



Creative Europe Programme (CREA)

Call for proposals

European Cooperation projects
(CREA-CULTURE-2021-COOP)

Version 1.0
03-June-2021

HISTORY OF CHANGES			
Version	Publication Date	Change	Page
1.0	dd.mm.2021	▪ Initial version (new MFF).	
		▪	
		▪	
		▪	



EUROPEAN EDUCATION AND CULTURE EXECUTIVE AGENCY (EACEA)

EACEA.B – Creativity, Citizenship and Joint Operations
EACEA.B.1 – Culture

CALL FOR PROPOSALS

TABLE OF CONTENTS

0. Introduction	4
1. Background.....	5
2. Objectives — Themes and priorities — Activities that can be funded — Expected impact	9
– CREA-CULT-2021-COOP-1 — European Cooperation projects (small-scale).....	9
– CREA-CULT-2021-COOP-2 — European Cooperation projects (medium-scale)	9
– CREA-CULT-2021-COOP-3 — European Cooperation projects (large-scale)	9
Objectives	9
Themes and priorities (scope)	10
Activities that can be funded (scope).....	12
Expected impact.....	14
3. Available budget	14
4. Timetable and deadlines	15
5. Admissibility and documents	15
6. Eligibility.....	16
Eligible participants (eligible countries).....	16
Consortium composition	18
Eligible activities.....	18
Duration	18
Ethics.....	18
7. Financial and operational capacity and exclusion.....	19
Financial capacity	19
Operational capacity	19
Exclusion	20
8. Evaluation and award procedure	21
9. Award criteria.....	22
10. Legal and financial set-up of the Grant Agreements.....	23
Starting date and project duration	24
Milestones and deliverables.....	24
Form of grant, funding rate and maximum grant amount.....	24
Budget categories and cost eligibility rules.....	24
Reporting and payment arrangements.....	25
Prefinancing guarantees	25

Certificates	26
Liability regime for recoveries	26
Provisions concerning the project implementation	26
Other specificities	27
Non-compliance and breach of contract	27
11. How to submit an application	27
12. Help	28
13. Important	29

0. Introduction

This is a call for proposals for EU **action grants** in the field of Culture under the **Creative Europe Programme**.

The regulatory framework for this EU Funding Programme is set out in:

- Regulation 2018/1046 ([EU Financial Regulation](#))
- the basic act (Creative Europe Regulation 2021/818¹).

The call is launched in accordance with the 2021 Work Programme² and will be managed by the **European Education and Culture Executive Agency (EACEA)** ('Agency').

 Please note that this call is subject to the final adoption of the Creative Europe Regulation by the legislative authority, and of the budget by the EU budgetary authority. In case there are substantial changes, we may have to modify the call (or even cancel it).

The call covers the following **topics**:

- **CREA-CULT-2021-COOP-1 — European Cooperation projects (small-scale)**
- **CREA-CULT-2021-COOP-2 — European Cooperation projects (medium-scale)**
- **CREA-CULT-2021-COOP-3 — European Cooperation projects (large-scale)**

Each project application under the call must address only one of these topics. Applicants cannot submit more than one proposal under this call.

¹ Regulation (EU) 2021/818 of the European Parliament and of the Council of 20 May 2021 establishing the Creative Europe Programme for the period 2021-2027 (OJ L 189).

² Commission Implementing Decision C(2021) 3563 final of 26 May 2021 concerning the adoption of the work programme for 2021 and the financing decision for the implementation of the Creative Europe Programme.

We invite you to read the **call** carefully, and in particular this Call Document, the Model Grant Agreement, the [EU Funding & Tenders Portal Online Manual](#) and the [EU Grants AGA — Annotated Grant Agreement](#).

