



EUROPEAN COMMISSION  
DIRECTORATE-GENERAL FOR EDUCATION, YOUTH, SPORT AND CULTURE

Culture and creativity  
**Cultural Policy**

Brussels,

## CALL FOR PROPOSALS EAC/S23/2017

### Policy project "Cultural and Creative Spaces and Cities"

#### 1. INTRODUCTION – BACKGROUND

On 11 December 2013, the European Parliament and the Council adopted Regulation 1295/13 establishing the Creative Europe Programme (from 2014 to 2020). As specified in the Regulation, in order to promote transnational policy cooperation, the **Cross Sectoral Strand** shall support *"transnational exchange of experiences and know-how in relation to new business and management models, peer-learning activities and networking among cultural and creative organisations and policy-makers related to the development of the cultural and creative sectors, promoting digital networking where appropriate"*.

The present action links the two main objectives of Creative Europe: promoting cultural diversity (cultural production) and strengthening the competitiveness of Cultural and Creative Industries (CCIs). It is cross-sectorial by nature as it is meant to cover different fields of culture and creativity, including the audio-visual. Working at the local level allows reaching out to cultural and creative small and micro-entrepreneurs at the grass root level and complements other support schemes under the sub-programmes of Creative Europe.

The **2018 Annual Work Programme**<sup>1</sup> for the implementation of the Creative Europe programme<sup>2</sup> foresees the launch of a call for proposals for cultural and creative spaces and cities, reference point 2.23 - Support to the Innovation in the cultural and creative sectors, with EUR 1,5 million allocated to the development of an action addressing this specific objective.

As specified in the Work Programme, the present action addresses **creative hubs**, which have recently and rapidly developed in numerous cities throughout the EU. A creative

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<sup>1</sup> [https://ec.europa.eu/programmes/creative-europe/sites/creative-europe/files/c-2017-6002\\_en.pdf](https://ec.europa.eu/programmes/creative-europe/sites/creative-europe/files/c-2017-6002_en.pdf) , page 99

<sup>2</sup> Commission implementing Decision COM(2014)5313fin

hub is an infrastructure or venue that uses a part of its leasable or available space for networking, organisational and business development to the cultural and creative sectors. Many co-working spaces in the creative sector also refer to themselves as "creative hubs".

Apart from creative hubs, the present action should provide support to **cultural and creative spaces as well as other stakeholders in particular at the local level, including local, municipal and regional authorities**. The wider context of creative hubs and cultural centres will be explored with a view to a better use of public spaces for social and urban regeneration through culture, better connecting urban development, social inclusion by engaging with local communities, job creation, skills development as well as innovation policies, creating a space for policy experimentation and support of new approaches tested by creative hubs and start-ups; and testing ideas and approaches on culture and the creative and collaborative economy at the local level. Specific examples of successful innovative approaches to cultural and creative spaces where the EU funding was used (in particular from European Structural and Investment Funds) should also be described, where applicable.

## **2. OBJECTIVES – ACTIVITIES - RESULTS**

### **2.1. OBJECTIVES**

The present call for proposals aims at strengthening existing networks and individual cultural and creative stakeholders, facilitate the interaction among them, two-way hands-on policy learning with concrete results, studies and examples of best practice.

Proposals should show how the following objectives will be pursued by the action:

1. Bring closer together cultural and creative spaces and local decision-makers
2. Help to better valorise public spaces for social and urban regeneration through culture
3. Share best practice concerning social inclusion and the relations of cultural and creative spaces with their neighbourhoods
4. Explore and share best practice of cultural and creative spaces with aspects of the collaborative economy and innovative models for the delivery of public services

The proposal should contain information as to how it intends to build on the results achieved and the policy lessons derived from previous actions funded under the cross-sectoral strand (*European Network of Creative Hubs*<sup>3</sup> and *Culture for Cities and Regions*<sup>4</sup>), other relevant projects such as the *Trans-Europe Halles network* and "*Creative Lenses*"<sup>5</sup>, funded under the Creative Europe Programme, *the European*

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<sup>3</sup> <http://creativehubs.eu/>

<sup>4</sup> [www.cultureforcitiesandregions.eu](http://www.cultureforcitiesandregions.eu)

<sup>5</sup> <http://teh.net/> and <https://creativelenses.eu/>

*Network of Cultural Centres (ENCC)*<sup>6</sup> as well as on the successful experiences of urban regeneration driven by a number of *European Capitals of Culture (ECOC)*<sup>7</sup>.

