



EUROPEAN COMMISSION

Directorate-General for Education, Youth, Sport and Culture

Culture and Creativity  
Cultural Policy

## CALL FOR PROPOSALS EAC/S18/2020

### Preparatory action - Bottom-up Policy Development for Culture & Well-being in the EU

#### 1. INTRODUCTION – THE WIDER BENEFITS OF CULTURE

In recent years, there has been a lively debate over the many ways in which cultural activities add value to the lives of individuals and to society as a whole. A significant body of research shows strong evidence of the importance of culture to individuals, communities, and the economy<sup>1</sup>.

Evidence shows that participating in culture benefits individuals in many different ways, some of which are deeply personal. It is a source of delight and wonder, and can provide emotionally and intellectually moving experiences, whether pleasurable or unsettling, that encourage celebration or contemplation. Cultural participation is also a means of expressing creativity, forging an individual identity, and enhancing or preserving a community's sense of place.

In addition to its intrinsic value, culture provides important **social** and **economic** benefits. It helps build social capital, the glue that holds communities together. By bringing people together, cultural activities create social solidarity and cohesion, fostering social inclusion, community empowerment, civic pride and dialogue. Evidence shows that the

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<sup>1</sup> For example:

Campagna, D., Caperna, G., Montalto, V., Does Culture Make a Better Citizen? Exploring the relationship between cultural and civic participation in Italy, *Social Indicators Research*, Vol. 149, pp. 657-686, 2020.

Carnwath, J.D., Brown, A., *Understanding the Value and Impacts of Cultural Experiences: a literature review*, Arts Council England, 2014.

Council of Europe/Hertie School of Governance, *Indicator Framework on Culture and Democracy – Policy Maker's Handbook*, 2016.

Council of Europe 2017, *Cultural Participation and Inclusive Societies*, May 2017.

Council of Europe, *Online Participation in Culture and Politics: towards more democratic societies*, 2018.

Crossick G. & Kaszynska, P., *Understanding the value of arts & culture – The AHRC Cultural Value Project*, Arts and Humanities Research Council, Swindon, 2016.

Jeannotte, S., *The Social Effects of Culture: a literature review*, University of Ottawa, 2017.

Ministry of Tourism, Culture and Sport, *The importance of Culture*, Environmental Scan of the Culture Sector, Ontario, 2016.

social capital created through culture increases with regular participation in cultural activities. It also shows that cultural engagement plays a key role in poverty reduction and communities-at-risk strategies.

The evidence shows that culture contributes to building a more solid **economy** with growth potential and abundant opportunities for employment. It also shows that culture can contribute to the efficiency of the **education** and **health** systems, and that it can promote the causes of the **environment**. Culture also plays important roles in **regional development** and **urban regeneration**. For **young** people, increased participation in culture has been shown to reduce truancy and improve classroom behaviour. It may reduce youth offending and drug use and can improve future prospects.

Societies are said to be more open, better functioning, economically stronger and with higher democratic security where people have easy access to a wide range of cultural activities and where participation rates in these activities are high. The literature finds a strong association between cultural participation and trust, dialogue, empathy, political and civic engagement and related dimensions of a cohesive democratic society. Participation in culture and the arts is said to encourage development of critical and strategic thinking skills, one of the competences for democratic cultures that should enable individuals to be more active, more effective citizens. Various studies find that those who engage in and with culture and the arts tend to be more engaged in community and other civic activities, such as belonging to neighbourhood associations; that those who are members of and actively participate in cultural organisations are more likely to be politically active; and that students who engage in intensive art experiences at school are more likely later to exhibit “civic-minded” behaviours such as volunteering, voting and engagement with local or school politics.

Access to culture and participation in cultural life promote individual empowerment, democratic consciousness and social cohesion through exchanges with other people and civic engagement. At the same time, changing behaviour due to digitalisation, ageing and culturally diverse societies call for a better understanding of different audiences among policy-makers and cultural actors. A stronger orientation towards the interests and needs of specific groups, such as young people, older people, people with disabilities, people with a migrant background and people living in poverty or material deprivation, is necessary. Furthermore, cross-sectoral cooperation with other areas, such as education, social care, healthcare, science and technology, and regional and urban development, has a significant effect on cohesion and well-being.