These documents provide clarifications and answers to questions you may have when preparing your application:

- the [Call Document](#) outlines the:
 - background, objectives, scope, activities that can be funded and the expected results (sections 1 and 2)
 - timetable and available budget (sections 3 and 4)
 - admissibility and eligibility conditions (including mandatory documents; sections 5 and 6)
 - criteria for financial and operational capacity and exclusion (section 7)
 - evaluation and award procedure (section 8)
 - award criteria (section 9)
 - legal and financial set-up of the Grant Agreements (section 10)
 - how to submit an application (section 11)
- the [Online Manual](#) outlines the:
 - procedures to register and submit proposals online via the EU Funding & Tenders Portal ('Portal')
 - recommendations for the preparation of the application
- the [AGA — Annotated Grant Agreement](#) contains:
 - detailed annotations on all the provisions in the Grant Agreement you will have to sign in order to obtain the grant (*including cost eligibility, payment schedule, accessory obligations, etc.*).

You are also encouraged to visit the [Creative Europe Project Results](#) website to consult the list of projects funded previously.

1. Background

THE CREATIVE EUROPE PROGRAMME

Objectives

Creative Europe brings together actions supporting the European cultural and creative sectors.

The term '**Cultural and creative sectors**' means all sectors whose activities are based on cultural values or artistic and other individual or collective creative expressions. The activities may include the development, the creation, the production, the dissemination and the preservation of goods and services, which embody cultural, artistic or other creative expressions, as well as education or management, related to these activities. The sectors include, inter alia, architecture, archives, libraries and museums, artistic crafts, audiovisual (including film, television, video games and multimedia), tangible and intangible cultural heritage, design

(including fashion design), festivals, music, literature, performing art (including theatre and dance), books and publishing, radio, and visual arts.

The general objectives of the Programme are:

- to safeguard, develop and promote European cultural and linguistic diversity and heritage;
- to increase the competitiveness and the economic potential of the cultural and creative sectors, in particular the audiovisual sector.

These goals are pursued through the following **specific objectives**:

- enhancing artistic and cultural cooperation at the European level, in order to support the creation of European works and strengthen the economic, social and external dimension of and innovation and mobility in Europe's cultural and creative sectors (**CULTURE strand**);
- promoting the competitiveness, scalability, cooperation, innovation, and sustainability, including through mobility in the European audiovisual sector (**MEDIA strand**); and
- promoting policy cooperation and innovative actions supporting all strands of the programme, promoting a diverse, independent and pluralistic media environment, and media literacy, thereby fostering freedom of artistic expression, intercultural dialogue and social inclusion (**CROSS SECTORAL strand**).

Policy framework

Creative Europe is fully aligned with the **political priorities of the Commission** and the 2018 Commission Communication on a [New European Agenda for Culture](#). Supporting the Gender Equality Strategy 2020-2025 and the European Green Deal are considered cross-cutting issues.

The Programme is also aligned with the Council's multiannual [Work Plan for Culture \(2019-2022\)](#), the 2016 Joint Communication [Towards an EU strategy for international cultural relations](#) and the 2014 Commission Communication [Towards an integrated approach to cultural heritage for Europe](#), which all plead for a stronger role for culture in the further social, economic and international development of our Union.

The Programme will also focus on supporting the policy objectives of the **Digital Single Market** and the **#Digital4Culture** strategy.

The Programme, while preserving its essential nature, will contribute to the New European Bauhaus initiative, connecting the European Green Deal to our living spaces and will contribute as well to the [European Year of Rail 2021](#), highlighting the benefits of rail as a sustainable, smart and safe means of transport and encouraging the use of rail.

In accordance with the [European Pillar of Social Rights Action Plan](#), the Programme supports promotion of fair working conditions, including fair remuneration for all cultural and creative professionals. The [Study on the working conditions of artists, cultural and creative professionals](#), including initiatives for the fair remuneration of artists and cultural professionals, recently published by the European Commission and stakeholders, deserves special attention.

The COVID-19 crisis was an accelerator of change in the cultural and creative sectors, amplifying many of the challenges they have been facing. The cultural and creative sectors have been amongst the hardest hit by the COVID-19 crisis, which has accelerated the existing trends driven by globalisation and the digital transition. The combination of restrictive hygiene rules and the economic recession have created

immediate drops in revenue and cash flow as well as accelerated structural change. There is a need to pool resources and support initiatives that promote the **resilience and recovery** of cultural operators, artists and cultural professionals, who have been profoundly affected by lockdowns and physical distancing measures.