Concerning creative hubs, proposals should explain how they intend to build on the existing website and mapping of creative hubs in the EU and Creative Europe countries - carried out in the context of the *European Network of Creative Hubs* - also taking into account the experiences made with the peer-to-peer exchanges as shared on the network's website and making use of the available tools, networks and cross-sectorial policy learnings for further action.

Concerning the activities aimed at local, municipal and regional decision-makers, the proposal should take into consideration the main findings gathered during the course of the *Culture for Cities and Regions* project as shared on the project's website<sup>8</sup> (recommendations from coaching sessions, learning needs identified during the study visits, catalogue of case studies).

## **2.2. PROJECT**

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

The purpose of this call is to select an organisation that will co-ordinate and organise different activities with cultural and creative professionals and entrepreneurs as well as other stakeholders in particular at the local level.

## **2.3. BENEFICIARIES**

Proposals should contain information as to the planned beneficiaries of the action. The action is targeted at cultural and creative operators (creative hub managers and members/creators/artists, etc.), mainly local/municipal/regional policy-makers and authorities. The action intends that some activities would be tailor-made to one specific group; others would include both groups of beneficiaries.

## **2.4. ACTIVITIES**

Proposals should as a minimum include the following activities:

### **2.4.1. Identification and selection of eligible cultural and creative spaces**

Identification of cultural and creative spaces (such as creative hubs and cultural centres) in countries participating in the Creative Europe programme as well as other stakeholders in particular at the local level (e.g. municipalities, social centres, public libraries or other).

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<sup>6</sup> <https://encc.eu/>

<sup>7</sup> [https://ec.europa.eu/programmes/creative-europe/actions/capitals-culture\\_en](https://ec.europa.eu/programmes/creative-europe/actions/capitals-culture_en)

<sup>8</sup> <http://www.cultureforcitiesandregions.eu/>

Applicants should describe how they will go about selecting the relevant stakeholders, in particular bearing in mind their field of activity, which must be in the cultural and creative sectors, taking into account their activities and the services they offer to the sector such as workshops, performances, exhibitions and the like.

Proposals should also specify how they are going to achieve an optimal geographical balance and coverage across EU Member States and other beneficiary European countries participating in the network.

Applicants should explain in detail of how they plan to engage the existing networks in the relevant areas to work together and describe how they will mitigate the risk of lack of desire for cooperation among existing networks and other stakeholders.

#### **2.4.2. Organisation of **networking meetings, thematic workshops, skills development** actions and **study-visits****

The applicants should describe how they will help to put in place the networking meetings, thematic workshops, skills development actions and study-visits and make a proposal concerning their number, timing, tentative places, resources needed and other relevant information. Proposals should also include information about the different rounds of calls for interest and selection procedure of participants, making sure that a geographical balance and sector-specific balance is ensured.

The applicants should draw from the experience and successful formats used in previous actions such as Culture for Cities and Regions for the study-visits and case studies produced, as well as from the events organised by the European Network of Creative Hubs and other similar projects.

The proposal should explain in detail how the different beneficiaries will be addressed on the one hand by targeted, tailor-made specific actions, and on the other hand through wider cross-sectoral actions with heterogeneous stakeholders (f.ex. the often economically-oriented creative hubs community and public structures and cultural centres). The proposal should also explain in detail how local/regional policy-makers will be involved in the process, in particular with respect to study-visits or other actions.

#### **2.4.3. Organisation of a **launching and a closing conference in Brussels****

Proposals would need to contain information on the following points:

- Organisation of a **launching conference** at the beginning of the project in Brussels of up to 150-200 participants from the creative and cultural community, the different relevant networks and projects, policy-makers, as well as the press and other participants. This conference should aim at, inter alia, discussing the needs of and gathering suggestions from the participants. Press coverage of the event as well as using appropriate innovative communication channels and innovative conference methods will be crucial for the success and visibility of the event.
- 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.