At the end of 2019, the World Health Organization has published a scoping review that covers a very large and rapidly growing body of research. The review explores the potential of cultural participation in a number of health and wellbeing spheres, both in terms of prevention and promotion, on the one hand, and of management and treatment of specific classes of pathologies<sup>2</sup>(mental illness, acute conditions, non-communicable diseases, etc.), on the other hand. This complements the 1987 Ottawa Charter for Health Promotion<sup>3</sup>, where cultural participation is not explicitly accounted for among the key

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<sup>2</sup> D. Fancourt, S. Finn, What is the evidence on the role of the arts in improving health and wellbeing? A scoping review. World Health Organization, Geneva, 2019  
<https://www.euro.who.int/en/publications/abstracts/what-is-the-evidence-on-the-role-of-the-arts-in-improving-health-and-well-being-a-scoping-review-2019>.

<sup>3</sup> World Health Organization, The Ottawa Charter for Health Promotion, Geneva, 1987,  
<https://www.who.int/publications/i/item/ottawa-charter-for-health-promotion>.

prerequisites for good health condition (peace, shelter, education, income, food, sustainable resources, stable ecosystem, social justice and equity). The large number of existing scientific research is a proof that that culture could and should find a place in this list to become a key enabling factor in the promotion of human health and well-being.

## **2. RECENT EU-LEVEL DEVELOPMENTS**

According to Article 3(1) of the Treaty on the European Union, amongst the aims of the Union is to promote the well-being of its peoples. Moreover, the Commission has committed to help Member States to reach the sustainable development targets set in the 'UN 2030 Agenda for Sustainable Development' in particular Sustainable Development Goal 3 "Ensure healthy lives and promote well-being for all at all ages"<sup>4</sup>.

In May 2018, responding to the November 2017 European Leaders' Summit in Gothenburg, the European Commission proposed the New European Agenda for Culture<sup>5</sup>, further developing the scope of its 2007 European Agenda for Culture in a Globalising World.

One of the three strategic objectives of the New Agenda is to harness the power of culture and cultural diversity for social cohesion and well-being, by promoting cultural participation, encouraging mobility of artists and protecting and promoting Europe's cultural heritage. The document also calls for research on cultural crossovers to assess impacts of cultural participation in different fields, including health and well-being. Furthermore, the New Agenda also recognises that cities and regions across the EU are at the forefront of culture-led development and constitute natural partners for experimentation, anticipating trends and exploring models of social and economic innovation.

"Cohesion and well-being" has been identified as one of the five priorities of the Council Work Plan for Culture 2019–2022<sup>6</sup>, adopted in November 2018.

At the same time, 71% of Europeans recently surveyed agreed that "living close to places related to Europe's cultural heritage can improve quality of life"<sup>7</sup>. Moreover, research confirms that cultural access is the second most important determinant of psychological well-being, preceded only by the absence of disease<sup>8</sup>.

Acknowledging the importance of culture for health and well-being, the Council of Ministers of the EU decided to establish an Open Method of Coordination (OMC) Working Group on Fostering the Contribution of Culture to Social Inclusion, where the link between culture and healthcare was one of the topics discussed among Member States experts. As a follow up to the work of that group, which presented its report in fall

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<sup>4</sup> Communication from the Commission to the European Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions Next steps for a sustainable European future. European action for sustainability COM (2016) 739 final of 22.11.2016.

<sup>5</sup> [New European Agenda for Culture](#)

<sup>6</sup> <https://www.consilium.europa.eu/en/meetings/eyps/2018/11/26-27/#>

<sup>7</sup> [Special Eurobarometer 466](#)

<sup>8</sup> Sacco et al., 2011, The Interaction Between Culture, Health and Psychological Well-Being.

2019<sup>9</sup>, the Council decided to establish a new OMC Working Group on Culture and Social Cohesion. Its aim was to further explore questions on the contribution of culture and the arts to, amongst other things, geographical disparities in health and well-being, acknowledging the results of segregation and demographic change seen also in the access to healthcare and quality spaces for social interaction. Due to the Covid-19 crisis, the OMC group has been transformed into an online conference, which took place on 26-27 November, and brought together experts from the Member States, academia and civil society in order to discuss the link between culture, health, well-being and ageing<sup>10</sup>.