The **digital transition** accelerated by the COVID-19 pandemic is bringing about a change of paradigm, significantly impacting how cultural goods are created, managed, disseminated, accessed and monetised.

The richness, which stems from Europe's **cultural and linguistic diversity**, does not easily benefit European citizens, because the cultural and creative sectors are too often fragmented along national and linguistic lines and lack critical mass. The **transnational circulation** and co-production of works remain limited and it is therefore important to develop effective solutions to reach audiences across borders.

These challenges, of a transnational nature, require a targeted European approach to optimise the potential of the sectors to contribute to jobs, growth and social inclusion, including for the most disadvantaged and hard-to-reach groups. The Programme will support actions and activities with a **European added value**, which complement regional, national, international and other Union programmes and policies.

Culture strand 2021 priorities

In 2021, the Culture strand of the new Creative Europe programme intends to promote:

- Reinforcement of the **resilience** to allow the **recovery of cultural operators** in light of the COVID-19 crisis.
- **Innovation and joint creations:** the Programme will support operators to develop innovative European projects to allow the evolution of the cultural and creative sectors and to increase their competitiveness. Innovations can be of a technological and artistic nature and can include the development and experimentation of new practices or new models or the transfer and dissemination of good practices from one European region or sector to others. Areas of innovation can include fighting climate change, digitisation or a societal dimension such as audience development, gender equality, the inclusion of people with disabilities, belonging to minorities, to socially marginalised groups.
- **Co-production, cooperation, learning and connection** of organisations of all sizes and that will build capacity, help the circulation of artists and works, give rise to co-productions and artistic creations and contribute to disseminating professional and artistic good practices across Europe.
- **Capacity building of artists:** the Programme will help European artists and cultural and creative professionals move up to the European level by supporting (emerging) talents and skills development. Platforms will be supported to increase the visibility and the circulation of European emerging artists and works in Europe and beyond. It will also support actions that promote the circulation of European literary works allowing the book sector (booksellers, libraries, etc.) to foster cooperation between publishers and their partners.
- The programme will invest in activities that encourage the **scaling up of Europe's cultural and creative sectors** at European and global levels, for instance by supporting their **international presence**, marketing and branding. It will help collect and disseminate data, information, practices,

ideas and solutions; provide training and advice to professionals; represent the sectors at national and European level and advocate on their behalf on key sectoral issues.

Cross-cutting issues

In addition, as cross-cutting issues, the Programme will support effective mechanisms to ensure the cultural sectors offer diversity, inclusion and equality for all and contribute to the fight against climate change.

- **Inclusion, diversity, and gender equality.** Projects should facilitate access to European cultural and creative content for all groups and audiences, especially for professionals and participants with disadvantaged backgrounds and fewer opportunities related to disability or health problems, economic, social or geographical obstacles or cultural differences. Particular attention will be given to fostering gender equality, in particular as a driver of creativity, economic growth and innovation. Projects must seek to promote gender equality and non-discrimination mainstreaming in accordance with the [Gender Mainstreaming Toolkit](#). All activities funded under the programme must incorporate a gender equality perspective and contribute to the equal empowerment of women and men, ensuring that they achieve their full potential and benefit from the same rights.
- **Environment and the fight against climate change.** The cultural and creative sectors should contribute to the European Green Deal, in particular, by encouraging its operators to adopt more environmentally sustainable practices and, by this, to contribute to the achievement of the overall target of 30% of the Union budget expenditures supporting climate objectives. Culture can play an important role in the green transition through awareness-raising, learning, communication and in the sharing of knowledge and good practices, and has the potential to develop innovative ways of tackling environmental challenges.

European Cooperation Projects

European Cooperation Projects are **transnational projects** involving cultural and creative organisations from different countries taking part in the programme. They give cultural organisations of all sizes the possibility to co-produce, cooperate, experiment, innovate, be mobile and learn from each other. The action aims to improve access to European culture and creative works and to promote innovation and creativity.

Projects can cover one or more cultural and creative sectors and can be interdisciplinary.

