.2. Eligible indirect costs (overheads)

Indirect costs are costs that are not directly linked to the action implementation and therefore cannot be attributed directly to it.

A flat-rate amount of 7 % of the total eligible direct costs of the action, is eligible as indirect costs, representing the beneficiary's general administrative costs which can be regarded as chargeable to the action/project.

Indirect costs may not include costs entered under another budget heading.

Applicants' attention is drawn to the fact that if they are receiving an operating grant financed by the EU or Euratom budget, they may not declare indirect costs for the period(s) covered by the operating grant, unless they can demonstrate that the operating grant does not cover any costs of the action.

In order to demonstrate this, in principle, the beneficiary should:

- a. use *analytical cost accounting that allows to separate all costs (including overheads)* attributable to the operating grant and the action grant. For that purpose the beneficiary should use *reliable accounting codes and allocation keys* ensuring that *the allocation* of the costs is done in a *fair, objective and realistic way*.
- b. *record separately*:
 - all costs incurred for the operating grants (i.e. personnel, general running costs and other operating costs linked to the part of its usual annual activities), and
 - all costs incurred for the action grants (including the actual indirect costs linked to the action)

If the operating grant covers the entire usual annual activity and budget of the beneficiary, the latter is not entitled to receive any indirect costs under the action grant.

11.3. Ineligible costs

The following items are not considered as eligible costs:

- a) return on capital and dividends paid by a beneficiary;
- b) debt and debt service charges;
- c) provisions for losses or debts;
- d) interest owed;
- e) doubtful debts;
- f) exchange losses;
- g) costs of transfers from the Commission charged by the bank of a beneficiary;
- h) costs declared by the beneficiary under another action receiving a grant financed from the Union budget. Such grants include grants awarded by a Member State and financed from the Union budget and grants awarded by bodies other than the Commission for the purpose of implementing the Union budget. In particular, beneficiaries receiving an operating grant financed by the EU or Euratom budget cannot declare indirect costs for the period(s) covered by the operating grant, unless they can demonstrate that the operating grant does not cover any costs of the action.
- i) contributions in kind from third parties;
- j) excessive or reckless expenditure;
- k) deductible VAT.

11.4. Balanced budget

The estimated budget of the action must be attached to the application form. It must have revenue and expenditure in balance.

The budget must be drawn up in euros.

Applicants for whom costs will not be incurred in euros should use the exchange rate published on the Infor-euro website available at: http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm

The applicant must ensure that the resources which are necessary to carry out the action are not entirely provided by the EU grant.

Co-financing of the action may take the form of:

- the beneficiary's own resources,
- income generated by the action or work programme,
- financial contributions from third parties.

In-kind contributions shall be presented separately in the estimated budget to reflect the total resources allocated to the action. Their approximate value shall be indicated in the estimated budget and shall not be subject to subsequent changes.

11.5. Calculation of the final grant amount

The final amount of the grant is calculated by the Commission at the time of the payment of the balance. The calculation involves the following steps:

Step 1 — Application of the reimbursement rate to the eligible costs

The amount under step 1 is obtained by applying the reimbursement rate specified in section 11.1.1 to the eligible costs actually incurred and accepted by the Commission.

Step 2 — Limit to the maximum amount of the grant

The total amount paid to the beneficiaries by the Commission may in no circumstances exceed the maximum amount of the grant as indicated in the grant agreement. If the amount obtained following Step 1 is higher than this maximum amount, the final amount of the grant is limited to the latter.

Step 3 — Reduction due to the no-profit rule

‘Profit’ means the surplus of receipts over the total eligible costs of the action, where receipts are the amount obtained following Steps 1 and 2 plus the revenue generated by the action for beneficiaries other than non-profit organisations.

In-kind and financial contributions by third parties are not considered receipts.

The total eligible costs of the action are the consolidated total eligible costs approved by the Commission. The revenue generated by the action is the consolidated revenue established, generated or confirmed for beneficiaries and affiliated entities other than non-profit organisations on the date on which the request for payment of the balance is drawn up.

If there is a profit, it will be deducted in proportion to the final rate of reimbursement of the actual eligible costs of the action approved by the Commission.

Step 4 — Reduction due to improper implementation or breach of other obligations

The Commission may reduce the maximum amount of the grant if the action has not been implemented properly (i.e. if it has not been implemented or has been implemented poorly, partially or late), or if another obligation under the Agreement has been breached.

The amount of the reduction will be proportionate to the degree to which the action has been implemented improperly or to the seriousness of the breach.