A creative event should take place at the margins of the conference, with presentation of creative output from the cultural and creative spaces, showcasing visual arts/performance/music/multimedia either in the corridors/public spaces of the conference venue or as part of an evening programme in a separate creative venue.

For both conferences, 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 need to give its approval on the event details, including location, programme, list of speakers and invitees before final arrangements are made.

#### **2.4.4. Organisation of different rounds of peer-to-peer exchange programmes** between the different stakeholders described above

Applicants should describe how they will, based on the pilot experiences of peer-to-peer exchanges within the framework of the European network of creative hubs, put into practice a peer-to-peer exchange programme within the current action and carry out different rounds of calls for interest and selection of participants, making sure that a geographical balance and sector-specific balance is ensured.

As specified previously, the current action intends to go beyond the previous peer-to-peer exchange programme<sup>9</sup>, mainly focussed on creative hubs managers, and target creators/artists of the creative hub community or the cultural centre in order for them to benefit from an experience in a similar structure in a different country and deriving from it a concrete deliverable (not necessarily in the form of a report, it can also be a short video or other media, see the experiences of the peer-to-peer exchanges of the *European Creative Hubs Network*).

As described in the objectives of the action, the peer-to-peer exchange programme should also help to bring closer cultural and creative spaces and decision-makers, in particular at the local/municipal or regional level.

Applicants should describe in detail how this objective could be achieved (f.ex. by having policy-makers hot-desking in some of the hubs and spend time together with the community working on specific tasks), and/or how cultural and creative professionals can better understand the challenges local authorities are facing and how they can contribute to finding common solutions, (f.ex. on how to better valorise public spaces for social and urban regeneration through culture, or the promotion of social inclusion and employment creation).

#### **2.4.5. Development of a web-page, social media** for the project, building upon the existing **webpage** of the European Creative Hubs network

The proposal should explain how it intends to build on the existing website and make use of the inter-active map of creative hubs in the EU and Creative Europe countries and other resources elaborated and how to make use of the publicly available tools as well as the social media pages (Twitter, Facebook pages). In addition, the proposal will also explain how the project's website will showcase interesting relevant resources elaborated by other networks funded under Creative Europe, in particular

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<sup>9</sup> <http://creativehubs.eu/activity/peer-to-peer-scheme/>

the work on innovative business models for arts and cultural organisations under "Creative Lenses", as well as the Trans-Europe-Halles network of cultural centres and the European Network of Cultural Centres (ENCC).

The project's website 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.

After the end of the project, the project website will remain active for at least 5 years.

#### **2.4.6. Elaboration of a **toolbox/recommendations/manuals****

Proposals should describe their methodology to elaborate a toolbox /recommendations for the planning and maintenance of (industrial) heritage sites where cultural and creative spaces are located. An issue often raised is the need to involve all parties, in particular the cultural and creative community, from the very early stages of planning onwards. Another issue of importance concerns the infrastructure of the spaces, since both challenges<sup>10</sup> and solutions can be similar across the different venues. Given the focus of the 2018 European Year of Cultural Heritage on participatory approaches to the management of cultural heritage, proposals should specify a methodology for consulting members of the cultural and creative community as well as residents/neighbours and produce a manual/toolbox that would be useful for the whole community. The experience, expertise and input of city/municipal authorities will certainly be a key asset, which should be taken into account.

#### **2.4.7. Elaboration and testing of **best practice** as well as **policy studies****

Proposals should contain a description of how they intend to go about in order to consult and gather best practice case examples with the cultural and creative community and other local stakeholders on the suggested topics below:

- social inclusion and the relations of cultural and creative spaces with the neighbourhoods where they are located (including good practice examples)
- the collaborative economy and organisation of new forms of work (building on existing publications<sup>11</sup>, with details concerning cases and the experience of the creative hubs community in particular)
- innovative models for the delivery of public services (such as job creation, business development, cultural/ social subsidies, skills development) through cultural and creative spaces in order to bring them closer to citizens
- CCIs/ cultural entrepreneurship (building on existing publications<sup>12</sup>)

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<sup>10</sup>Common challenges faced by creative hubs and cultural spaces in industrial heritage sites can have many facets, from issues of physical infrastructure (suggestions for optimal heating/cooling systems in industrial sites used as creative spaces f.ex., or remaining pollution from former industrial activities) to issues of mixed use, management structure or other.