In October 2019, the Council also adopted a mandate for an OMC Working Group on high-quality architecture and built environment for everyone<sup>11</sup>, where it is stated that "quality architecture" is not only defined by aesthetics and functionality, but also by its contribution to people's quality of life and to the sustainable development of our cities and rural areas. One of the OMC Working Group's tasks is to identify the main drivers and obstacles to citizens' well-being in the built environment as well as the processes needed to ensure well-being through quality architecture.

The Covid-19 pandemic shock poses an unprecedented challenge to collective wellbeing, and its consequences will be likely felt long after the conclusion of the crisis in medical and public health terms. In particular, there is a vast consensus among experts that the pandemic will bring about long-term changes in individual and social attitudes that are directly impinging upon our capacity to manage our emotional states, to meaningfully connect to others, to feel safe in social situations, to manage anxiety and fear – that is, on aspects that directly relate to wellbeing. In this scenario, culture has already played a role to some extent. During lockdowns, for many people the possibility to access cultural contents has been important to divert attention from anxious thoughts, to improve mood, to focus upon positive emotions, and more generally to use one's own time in constructive and psychologically rewarding ways. While almost all sectors of human activity came to an unprecedented standstill, cultural institutions and individual artists have experimented with new formats and tools to reach audiences, innovating despite being themselves under an enormous pressure due to lack of revenues and lack of support, therefore fighting for their survival.

However, cultural access has not been available for everybody in the same way. Clearly, capacity to access content and the enjoyment that derives from it depend on a variety of factors, including spending capacity for paywalled content and quality of digital connectivity; educational levels, previous habits and experience in cultural access; availability of living space to enjoy content in a relaxed and peaceful environment; and so on.

Despite the inequality and limitations preventing equal possibilities of access and reward from cultural experience for European citizens, the current crisis has however played an important role in showing to the public opinion that culture may play a more profound and fundamental role in our lives than commonly thought. It showed in particular that cultural access goes much beyond entertainment, and concerns basic dimensions of individual and public health, social connectedness, and resilience. Consequently, in the post-pandemic scenario it is reasonable to expect an increase of interest and attention

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<sup>9</sup> [Report OMC available here : https://op.europa.eu/en/publication-detail/-/publication/e1b88304-f3b0-11e9-8c1f-01aa75ed71a1](https://op.europa.eu/en/publication-detail/-/publication/e1b88304-f3b0-11e9-8c1f-01aa75ed71a1)

<sup>10</sup> Report to be published soon on [ec.europa.eu/culture](https://ec.europa.eu/culture).

<sup>11</sup> <https://data.consilium.europa.eu/doc/document/ST-13410-2019-INIT/en/pdf>

toward the relationship between culture and wellbeing. This preparatory action is a contribution in this sense.

### 3. OBJECTIVE(S) – THEME(S) – PRIORITIES

The proposed preparatory action<sup>12</sup> shall facilitate the exchange of knowledge, experience and success stories in the EU, related to the role of culture for well-being and health.

The action shall allow **mapping of the most relevant existing practices** in this regard, including those that are financed by European programmes, and **building up the capacity of local actors** to effectively benefit from culture as a means to increase well-being and health, with a special focus on mental health.

The action will also carry out **small-scale pilot work on the ground** on ways of cooperating across sectors in order to enhance the well-being of individuals and communities.

The preparatory action should in the first place **establish and explore synergies with existing policies and programmes as well as with past, ongoing and planned actions** – in particular those at EU level, but also local, regional and national (or macro-regional) initiatives. Synergies should be sought with (but not limited to) funding streams and projects/initiatives such as:

- **Creative Europe**
- **Horizon 2020**
- **Erasmus+**
- **European Structural and Investment Funds (ESIF)**, including **Interreg, URBACT** and **Urban Innovative Actions**
- **Common Agricultural Policy (CAP)**
- **Peer-learning projects financed by the Creative Europe programme**: Cultural Heritage in Action<sup>13</sup>, Cultural and Creative Spaces and Cities<sup>14</sup>, European Creative Hubs Network<sup>15</sup>
- Cultural and Creative Sectors & Local Development (joint OECD-European Commission policy project)<sup>16</sup>
- Structured dialogue of the European Commission with the civil society (so-called **Voices of Culture**<sup>17</sup>)

The action should also **take stock of relevant reports issued by the Open Method of Coordination expert groups** set up by the Work Plans for Culture 2011-2014, 2015-2018 and 2019-2022, focusing on the topics of accessibility of culture, role of culture for cohesion and inclusion and other potentially relevant issues. The recommendations from selected reports of these groups should be taken into account in conceptualizing the project methodology, structure and themes.