11.6. Reporting and payment arrangements

The beneficiary may request the following payments provided that the conditions of the grant agreement are fulfilled (e.g. payment deadlines, ceilings, etc.). The payment requests shall be accompanied by the documents provided below and detailed in the grant agreement:

Payment request	Accompanying documents
A pre-financing payment corresponding to 30% of the maximum grant amount	Automatic on signature of Grant agreement
A second pre-financing payment corresponding to 50% of the maximum grant amount	(a) technical report on progress (b) Expected outputs: <ul style="list-style-type: none"> - Project meeting in Brussels and short paper - Development of web and social media presence - Organisation of 1st rounds of peer-to-peer mobility - Organisation of thematic workshops and networking meetings - Survey and needs assessment and report (c) Statement on the use of the previous pre-financing instalment
Payment of the balance The Commission will establish the amount of this payment on the basis of the calculation of the final grant amount (see section 11.5 above). If the total of earlier payments is higher than the final grant amount, the beneficiary will be required to reimburse the amount paid in excess by the Commission through a recovery order.	(a) final technical report (b) Expected outputs: <ul style="list-style-type: none"> - Organisation of further rounds of peer-to-peer mobility - Mapping report of mobility schemes - Good practice cases and recommendations - Final study (including good practices, conclusions and recommendations) - Closing conference in Brussels (c) final financial statement covering the whole duration of the project, aggregating the financial statements already submitted previously and indicating the receipts

In case of a weak financial capacity, section 8.1 above applies.

Reporting requirements

The beneficiary shall submit technical, operational and implementation reports as specified in Section 11.6. on Reporting and Payment Arrangements: Each report will be

submitted in English to the Commission in printed form and by e-mail. Electronic files must be in Microsoft® Word for Windows format.

Short paper on the next steps concerning the planned activities

At the beginning of the project, a short paper (2-5 pages) concerning the planned activities should be provided, together with a tentative timetable (with tentative dates) for the upcoming activities of the first 6 months.

The paper should also include a short description of how the project will coordinate its upcoming activities and exploit synergies with relevant similar projects, in particular with the Creative Europe/Culture: Pilot Mobility scheme for artists/and or cultural professionals and with the mobility-relevant parts of FLIP for CCIs-1 and FLIP for CCIs-2.

Technical report on progress

The technical progress report shall include at least the following:

- information on the activities carried out and progress achieved
- problems encountered, solutions found or proposed
- short description of how the project will coordinate its upcoming activities and exploit synergies with relevant projects, in particular with the Creative Europe/Culture: Pilot Mobility scheme for artists/and or cultural professionals and with the mobility-relevant parts of FLIP for CCIs.
- timetable and methodology for implementation

Interim operational report

The interim report shall include at least the following:

- information on the activities carried out and progress achieved
- problems encountered, solutions found or proposed
- short description of how the project will coordinate its upcoming activities and exploit synergies with relevant projects, in particular with the Creative Europe/Culture: Pilot Mobility scheme for artists/and or cultural professionals and with the mobility-relevant parts of FLIP for CCIs.
- timetable and methodology for completion
- Sustainability plan;

Final implementation report

The final report shall include at least:

- Comprehensive information on all the activities carried out
- Problems encountered, solutions found and their impact on the outcomes achieved

- short description of how the project coordinated its upcoming activities and exploited synergies with relevant projects, in particular with the Creative Europe/Culture: Pilot Mobility scheme for artists/and or cultural professionals and with the mobility-relevant parts of FLIP for CCIs.
- Sustainability of the action.

11.7. Other financial conditions

a) Non-cumulative award

An action may only receive one grant from the EU budget.

Under no circumstances shall the same costs be financed twice by the Union budget. To ensure this, applicants shall indicate in the grant application the sources and amounts of Union funding received or applied for the same action or part of the action or for its (the applicant's) functioning during the same financial year as well as any other funding received or applied for the same action.

b) Non-retroactivity

No grant may be awarded retrospectively for actions already completed.

A grant may be awarded for an action which has already begun only where the applicant can demonstrate in the grant application the need to start the action before the grant agreement is signed.

In such cases, costs eligible for financing may not have been incurred prior to the date of submission of the grant application.

c) Implementation contracts/subcontracting

Where the implementation of the action requires the award of procurement contracts (implementation contracts), the beneficiary may award the contract in accordance with its usual purchasing practices provided that the contract is awarded to the tender offering best value for money or the lowest price (as appropriate), avoiding conflicts of interest.

The beneficiary is expected to clearly document the tendering procedure and retain the documentation in the event of an audit.

Entities acting in their capacity as contracting authorities within the meaning of Directive 2014/24/EU³² or contracting entities within the meaning of Directive 2014/25/EU³³ must comply with the applicable national public procurement rules.