<sup>11</sup> In particular publications produced under previous related projects such as the European Network of Creative hubs, Creative Lenses and Trans-Europe-Halles, and Culture for Cities and Regions.

<sup>12</sup> In particular the following publications: European Commission (2016) 'Boosting the competitiveness of cultural and creative industries for jobs and growth', different relevant publications by the ECIA (European Creative Industries Alliance), European OMC reports on relevant topics (on Access to Finance for Cultural and Creative Sectors, or "The role of public policies in developing entrepreneurial and innovation potential" (forthcoming) as well as

- Use of data collected by cultural and creative spaces for income generation
- Measuring/proving impact of creative spaces/hubs
- Describing where cultural and creative spaces made use of EU funding or see the potential to do so
- Other relevant topics

**2.4.8. Final study** (including best practice catalogues/papers/MOOCs<sup>13</sup> and other visual material/, lessons to be learnt, recommendations)

Proposals should contain information on the content of a report, in addition to the administrative operational reports, which will be shared in advance and discussed with participants during the final conference.

As a minimum, this report should contain:

- Lessons learnt concerning challenges and needs as well as on how cultural and creative spaces respond to change in society and the economy in general.
- Conclusions, executive summary and recommendations, in particular with view to future policy making and project funding in the field of innovative business models and the cultural and creative sectors in general.

**2.5. EXPECTED RESULTS**

The proposal should explain how it will achieve the following expected results:

- Reinforced contacts and networks of cultural and creative spaces at EU/Creative Europe countries level
- Strengthened trans-national and cross-sectoral cooperation within the cultural and creative sectors and other stakeholders in particular at the local level
- Enhanced exchanges of experience, learning, skills development and cooperation opportunities
- Best practice examples to improve delivery of public services
- Enhanced learning among policy-makers, practitioners and academics on the realities of today's environment of cultural and creative spaces and the cities they are located in as well as better understanding of wider policy context by cultural operators and stakeholders
- Recommendations for further policy making (incl. funding) on the local, municipal, regional, national and European level

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Voices for Culture on "Developing the Entrepreneurial and innovation potential of the Cultural and Creative Sectors" and other relevant publications.

<sup>13</sup> MOOC means "Massive Open Online Courses", but it's only a suggestion, there can be other, more appropriate ways of dissemination

### 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 November 2018. The intention is to inform applicants of the outcome of the award procedure no later than the month of June 2018.

The duration of the project shall be 28 months.

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

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

<b>Start of the project</b> <i>Pre-financing payment</i>	<b>T+1 (before end 2018)</b>
Deliverable 1 - Identification and selection of eligible <b>cultural and creative spaces</b>	T+3
Deliverable 5 - Building upon the existing <b>webpage</b> of the European Creative Hubs network, development of a web-page, <b>social media</b> for the project	T+ 3
Deliverable 3a - Organisation of a <b>launching conference</b> in Brussels	T+ 2 until T+5
<b>Technical report on progress</b> <i>2<sup>nd</sup> Pre-financing payment</i>	<i>T+6</i>
Deliverable 2 - Organisation of <b>networking meetings, thematic workshops, skills development actions and study-visits</b>	T+4 until T+25
Deliverable 4 - Organisation of different rounds of <b>peer-to-peer exchange</b> programmes	T+ 6 until T+25
Deliverable 6 - Elaboration of a <b>toolbox/</b> recommendations for the planning and maintenance of <b>(industrial) heritage sites</b> that cultural and creative spaces are located in as well as manuals on common issues related to the infrastructure of the spaces	T+ 10 until T+14
<b>Interim technical report</b> <i>Interim payment</i>	<i>T+ 14</i>
Deliverable 7 - Elaboration and testing of <b>best practice</b> as well as <b>policy studies</b>	T+ 8 until T+24
Deliverable 3b - Organisation of a <b>closing conference</b> in Brussels	T+27 Jan. 2021
Deliverable 8 - <b>Final study</b> (including best practices, conclusions and recommendations)	T+27
<b>Final technical report</b> <i>Payment of the balance</i>	<i>T+28</i>