Funding is available for three categories of projects (called topics):

- **Category 1** (topic CREA-CULT-2021-COOP-1) — **Small-scale** projects: minimum **3** entities from **3** different eligible countries
- **Category 2** (topic CREA-CULT-2021-COOP-2) — **Medium-scale** projects: minimum **5** entities from **5** different eligible countries
- **Category 3** (topic CREA-CULT-2021-COOP-3) — **Large-scale** projects: minimum **10** entities from **10** different eligible countries

The Creative Europe programme 2021-2027 will **reinforce its sectoral approach**: this is a new feature of the Culture strand of the programme. Through this new

approach, it will be possible to define more targeted annual sector-specific priorities for music, publishing, cultural heritage and architecture - as identified by the political dialogues and stakeholders' consultations. The lessons learnt from the [Music Moves Europe](#) (MME) preparatory action and former actions in support to literary translation, as well as the consultations with the music, publishing, cultural heritage and architecture sectors, confirm that there is a strong need for more professionalization, training and networking activities at European level to enhance the competitiveness of those sectors and help the circulation of works and talents, in particular also in the current context of the COVID-19 pandemic. The sector-specific priorities will not substitute but will complement general, more horizontal priorities. **10% of the 2021 budget for European Cooperation projects under the present Call will finance projects targeting annual sector-specific priorities.**

The following aspect of the Programme deserves special attention:

Dissemination and exploitation of project results

Dissemination and exploitation of results are crucial areas of the Creative Europe project lifecycle. They give participating organisations the opportunity to communicate and share outcomes and deliverables, thus extending the impact of their projects, improving their sustainability and justifying the **European added value**. In order to successfully disseminate and exploit project results, organisations involved in Creative Europe projects are asked to give the necessary thought to dissemination and exploitation activities when designing and implementing their project. The level and intensity of such activities should be proportionate to the objectives, the scope and the targets of the different actions of Creative Europe. Results achieved in a particular project may be highly relevant and interesting also in fields not covered by the project, and it is up to the individual projects to develop strategies and methods ensuring that others can easily access what has been developed and produced.

2. Objectives — Themes and priorities — Activities that can be funded — Expected impact

This section is applicable to the three topics (categories of projects) covered by this call:

- **CREA-CULT-2021-COOP-1 — European Cooperation projects (small-scale)**
- **CREA-CULT-2021-COOP-2 — European Cooperation projects (medium-scale)**
- **CREA-CULT-2021-COOP-3 — European Cooperation projects (large-scale)**

Objectives

This action will support projects involving a large diversity of players active in different cultural and creative sectors, to carry out a broad spectrum of activities and initiatives. The action is anchored in the policy framework of the Culture strand of the Creative Europe programme and its cross-cutting issues (inclusiveness, reduction of environmental impact and gender equality). European cooperation projects are also designed to contribute to the implementation of emerging EU policy initiatives such as the New European Bauhaus.

European cooperation projects are open to all the cultural and creative sectors. However, considering that this action aims to pursue the objectives of the CULTURE strand of the programme, projects involving exclusively organisations from the audio-visual sector and projects of an exclusive audiovisual content are not targeted for funding under it.

Support will be given to cooperation projects contributing to one of the following **objectives**:

- **Objective 1 - Transnational creation and circulation:** to strengthen the transnational creation and circulation of European works and artists;
- **Objective 2 – Innovation:** to enhance the capacity of European cultural and creative sectors to nurture talents, to innovate, to prosper and to generate jobs and growth.

Concretely the targeted projects are the following:

1. **Transnational creation and circulation:** where trans-national co-operation is required for artistic and financial reasons. This is in order to increase the European dimension of the artistic and creative process. Co-production is also a tool to stimulate creativity, share resources and facilitate the trans-national distribution of content and the circulation of artists. Projects will have to take into account the new context such as health or environmental concerns and integrate innovative (digital) ways of producing and disseminating content.
2. **Innovation:** is necessary for the evolution of the sector and its competitiveness. Innovation has to be understood in a broad way. Innovations are not necessarily of a technological nature and can include the development and experimentation of new practices or new models but also the transfer and dissemination of good practices from more advanced European regions or sectors to other regions in Europe or disciplines.