Beneficiaries may subcontract tasks forming part of the action. If they do so, they must ensure that, in addition to the above-mentioned conditions of best value for money and absence of conflicts of interests, the following conditions are also complied with:

³² Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC (OJ L 94, 28.3.2014, p. 65-242)

³³ Directive 2014/25/EU of the European Parliament and of the Council of 26 February 2014 on procurement by entities operating in the water, energy, transport and postal services sectors and repealing Directive 2004/17/EC (OJ L 94, 28.3.2014, p. 243-374)

- a) subcontracting does not cover core tasks of the action;
- b) recourse to subcontracting is justified because of the nature of the action and what is necessary for its implementation;
- c) the estimated costs of the subcontracting are clearly identifiable in the estimated budget;
- d) any recourse to subcontracting, if not provided for in description of the action, is communicated by the beneficiary and approved by the Commission. The Commission may grant approval:
 - (i) before any recourse to subcontracting, if the beneficiaries requests an amendment
 - (ii) after recourse to subcontracting if the subcontracting:
 - is specifically justified in the interim or final technical report and
 - does not entail changes to the grant agreement which would call into question the decision awarding the grant or be contrary to the equal treatment of applicants;
- e) the beneficiaries ensure that certain conditions applicable to beneficiaries, enumerated in the grant agreement (e.g. visibility, confidentiality, etc.), are also applicable to the subcontractors.

d) Financial support to third parties

The applications may not envisage provision of financial support to third parties.

12. PUBLICITY

12.1. By the beneficiaries

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used.

In this respect, beneficiaries are required to give prominence to the name and emblem of the European Commission on all their publications, posters, programmes and other products realised under the co-financed project.

To do this they must use the text, the emblem and the disclaimer available at https://ec.europa.eu/info/sites/info/files/use-emblem_en.pdf

If this requirement is not fully complied with, the beneficiary's grant may be reduced in accordance with the provisions of the grant agreement.

12.2. By the Commission

With the exception of scholarships paid to natural persons and other direct support paid to natural persons in most need, all information relating to grants awarded in the course of a financial year shall be published on an internet site of the European Union institutions no later than the 30 June of the year following the financial year in which the grants were awarded.

The Commission will publish the following information:

- name of the beneficiary;

- address of the beneficiary when the latter is a legal person, region when the beneficiary is a natural person, as defined on NUTS 2 level³⁴ if he/she is domiciled within the EU or equivalent if domiciled outside the EU;
- subject of the grant;
- amount awarded.

Upon a reasoned and duly substantiated request by the beneficiary, the publication shall be waived if such disclosure risks threatening the rights and freedoms of individuals concerned as protected by the Charter of Fundamental Rights of the European Union or harm the commercial interests of the beneficiaries.

13. PROCESSING OF PERSONAL DATA

The reply to any call for proposals involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, the questions and any personal data requested that are required to evaluate the application in accordance with the call for proposal will be processed solely for that purpose by DG EAC, Unit D.1 Cultural Policy.

Personal data may be registered in the Early Detection and Exclusion System by the Commission, should the beneficiary be in one of the situations mentioned in Articles 136 and 141 of Regulation (EU, Euratom) 2018/1046³⁵. For more information see the Privacy Statement on:

https://ec.europa.eu/info/data-protection-public-procurement-procedures_en.

14. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

Proposals must be submitted by the deadline set out under section 3.

No modification to the application is allowed once the deadline for submission has elapsed. However, if there is a need to clarify certain aspects or to correct clerical mistakes, the Commission may contact the applicant during the evaluation process.

Applicants will be informed in writing about the results of the selection process.

Application forms are available at <https://ec.europa.eu/culture/calls>.

Applications must be submitted in the correct form, duly completed and dated. They must be submitted in 5 copies (one original clearly identified as such, plus 4 copies) and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation.

Where applicable, all additional information considered necessary by the applicant can be included on separate sheets.

Applications must be sent as follows:

³⁴ Commission Regulation (EC) No 105/2007 of 1 February 2007 amending the annexes to Regulation (EC) No 1059/2003 of the European Parliament and of the Council on the establishment of a common classification of territorial units for statistics (NUTS), OJ L39, 10.2.2007, p.1.

³⁵ <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32018R1046>

Means of submission	Time limit	Evidence	Address for delivery
Post	24:00 <i>Belgium local time</i>	Postmark	CALL FOR PROPOSALS <i>EAC/S09/2019 – Makers' Mobility</i> European Commission - Directorate-General for Education, Youth, Sport and Culture, Directorate D - Culture and Creativity, Unit D1 – Cultural Policy J-70 2/232 For the attention of Susanne Hollmann, (Deputy Head of Unit) B – 1049 Brussels Belgium
Courier	Between 07:30 and 17:30 <i>Belgium local time</i>	Deposit slip of courier service	CALL FOR PROPOSALS <i>EAC/S09/2019 – Makers' Mobility</i> European Commission - Directorate-General for Education, Youth, Sport and Culture, Directorate D - Culture and Creativity, Unit D1 – Cultural Policy J-70 2/232 For the attention of Susanne Hollmann, (Deputy Head of Unit) Avenue du Bourget 1 B-1140 Brussels (Evere) Belgium
In person (hand delivery)		Proof of receipt, signed and dated by the official in the central mail department who takes delivery	

Mail can be received from 07.30 to 17.30 Monday to Fridays. The service is closed on Saturdays, Sundays and official holidays of the contracting authority.