<i>Stages</i>	<i>Date and time or indicative period</i>
Publication of the call	November 2017
Deadline for submitting applications	5 February 2018
Evaluation period	February - April 2018
Information to applicants	May 2018
Signature of grant agreement	June 2018
Starting date of the action	September / October 2018
Kick-off meeting with the Commission	October 2018
End date of the action	Starting date + max 28 months

#### **4. BUDGET AVAILABLE**

The total budget earmarked for the co-financing of this project is estimated at **1,500,000 EUR**.

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

The support of a project on cultural and creative spaces and cities shall be supported under this action.

The financial contribution from the Commission cannot exceed **80%** of the total eligible costs<sup>14</sup>.

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.

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<sup>14</sup> 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

## 5. ADMISSIBILITY REQUIREMENTS

- Applications must be sent no later than the deadline for submitting applications referred to in section 3.
- Applications must be submitted in writing (see section 14), using the application form available at [https://ec.europa.eu/programmes/creative-europe/calls\\_en](https://ec.europa.eu/programmes/creative-europe/calls_en)<sup>15</sup>.
- Applications must be drafted in one of the EU official languages.

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

## 6. ELIGIBILITY CRITERIA<sup>16</sup>

### 6.1. Eligible applicants

To be eligible applicants must:

- be a public<sup>17</sup> or private organisation with legal personality (natural persons are not eligible to apply for a grant under this call);
- be a single entity 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
- have their registered legal office in one of the beneficiary European countries under the Creative Europe programme.

Only applications from legal entities established in the countries participating in the Creative Europe programmes are eligible:

- EU Member States;
- Eligible non-EU third countries, participants to the Creative Europe Programme<sup>18</sup>: Iceland, Norway, Albania, Bosnia and Herzegovina, Former Yugoslav Republic of Macedonia, Montenegro, Republic of Serbia, Georgia, Moldova, Ukraine and Tunisia.

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

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

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<sup>15</sup> Article 131 FR.

<sup>16</sup> Article 131 FR, 201 RAP

<sup>17</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 exist at least the theoretical possibility that they may fail to receive money one year are considered by the Commission as private bodies.

<sup>18</sup> [https://eacea.ec.europa.eu/sites/eacea-site/files/21082017-eligible-countries\\_en.pdf](https://eacea.ec.europa.eu/sites/eacea-site/files/21082017-eligible-countries_en.pdf)

possible, to participate) or be required to leave the project on the basis of Article II.17 of the grant agreement.

Proposals from applicants in candidate or associated countries may be selected provided that, on the date of award, agreements have entered into force setting out the arrangements for the participation of those countries in the programme.

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.

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 types of activities eligible under this call for proposals are:

- conferences, seminars, study-visits, meetings
- exchange programmes, peer learning
- training and skills development activities
- development of a web page, communication activities
- actions aiming at exchanges of good practices, manuals, reports

## **6.3. Implementation period**

The action shall run for 28 months. As mentioned in the timetable, it is expected that the action starts in the 2nd semester of 2018.

## **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, where its assets are being administered by a liquidator or by a court, where it is in an arrangement with creditors, where its business activities are suspended, or where it is in any analogous situation arising from a similar procedure provided for under 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 law of the country in which it is established, with those of the country in which the authorising officer is located or those of the country of the performance of the contract;

(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 conduct which has an impact on its professional credibility where such conduct denotes 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 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 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 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, and in Article 2(1) of Council Framework Decision 2003/568/JHA, as well as corruption as defined in the law of the country where the contracting authority is located, the country in which the applicant is established or the country of the performance of the contract;
- (iii) participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA;