Applicants must identify and select (in part C of the application form) which of the two above-mentioned objectives (**Objective 1** or **Objective 2**) the proposed project aims to address (this selection must be made even if some projects could be relevant for both objectives). The extent to which the objective chosen is addressed by the project will be assessed under the award criterion "Relevance". See Section 9 of this document.

Themes and priorities (scope)

In addition, projects must **address at least one** (and no more than two) **of the following priorities**:

1. **Audience:** to increase cultural access to and participation in culture as well as audience engagement and development both physically and digitally;
2. **Social inclusion:** to promote societal resilience and to enhance social inclusion in/through culture in particular of/for people with disabilities, people belonging to minorities and people belonging to socially marginalised groups, as well as intercultural dialogue;
3. **Sustainability:** to contribute to the [European Green Deal](#) and including the [New European Bauhaus](#), by encouraging the European cultural and creative sectors to co-create, adopt and disseminate more environment-friendly practices, as well as to raise awareness on sustainable development through their cultural activities;
4. **New technology:** to help the European cultural and creative sectors fully take

advantage of new technologies to enhance their competitiveness, as well as to accelerate their digital transition as a response to the COVID-19 crisis;

5. **International dimension:** to build the capacity within the European cultural and creative sectors, including grass-roots organisations and micro-organisations, to be active at the international level – in Europe and beyond;

Projects from the sectors book and publishing, music, architecture and cultural heritage can either address one of the priorities spelled out above (priorities 1 to 5) or address the following sector specific priorities (10% of the budget of the call will be allocated to projects implementing sector-specific priority).

Projects from other sectors can only address the priorities indicated above (priorities 1 to 5).

Applicants will have to choose in part C of the application form the main cultural sector(s) addressed by the project.

6. **Sector specific priorities:** For 2021, the following targeted **annual sector specific priorities** have been defined for the sectors music, publishing, cultural heritage and architecture, as identified by political dialogues and stakeholders' consultations, to support capacity building activities, such as training, networking or market access activities, and support to become more resilience.

- For the **book** (publishing) sector: Reinforce the capacity of book sector professionals in the sales of translation or adaptation rights with a view to increase the circulation of European literary works, and in particular works written in lesser-used languages, in Europe and beyond.
- For the **music** sector: Building on the 2018-2020 [Music Moves Europe preparatory action](#) on music, and considering the specific circumstances of the pandemic and its impact, reinforce the capacity of music professionals in:
 1. Music creation, promotion, distribution and monetisation, helping the sector to address in particular new digital, legal and technical trends stemming from innovations in the market and new business models; or
 2. Cross-border circulation of European music and music export beyond EU borders.
- For the **architecture** sector: Reinforce the capacity of European architects in:
 1. Communication, co-creation and mediation with citizens and relevant stakeholders in design, planning and building processes; or
 2. The integration of European Green Deal and in particular New European Bauhaus principles³ in their practices; or
 3. The internationalization of careers in Europe and beyond.
- For the **cultural heritage** sector: Reinforce the capacity of cultural

³ These have also to be seen in relation to the Davos Baukultur Quality Tool published on 17 May 2021 at Davos Quality System - Davos Declaration 2018

heritage professionals in:

1. Engagement and mediation with citizens in the interpretation, communication and presentation of cultural heritage to develop relationships with audiences and stakeholders, taking into account evolving technological and digital methods of content creation and presentation of archived output, and drawing lessons learnt during the lockdown;
2. Digitisation of cultural heritage material, sites and historical buildings including the use of 3D and AI technologies;
3. Risk management for cultural heritage – with a focus on prevention and risk preparedness in relation to natural and non-natural hazards including climate change adaptation and mitigation in accordance with the principles of the European Green Deal.

Proposals must include, in the application form, a substantiated strategy and description of how they plan to implement the chosen priority/ies. Projects can select a maximum of two of these priorities in part C of the application form. These should be the most relevant priorities addressed in the project. The extent to which the priorities chosen are addressed by the project will be assessed under the award criterion "Relevance". See Section 9 of this document.