More specifically, the selected organisation/consortium will implement the following tasks:

- **Task I: Research**

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<sup>12</sup> [https://ec.europa.eu/programmes/erasmus-plus/resources/documents/2020-annual-work-programme-implementation-pilot-projects-and-preparatory-actions\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/documents/2020-annual-work-programme-implementation-pilot-projects-and-preparatory-actions_en)

<sup>13</sup> [www.culturalheritageinaction.eu](http://www.culturalheritageinaction.eu)

<sup>14</sup> <https://www.spacesandcities.com/>

<sup>15</sup> <http://creativehubs.net/>

<sup>16</sup> <http://www.oecd.org/cfe/leed/culture-and-creative-sectors.htm>

<sup>17</sup> <https://voicesofculture.eu/>

The beneficiary should undertake a desk research that will review existing knowledge from European and international research on the relationship between citizens' participation in culture, well-being and health, including digital aspects and the impact of Covid 19. In particular, the review will:

- Explain why this topic is so important for policy makers at EU and national level.
- Identify the key dimensions of the topic and the key issues/challenges involved.
- For each key dimension, summarise existing knowledge and evidence from the most relevant research.
- Distil key policy lessons and provide recommendations for a) broad policy directions; b) specific policy and targeted investment measures – setting out the supporting evidence.

*The research review will address questions that include the following:*

- *What evidence is there that participation in cultural activities improves the health and well-being of citizens?*
- *Which specific forms of cultural participation appear to have a more positive impact?*
- *Which policies in the field of culture might contribute, directly or indirectly, to maximising the benefits?*
- *What synergies are necessary with other policy fields?*

This will serve as a canvas against which to situate the practices that will be studied in task III. This should result in a report to be submitted within twelve weeks following the signature of the grant agreement.

#### **- Task II: Mapping**

The beneficiary should carry out a **mapping of relevant EU, national, regional and local programmes, initiatives and projects** on culture, well-being and health across the European Union. The programmes, initiatives and projects should focus on topics such as partnerships across various sectors – cultural, health, social, education, etc.; the quality of built environments, quality of spaces for social interaction; quality of services for specific groups like school pupils, children, elderly, special needs groups, etc.) The mapping should include the list of projects, with name, description, budget, lessons learnt and should aim to be a learning tool for other organisations that would like to take their inspiration from the described initiatives. The result of this work is expected to be a clear, concise and comprehensive mapping that will serve as a resource for learning and inspiration for a wide range of relevant actors and organisations.

The mapping will include information, evidence and examples of good policies and practices from as many EU Member States as possible.

A selection of third countries should be included, to the extent that this is relevant and in as far as relevant knowledge and experience is available (for example, Canada, Norway, etc.)

### - **Task III Cross-sectorial and cross-border cooperation**

The beneficiary should **facilitate experimental cross-sectorial and trans-European cooperation** with the aim to generate knowledge and compile policy guidelines on how to enhance well-being through culture (e.g. by means of peer-learning activities, coaching, creative labs, etc.). The actions should involve a high degree of innovation and should test or expand the reach of new models of cooperation.

Moreover, the beneficiary should carry out a minimum of **five small-scale innovative pilot projects on the ground** in at least **four countries across the EU** on methods, actions and measures to strengthen cross-sectorial cooperation to harness the power of culture to enhance the well-being of individuals and communities, with a focus on mental health, where relevant (e.g. by means of creative labs, workshops, meetings with facilitators, etc.). The intergenerational and intercultural dimension of the projects should be highlighted.

Following the actions described in this task, the beneficiary will formulate **policy guidelines** for policy-makers, institutions and cultural actors on the effective use of culture for well-being.

### - **Task IV Dissemination**

The proposal should include a systematic communication and dissemination package in order to make sure that the main findings of the preparatory action reach the relevant professionals from the various relevant sectors (culture, healthcare, social care, etc.).

The dissemination tools should include – but not be limited to:

- communication with the highest possible number of European cultural networks and projects active on this theme such as Creative Europe Desks, and cultural networks and platforms supported by the Creative Europe programme; to the extent that this is possible, a partnership should be sought with these networks in order to ensure more than simply a one-way communication towards their members.
- Communication with other beneficiaries from the EU programmes mentioned under point 3. OBJECTIVE(S) – THEME(S) – PRIORITIE(S)

A **final conference** (online, offline or hybrid format) should ensure sharing the findings and materials of the preparatory action, and increase **awareness and capacity** of key players - with a special focus on local decision-makers - to benefit from culture for well-being and health.