- (iv) money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council;
  - (v) terrorist-related 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 forms of trafficking in human beings as defined 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) for the situations of grave professional misconduct, fraud, corruption, other criminal offences, significant deficiencies in the performance of the contract or irregularity, the applicant is subject to:
- (i) facts established in the context of audits or investigations carried out by the Court of Auditors, OLAF or internal audit, 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 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) decisions of the ECB, the EIB, the European Investment Fund or international organisations;
  - (iv) decisions of the Commission relating to the infringement of the Union's competition rules or of a national competent authority relating to the infringement of Union or national competition law.
  - (v) 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 should 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 prevent further occurrence, compensation of damage or payment of fines. 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<sup>19</sup>;
- b. has misrepresented the information required as a condition for participating in the procedure or has failed to supply that information;
- c. was previously involved in the preparation of calls for proposal documents where this entails a distortion of competition that cannot be remedied otherwise.

Administrative and financial penalties may be imposed on applicants who are guilty of misrepresentation.

### **7.4. Supporting documents<sup>20</sup>**

Applicants must provide a declaration on their honour certifying that they are not in one of the situations referred to in articles 106(1) and 107 FR, by filling in the relevant form attached to the application form accompanying the call for proposals and available at [https://ec.europa.eu/programmes/creative-europe/calls\\_en](https://ec.europa.eu/programmes/creative-europe/calls_en)

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

the applicant and in case of a consortium each member signs a separate declaration in their own name.

## **8. SELECTION CRITERIA<sup>21</sup>**

### **8.1. Financial capacity<sup>22</sup>**

The financial capacity will be assessed based on the following methodology and its annexes: [http://ec.europa.eu/dgs/education\\_culture/calls/evaluation-grants-2016\\_en.htm](http://ec.europa.eu/dgs/education_culture/calls/evaluation-grants-2016_en.htm).

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:

Since for the current grant the pre-financing value will be less than EUR 600 000, proof of financial capacity is constituted by a declaration on the honour by the grant applicant (see Annex "Grant Application form").

However, in case of doubt, 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 131(3) of the FR).

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<sup>19</sup> Article 106 FR

<sup>20</sup> Article 197 RAP

<sup>21</sup> Article 132 FR, 202 RAP

<sup>22</sup> Article 131, 132 FR, 202 RAP.

Moreover, 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 addition, **an audit report** produced by an approved external auditor certifying the accounts shall be provided for the last financial year available. In the event of an application grouping several applicants (consortium), the thresholds apply to each applicant.

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 RAO considers the financial capacity to be weak, s/he 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 considers the financial capacity to be insufficient s/he will reject the application

## **8.2. Operational capacity<sup>23</sup>**

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 the cultural and creative sectors
- good understanding of creative sectors' specificities and needs and ability to identify pertinent cultural and creative spaces (such as creative hubs and cultural centers) and other relevant stakeholders at local level (such as municipalities)
- At least a key expert with a minimum of 2 years of professional experience in the cultural and creative sector. Experience with cultural and creative sectors can be proven through the profiles (CVs) of the proposed team.
- ability to communicate easily in several languages of the different countries and regions participating in the Creative Europe programme
- Proven experience of at least 1 year in transnational projects at EU-level

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);

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<sup>23</sup> Article 131 FR, 202 RAP.

- 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;

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

## **9. AWARD CRITERIA<sup>24</sup>**

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

### **9.1. Relevance (0-40 points)**

The extent to which the proposal addresses the priorities of the action and contributes to attain its planned activities and objectives

### **9.2. Geographical and stakeholders outreach (0-30 points)**

The extent to which the proposed network is able to achieve an optimal geographical and sectorial balance and coverage across countries participating in the Creative Europe programme.

In addition, applicants should also describe how they intend to coordinate activities of the action and its networks with other similar initiatives undertaken at EU level and/or with third countries.

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

The quality of the activities proposed, methodology to achieve the objectives, the quality of policy learning activities and sustainability.

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, COSME, Horizon 2020, the Regional Development Funds 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. In particular, it should be described how the network would continue to exist after the end of the project, in particular also the network's webpage, meetings and digital contacts, exchange of network members, exchange of best practice and involvement of policy-makers and local authorities.