Cross-cutting issues

Proposals must take into consideration the cross-cutting issues of **inclusion, diversity, gender equality, and environment and fight against climate change** in the design and the implementation of their project (please refer to part 1 of this document).

A strategy on how cross-cutting issues are addressed in the project should be outlined in the application form. The extent to which the issues are addressed in the project will be assessed under the award criterion "Relevance". See Section 9 of this document.

Activities that can be funded (scope)

Proposals should include activities in line with the objectives and priorities of the call.

The proposed activities should be grouped (in the application form) in coherent Work packages (i.e. major sub-division of the project) which should be linked to pre-defined deliverables. All deliverables should illustrate the scope, reach, progress and success of the proposed activities. Depending on the focus of the project (to co-produce, cooperate, experiment, innovate, etc.), activities eligible for funding may be very diverse. Examples of work packages, activities and deliverables can be found in part 10 of this document.

The quality of the proposed activities and Work Packages will be assessed under the award criterion 'Quality of content and activities'. For more details, please check section 9 of this document.

Expected impact

This action will support approximately 130 projects.

This action is expected to foster cooperation between organisations active in the culture field, to increase the European dimension of creation and circulation of European artistic content as well as to encourage the development, experimentation, dissemination or application of new and innovative practices.

3. Available budget

The available call budget is **EUR 60 942 906**. This budget might be increased by maximum 20%.

Specific budget information per topic can be found in the table below.

Topic	Topic budget
1 — CREA-CULT-2021-COOP-1 European Cooperation projects (small)	EUR 21 330 017
2 — CREA-CULT-2021-COOP-2 European Cooperation projects (medium)	EUR 21 330 017
3 — CREA-CULT-2021-COOP-3 European Cooperation projects (large)	EUR 18 282 871

The availability of the call budget still depends on the adoption of the budget 2021 by the EU budgetary authority.

We reserve the right not to award all available funds or to redistribute them between the call priorities, depending on the proposals received and the results of the evaluation.

4. Timetable and deadlines

Timetable and deadlines (indicative)	
Call opening:	8 June 2021
<u>Deadline for submission:</u>	<u>7 September 2021 – 17:00:00 CET</u> (Brussels)
Evaluation:	September 2021 – January 2022
Information on evaluation results:	February 2022
GA signature:	March/May 2022

5. Admissibility and documents

Proposals must be submitted before the **call deadline** (see *timetable section 4*).

Proposals must be submitted **electronically** via the Funding & Tenders Portal Electronic Submission System (accessible via the Topic page in the [Search Funding & Tenders](#) section). Paper submissions are NOT possible.

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

Proposals must be **complete** and contain all the requested information and all required annexes and supporting documents:

- Application Form Part A — contains administrative information about the participants (future coordinator, beneficiaries and affiliated entities) and the summarised budget for the project (*to be filled in directly online*)
- Application Form Part B — contains the technical description of the project (*to be downloaded from the Portal Submission System, completed and then assembled and re-uploaded*)
- Part C (to be filled in directly online) containing additional project data
- **mandatory annexes and supporting documents** (*to be uploaded*):
 - detailed budget table (*template available in the Submission System*)
 - CVs of core project team: not applicable
 - activity reports of last year: not applicable
 - list of previous projects (key projects for the last 4 years) (*template available in Part B*)

Please be aware that since the detailed budget table serves as the basis for fixing the lump sums for the grants (and since lump sums must be reliable proxies for the actual costs of a project), the costs you include **MUST** comply with the basic eligibility conditions for EU actual cost grants (*see [AGA — Annotated Grant Agreement, art 6](#)*). This is particularly important for purchases and subcontracting, which must comply with best value for money (or if appropriate the lowest price) and be free of any conflict of interests. If the budget table contains ineligible costs, the grant may be reduced (even later on during the project implementation or after their end).

At proposal submission, you will have to confirm that you have the **mandate to act** for all applicants. Moreover, you will have to confirm that the information in the application is correct and complete and that the participants comply with the conditions for receiving EU funding (especially eligibility, financial and operational capacity, exclusion, etc.). Before signing the grant, each beneficiary and affiliated entity will have to confirm this again by signing a declaration of honour (DoH). Proposals without full support will be rejected.