## **4. TIMETABLE**

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

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

The procedural indicative timeline for the call for proposals is:

	<b>Steps</b>	<b>Date and time or indicative period</b>
(a)	Publication of the call	<i>March 2021</i>
(b)	<b>Deadline for submitting applications</b>	<b><i>14/05/2021 (17:00 Brussels Time)</i></b>
(c)	Evaluation period	<i>May- June 2021</i>
(d)	Information to applicants	<i>July 2021</i>
(e)	Signature of grant agreement(s)	<i>September 2021</i>

## **5. BUDGET AVAILABLE**

The total budget earmarked for the co-financing of projects under this call for proposals is estimated at **500 000 EUR**.

The European Commission expects to fund **one single proposal**.

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

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

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

## **6. 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 form available at [https://ec.europa.eu/culture/calls\\_en](https://ec.europa.eu/culture/calls_en) and
- drafted in one of the EU official languages.

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

## **7. ELIGIBILITY CRITERIA**

### **7.1. Eligible applicants**

In order to be eligible, proposals must be submitted by applicants meeting the following criteria:

- 1) be a public<sup>18</sup> or private organisation with legal personality (natural persons are not eligible to apply for a grant under this call);
- 2) be a single entity -or a consortium of at least two legal entities led by a coordinator-with demonstrated experience in working on the topics of cultural participation and/or culture and well-being and/or cooperation between culture and other sectors (at least two out of the three topics should be covered).
- 3) have their registered legal office in one of the Member States of the European Union.

For **British** applicants:

Please be aware that following the entry into force of the EU-UK Withdrawal Agreement<sup>19</sup> on 1 February 2020 and in particular Articles 127(6), 137 and 138, the references to natural or legal persons residing or established in a Member State of the European Union are to be understood as including natural or legal persons residing or established in the United Kingdom. UK residents and entities are therefore eligible to participate under this call.

## 7.2. Supporting documents

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

- **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 ;

## 7.3. Eligible activities

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

- actions aimed at involving a wide range of stakeholders to facilitate cross-sectoral cooperation with culture and other areas, in particular the healthcare, social care, science and technology, education and rural and regional development,
- study visits, meetings and workshops,
- peer-learning, training and skills development activities,
- actions aiming at the creation and improvement of networks, exchanges of good practices, guidelines, manuals,

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<sup>18</sup> In the context of these specifications, a public body is considered as any body, any part of whose costs are financed from the State budget as of right, either by central, regional or local government. That is, these costs are financed from public sector funds raised through taxation or fines or fees regulated by law, without going through an application process which might result in their being unsuccessful in obtaining funds. Organisations that depend on state funding for their existence and receive grants year after year, but for which there exists at least the theoretical possibility that they may fail to receive money one year are considered by the Commission as private bodies.

<sup>19</sup> Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community.

- studies, analyses, mapping projects and other research activities,
- conferences, seminars and other awareness, dissemination and communication activities.

The following activities are not eligible under this call for proposals:

- organisation of cultural events,
- activities aiming at cultural creation.

### **Implementation period**

The indicative duration of the action is **18 months** as mentioned in section 4. It is expected that the action start in the second semester of 2021.

## **8. EXCLUSION CRITERIA**

### **8.1. 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.

## **8.2. Remedial measures<sup>20</sup>**

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.

## **8.3. 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)<sup>21</sup> 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.

## **8.4. 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.

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<sup>20</sup> Article 136(7) FR.

<sup>21</sup> Article 138 FR.

*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.

## **9. SELECTION CRITERIA**

### **9.1. 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 based on the methodology which is further detailed in Annex Va and Vb of the Grant Application form and on the following supporting documents to be submitted with the application:

*Grants with a pre-financing value of EUR 600 000 or less*

The applicant should provide the following documents as evidence of financial capacity:

- a declaration on the honour by the grant applicant (see Annex I of the “Grant Application form”)
- the completed Annex Vb Economic and Financial Capacity Analysis Form (see Annex Vb of the “Grant Application form”)

However, in case of doubt and only 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 at point 4 of the above mentioned methodology (cf. Article 198(4) of the FR)

Moreover for grants exceeding EUR 60 000, entities falling into one of the high-risk categories mentioned at point 3.1 of the methodology 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 **one** applicant (the "sole applicant"), 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 RAO considered that the financial capacity is insufficient s/he will reject the application.