Applications sent by fax, e-mail, on UBS keys or any other means than indicated above will not be accepted.

Contacts

Questions related to the Call for proposals should be directed to:

EAC-MAKERS-MOBILITY@ec.europa.eu

Answers will be published online at <https://ec.europa.eu/culture/calls>.

Applicants are advised to check the Question & Answers section regularly during the submission period.

➤ **Annexes:**

Grant Application Documents

- **Grant Application form (multi-beneficiary & mono-beneficiary)**
 - Annex I Declaration of honour
 - Annex II Mandate letters (if applicable)
 - Annex III Estimated Budget of the action
 - Annex IV List of CVs
 - Annex Va Methodology for assessing the Financial Capacity

- Annex Vb Economic and Financial Capacity Analysis Form

Reference Documents

- Draft Model Grant Agreement & General Conditions
(multi-beneficiary & mono-beneficiary)
- Model technical report
- Model financial statement
- List of supporting documents

Appendix

Specific conditions for direct personnel costs

1. Calculation

The ways of calculating eligible direct personnel costs laid down in points (a) and (b) below are recommended and accepted as offering assurance as to the costs declared being actual.

The Commission 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.

a) for persons working exclusively on the action:

{ monthly rate for the person

multiplied by

number of actual months worked on the action }

The months declared for these persons may not be declared for any other EU or Euratom grant.

The **monthly rate** is calculated as follows:

{ annual personnel costs for the person

divided by 12 }

using the personnel costs for each full financial year covered by the reporting period concerned.

If a financial year is not closed at the end of the reporting period, the beneficiaries must use the monthly rate of the last closed financial year available;

b) for persons working part time on the action

(i) If the person is assigned to the action at a fixed pro-rata of their working time:

{ monthly rate for the person multiplied by pro-rata assigned to the action

multiplied by

number of actual months worked on the action }

The working time pro-rata declared for these persons may not be declared for any other EU or Euratom grant.

The monthly rate is calculated as above.

(ii) In other cases:

{hourly rate for the person multiplied by number of actual hours worked on the action}

or

{daily rate for the person multiplied by number of actual days worked on the action}

(rounded up or down to the nearest half-day)

The number of actual hours/days declared for a person must be identifiable and verifiable.

The total number of hours/days declared in EU or Euratom grants, for a person for a year, cannot be higher than the annual productive hours/days used for the calculations of the hourly/daily rate. Therefore, the maximum number of hours/days that can be declared for the grant are:

{number of annual productive hours/days for the year (see below)}

minus

total number of hours and days declared by the beneficiary, for that person for that year, for other EU or Euratom grants}.

The '**hourly/daily rate**' is calculated as follows:

{annual personnel costs for the person

divided by

number of individual annual productive hours/days} using the personnel costs and the number of annual productive hours/days for each full financial year covered by the reporting period concerned.

If a financial year is not closed at the end of the reporting period, the beneficiaries must use the hourly/daily rate of the last closed financial year available.

The 'number of individual annual productive hours/days' is the total actual hours/days worked by the person in the year. It may not include holidays and other absences (such as sick leave, maternity leave, special leave, etc). However, it may include overtime and time spent in meetings, trainings and other similar activities.

2. Documentation to support personnel costs declared as actual costs

For **persons working exclusively on the action**, where the direct personnel costs are calculated following **point (a)**, there is no need to keep time records, if the beneficiary signs a **declaration** confirming that the persons concerned have worked exclusively on the action.

For **persons assigned to the action at a fixed pro-rata of their working time**, where the direct personnel costs are calculated following **point (b)(i)**, there is no need to keep time records, if the beneficiary signs a declaration that the persons concerned have effectively worked at the fixed pro-rata on the action.

For **persons working part time on the action**, where direct personnel costs are calculated following **point (b)(ii)**, the beneficiaries must keep **time records** for the number of hours/days declared. The time records must be in writing and approved by the persons working on the action and their supervisors, at least monthly.

In the absence of reliable time records of the hours worked on the action, the Commission may accept alternative evidence supporting the number of hours/days declared, if it considers that it offers an adequate level of assurance.