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

The quality of the proposal regarding the capability to organize, coordinate and implement the various aspects of the proposed activities.

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<sup>24</sup> Article 132 FR, 203 RAP



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 will be applied for the qualitative evaluation and applications below this threshold will be rejected.

## **10. LEGAL COMMITMENTS<sup>25</sup>**

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.

The 2 copies of the original agreement must be signed first by the beneficiary on behalf of the consortium if applicable and returned to the Commission immediately. The Commission will sign it last.<sup>26</sup>

## **11. FINANCIAL PROVISIONS**

### **11.1. 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] [the work programme], 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;
- 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 requirements 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.

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<sup>25</sup> Article 121 FR, 174 RAP.

Eligible costs may be direct or indirect.

### 11.1.1. *Eligible direct costs*

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

**with due regard for the conditions of eligibility set out above**, are identifiable as specific costs directly linked to the performance of the [action][the work programme] 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 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 entailed by 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.*

### **11.1.2. 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.

## **11.2. Ineligible 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.*

## **11.3. Form of the grant**

### **11.3.1. Reimbursement of costs actually incurred<sup>27</sup>**

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.

## **11.4. Balanced budget<sup>28</sup>**

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.

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<sup>27</sup> Article 126 FR

<sup>28</sup> Article 196.2 RAP

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 to be 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.

Overall co-financing may also include in-kind contributions from third parties, i.e. non-financial resources made available free of charge by third parties to the beneficiary or to the consortium.<sup>29</sup> The corresponding costs of third parties are not eligible under the grant, e.g. volunteer work, providing a meeting room for free, etc.

The value of the contribution in kind must not exceed:

- either the costs actually borne and duly supported by accounting documents;
- or, in the absence of such documents, the costs generally accepted on the market in question.

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

In-kind contributions shall comply with national tax and social security rules.

## **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 [and addition of the unit, flat-rate and lump sum contributions]**

The amount under step 1 is obtained by application of the reimbursement rate specified in section 11.3.1 to the eligible costs 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 the amount obtained following Steps 1 and 2 plus the total receipts of the action, over the total eligible costs of the action.

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<sup>29</sup> Article 127 FR

The total eligible costs of the action are the consolidated total eligible costs approved by the Commission. The total receipts of the action are the consolidated total receipts established, generated or confirmed on the date on which the request for payment of the balance is drawn up by the beneficiary.

The following are considered receipts:

- (a) income generated by the action;
- (b) financial contributions given by third parties to a beneficiary, if they are specifically assigned by the third parties to the financing of the eligible costs of the action reimbursed by the Commission.

The following are not considered receipts:

- (a) financial contributions by third parties, if they may be used to cover costs other than the eligible costs under the grant agreement;
- (b) financial contributions by third parties with no obligation to repay any amount unused at the end of the implementation period.

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<sup>30</sup>**

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> <sup>31</sup> corresponding to 20% of the grant amount	(a) a short report on the next steps concerning the planned activities
A <b>second pre-financing payment</b> <sup>32</sup> corresponding to 20% of the grant amount.	(a) technical report on progress (b) statement on the use of the previous pre-financing instalment

<sup>30</sup> Article 90, 135 FR, 207 RAP.

<sup>31</sup> Article 109, 110 RAP

<sup>32</sup> Article 207.1 RAP.

<p><b>1<sup>st</sup> Interim payment</b><sup>33</sup>.</p> <p>The interim payment total amount of pre-financing and interim payments shall not exceed 70% of the maximum grant amount</p>	<p>(a) interim technical report  (b) interim financial statement  (c) a certificate on the financial statements and underlying accounts</p>
<p><b>Payment of the balance</b></p> <p>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<sup>34</sup>.</p>	<p>(a) final technical report;  (b) final financial statement;  (c) summary financial statement aggregating the financial statements already submitted previously and indicating the receipts  (d) a certificate on the financial statements and underlying accounts</p>

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

### **Reporting requirements**

The beneficiary shall submit technical 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 report on the next steps concerning the planned activities**

At the beginning of the project, a short report concerning the next steps concerning the planned activities will be submitted to the Commission.