## **9.2. Operational capacity**

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

- Proven experience of at least 4 years in the field of cultural participation/ culture and well-being and civic engagement around culture and cultural heritage. Experience can be proven through the profiles (CVs) of the proposed team, acquired either within the current (applying) organisation or outside of it. Within the proposed project team, at least four project team members shall be able to demonstrate this kind of experience.
- Proven experience of at least 2 years (in the last five years) of being involved in transnational projects at European level. The list of projects shall be listed, together with information on countries covered. The applicant shall be able to demonstrate that they have been involved so far in activities taking place in at least 5 European Union Member States.

In case of a consortium, the above requirements must be met by the lead partner.

Applicants have to submit a declaration on their honour, and the following supporting documents:

- curriculum vitae and description of the profile (e.g. heritage expert, communication expert, etc.) of the people primarily responsible for managing and implementing the action (accompanied where appropriate, by a list of relevant publications and/or carried out projects);
- an exhaustive lists of previous projects and activities performed and connected to the policy field of this call and to the actions to be carried out.

In case of a consortium, the above requirements apply to the lead partner.

## **10. AWARD CRITERIA**

Eligible proposals will be assessed on the basis of the following quality criteria:

### **10.1. Relevance (0-30 points)**

The extent to which the proposal addresses the priorities of the action and contributes with its expected results to the objectives of the call indicated in Section 3.

### **10.2. Geographical and actors outreach (0-20 points)**

The extent to which the proposed action is able to cover the countries, indicated in section 3 for the four requested tasks, as well as various potential stakeholders (cultural and arts organisations, local authorities, healthcare and social care institutions, educational institutions, etc.).

### **10.3. Innovation and experimentation (0-20 points)**

The extent to which the actions proposed address new challenges and opportunities related to cross-sectorial collaboration.

### **10.4. Quality of activities (0-15 points)**

The quality of the activities proposed will be evaluated based on:

- The effectiveness and the rationale of the proposed methodology;
- The degree of sustainability of the interventions
- The **promotion and visibility of the project**: Proposals need to include detailed information on the actions that are intended to be undertaken to ensure effective marketing and promotion of the action. Proposals should mention which communication channels will be used and what kind of cooperation is envisaged with existing stakeholders and how the visibility of the EU support to the project will be ensured and how involvement of policy-makers from various levels (EU, national, regional, local) could be strengthened.
- The **transferability effect**: Applicants should describe how the outcomes of the action will impact the various sectors covered and how these outcomes can be implemented in various contexts/ countries.

### **10.5. Management of the project (0-15 points)**

The effectiveness and rationale regarding the capability to organise, coordinate and implement the various aspects of the proposed activities.

## **11. 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 or coordinator on behalf of the consortium and returned to the Commission immediately. The Commission will sign it last.

## **12. FINANCIAL PROVISIONS**

### **12.1. 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 and its affiliated entities (where applicable).

### **12.2. 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 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.

The same criteria apply to costs incurred by the affiliated entities.

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) *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.

### **12.3. 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.

#### **12.4. 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](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.

#### **12.5. 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 and affiliated entities 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.

#### **12.6. 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:

<b>Payment request</b>	<b>Accompanying documents</b>
A <b>pre-financing payment</b> corresponding to 40 % of the maximum grant amount	Automatic on signature of Grant agreement
A <b>second pre-financing payment</b> corresponding to 40 % of the maximum grant amount.	(a) technical report on progress (b) statement on the use of the previous pre-financing instalment
<b>Payment of the balance</b> 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) final financial statement (c) summary financial statement covering the whole duration of the action aggregating the financial statements already submitted previously and indicating the receipts

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

The **indicative project timeline** for the deliverables and payments is as follows:

<b>Start of the project</b> <i>Pre-financing payment (40% of total grant amount)</i>	<b>On signature of grant agreement</b> (in months)
Preparation of a <b>roadmap</b> for the proposed activities and	T+1

communication tools	
Task I – Research - short report (see section 2)	T+2
Task II – Mapping – (see section 2)	T+5
<b>Technical report on progress</b> <i>2<sup>nd</sup> Pre-financing payment (40% of total grant amount)</i>	T+6
Task III – projects (see section 2)	T+7 – T +15
Task III – final guidelines (see section 2)	T+17
Task IV – Final conference (see section 2)	T+ 17
Preparation of a <b>the sustainability plan</b> of the project	T+17
<b>Final technical report</b> <i>Payment of the balance</i>	T+18

## 12.7. 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/EU<sup>22</sup> or contracting entities within the meaning of Directive 2014/25/EU<sup>23</sup> 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:

- 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.

## **13. PUBLICITY**

### **13.1. 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](https://ec.europa.eu/info/sites/info/files/use-emblem_en.pdf).

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<sup>22</sup> 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)

<sup>23</sup> 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)

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

### **13.2. 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 level<sup>24</sup> 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.

## **14. 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 (EU) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC. Unless indicated otherwise, the questions and any personal data requested that are required to evaluate the application in accordance with the call for proposals will be processed solely for that purpose by Directorate-General for Education, Youth, Sport and Culture, Directorate D – Culture and Creativity, 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) 2018/1046<sup>25</sup>. For more information see the Privacy Statement on:

[https://ec.europa.eu/info/data-protection-public-procurement-procedures\\_en](https://ec.europa.eu/info/data-protection-public-procurement-procedures_en).

## **15. PROCEDURE FOR THE SUBMISSION OF PROPOSALS**

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

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<sup>24</sup> 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.

<sup>25</sup> <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32018R1046>

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\\_en](https://ec.europa.eu/culture/calls_en).

Applications must be submitted in the correct form, duly completed and dated. They must be submitted:

- in **four** copies (one original clearly identified as such, plus **three** copies) and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation and
- As scanned documents by email.

**The documents submitted electronically must be identical to the paper documents sent by post. Only the information included in the paper documents will be treated as valid.**

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

Applications must be sent as follows:

Means of submission	Time limit	Evidence	Address for delivery
Post	<b>17:00</b> <i>Belgium local time</i>	Postmark	CALL FOR PROPOSALS <b><i>EAC/S18/2020 Bottom-up Policy Development for Culture &amp; Well-being in the EU</i></b> 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 Catherine Magnant (Head of Unit) B – 1049 Brussels Belgium
Courier	<b>Between 07:30 and 17:00</b> <i>Belgium local time</i>	Deposit slip of courier service	CALL FOR PROPOSALS <b><i>EAC/S18/2020 Bottom-up Policy Development for Culture &amp; Well-being in the EU</i></b> 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 Catherine Magnant (Head of Unit) <b>Avenue du Bourget 1</b> <b>B-1140 Brussels (Evere)</b>
In person (hand delivery)		Acknowledgement of receipt, signed and dated by the official in the central mail department who takes delivery	

			<b>Belgium</b>
By email	<b>17:00</b> <i>Belgium</i> <i>local time</i>	<b>The documents submitted electronically must be identical to the paper documents sent by post. Only the information included in the paper documents will be treated as valid.</b>	<b>EAC-CULTURE-WELL-BEING@ec.europa.eu</b>

The European Commission's central mail service is open from 07.30 to 17.30 Monday to Fridays. The service is closed on Saturdays, Sundays and official holidays of the contracting authority. Please refer to the deadline for submission for this specific call.

**Applications sent by fax, 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 the email address below **no later than 14 working days before the deadline for submission:**

**EAC-CULTURE-WELL-BEING@ec.europa.eu**

Answers will be published online at [https://ec.europa.eu/culture/calls\\_en](https://ec.europa.eu/culture/calls_en) up to six days prior the deadline for submission of applications. Any requests or replies do not constitute any ground to claim any expectation concerning the selection of the proposal or the award of the grant.

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

➤ **Annexes:**

**Grant Application Documents**

- **Grant Application form (multi-beneficiary)**
- **Grant Application form (mono-beneficiary)**
  - Annex I Declaration on honour by the applicant
  - Annex II Mandate letters
  - Annex III Estimated Budget of the action
  - Annex IV List of CVs
  - Annex V(a) Methodology for assessing the financial capacity
  - Annex V(b) Economic & Financial Capacity - Form

## **Reference Documents**

- Draft Model Grant Agreement & General Conditions (multi-beneficiary)
- Draft Model Grant Agreement & general conditions (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.