### **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
- 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

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<sup>33</sup> Article 109, 110 RAP

<sup>34</sup> Article 109, 110 RAP

- problems encountered, solutions found or proposed
- 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
- Sustainability of the action;

## **11.7. Other financial conditions**

### **a) Non-cumulative award**<sup>35</sup>

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

In 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.<sup>36</sup>

### **b) Non-retroactivity**<sup>37</sup>

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**<sup>38</sup>

Where the implementation of the action requires the award of procurement contracts (implementation contracts), the beneficiary must award the contract to the bid offering best value for money or the lowest price (as appropriate), avoiding conflicts of interests.

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

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<sup>35</sup> Article 129 FR

<sup>36</sup> Article 196.4 RAP

<sup>37</sup> Article 130 FR

<sup>38</sup> Article 137 FR, 209 RAP



Entities acting in their capacity of contracting authorities in the meaning of Directive 2014/24/EU<sup>39</sup> or contracting entities in the meaning of Directive 2014/25/EU<sup>40</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<sup>41</sup>**

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.

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<sup>39</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

<sup>40</sup> Directive 2014/24/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

<sup>41</sup> Article 137 FR, 210 RAP

To do this they must use the text, the emblem and the disclaimer available at [https://ec.europa.eu/info/resources-partners/european-commission-visual-identity\\_en](https://ec.europa.eu/info/resources-partners/european-commission-visual-identity_en)

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<sup>42</sup>**

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>43</sup> if he/she is domiciled within EU or equivalent if domiciled outside 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 European Commission - 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 Article 106(1) and 107 of the Financial Regulation 966/2012<sup>44</sup> (for more information see the Privacy Statement on:

[http://ec.europa.eu/budget/library/explained/management/protecting/privacy\\_statement\\_des\\_en.pdf](http://ec.europa.eu/budget/library/explained/management/protecting/privacy_statement_des_en.pdf)).

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

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<sup>42</sup> Article 35, 128.3 FR, 21, 191 RAP.

<sup>43</sup> European Union Official Journal L 39, of 10 February 2007.

<sup>44</sup> <http://eur-lex.europa.eu/legal-content/EN/ALL/?uri=celex%3A32012R0966>

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<sup>45</sup>.

Applicants will be informed in writing about the results of the selection process.<sup>46</sup>

Application forms are available at [https://ec.europa.eu/programmes/creative-europe/calls\\_en](https://ec.europa.eu/programmes/creative-europe/calls_en)

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 to the following address<sup>47</sup>:

*European Commission - Directorate-General for Education, Youth, Sport and Culture  
Directorate D - Culture and creativity  
Unit D1 – Cultural Policy - (CALL EAC/S23/2017)  
Walter Zampieri  
J-70, 2/232  
B-1049  
Brussels  
Belgium*

- by post, date as postmark;
- in person, date as receipt,
- by courier service, date of receipt by the courier service.

**Applications sent by fax or e-mail will not be accepted.**

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<sup>45</sup> Article 96 FR

<sup>46</sup> Article 133 FR, 205 RAP

<sup>47</sup> Article 195.3 RAP

## **Contacts**

EAC-CULTURAL-CREATIVE-SPACES-CITIES@ec.europa.eu

### ➤ **Annexes:**

#### ○ **Grant Application form**

- Annex I Declaration of honour
- Annex II Mandate letters (if applicable)
- Annex III Budget template
- Annex IV List of previous projects
- Annex V List of CVs
- Other supporting documents to be provided where applicable: see checklist for applicants

#### ○ **Checklist for Applicants**

#### ○ **Model Grant Agreement**

- Annex I Description of the action (will be extracted for the proposal)
- Annex II General Conditions (“the General Conditions”)
- Annex III Estimated budget (will be the budget template filled-in)
- Annex IV Model technical report
- Annex V Model financial statement
- Annex VI Model terms of reference for the certificate on the financial statements: not applicable
- Annex VII Model terms of reference for the certificate on the compliance of the cost accounting practices: not applicable
- Annex VIII 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.

In case beneficiary uses a different method of calculating personnel costs, the Commission may accept it, 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. Records and other documentation to support the 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.