Your application must be **readable, accessible and printable**.

Proposals are limited to maximum **70 pages** (Part B). Evaluators will not consider any additional pages.

You may be asked at a later stage for further documents (*for legal entity validation, financial capacity check, bank account validation, etc.*).

 For more information about the submission process (including IT aspects), consult the [Online Manual](#).

6. Eligibility

Eligible participants (eligible countries)

In order to be eligible, the applicants (beneficiaries and affiliated entities) must:

- be legal entities (public or private bodies)
- be established in one of the eligible countries, i.e.:
 - Creative Europe Participating Countries:

- EU Member States (including overseas countries and territories (OCTs))
- non-EU countries:
 - listed EEA countries and countries associated to the Creative Europe Programme ([associated countries](#)) or countries which are in ongoing negotiations for an association agreement and where the agreement enters into force before grant signature

Beneficiaries and affiliated entities must register in the [Participant Register](#) — before submitting the proposal — and will have to be validated by the Central Validation Service (REA Validation). For the validation, they will be requested to upload documents showing legal status and origin.

Other entities may participate in other consortium roles, such as associated partners, subcontractors, third parties giving in-kind contributions, etc. (*see section 13*).

Specific cases

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

International organisations — International organisations are eligible. The rules on eligible countries do not apply to them.

Entities without legal personality — Entities which do not have legal personality under their national law may exceptionally participate, provided that their representatives have the capacity to undertake legal obligations on their behalf, and offer guarantees for the protection of the EU financial interests equivalent to that offered by legal persons⁴.

EU bodies — EU bodies (with the exception of the European Commission Joint Research Centre) can NOT be part of the consortium.

Associations and interest groupings — Entities composed of members may participate as 'sole beneficiaries' or 'beneficiaries without legal personality'⁵.  Please note that if the action will be implemented by the members, they should also participate (either as beneficiaries or as affiliated entities, otherwise their costs will NOT be eligible).

Creative Europe Desks (CEDs) — The host organisations of Creative Europe Desks are eligible as coordinator or beneficiary in open calls, if they have procedures to segregate the project management and the information provision functions and if they are able to demonstrate cost separation (i.e. that their project grants do not cover any costs which are covered by their other grant). This requires the following:

- use of analytical accounting which allows for a cost accounting management with cost allocation keys and cost accounting codes AND application of these keys and codes to identify and separate the costs (i.e. to allocate them to either one of the two grants)
- recording of all real costs incurred for the activities that are covered by the two grants (including the indirect costs)

⁴ See Article 197(2)(c) EU Financial Regulation 2018/1046.

⁵ For the definitions, see Articles 187(2) and 197(2)(c) EU Financial Regulation 2018/1046.

- allocation of the costs in a way that leads to a fair, objective and realistic result.

Countries currently negotiating association agreements — Beneficiaries from countries with ongoing negotiations (*see list above*) may participate in the call and can sign grants if the negotiations are concluded before grant signature (with retroactive effect, if provided in the agreement).

EU restrictive measures — Special rules apply for certain entities (*e.g. entities subject to [EU restrictive measures](#) under Article 29 of the Treaty on the European Union (TEU) and Article 215 of the Treaty on the Functioning of the EU (TFEU)*⁶ and entities covered by Commission Guidelines No [2013/C 205/05](#)⁷). Such entities are not eligible to participate in any capacity, including as beneficiaries, affiliated entities, associated partners, subcontractors or recipients of financial support to third parties (if any).

 For more information, see [Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#).

Consortium composition

Proposals must be submitted by a consortium of at least **3, 5 or 10** applicants (**depending on the topic/category**) (beneficiaries; not affiliated entities), which complies with the following conditions:

- CREA-CULT-2021-**COOP-1** — European Cooperation projects (**small** scale): minimum **3** entities from **3** different eligible countries
- CREA-CULT-2021-**COOP-2** — European Cooperation projects (**medium** scale): minimum **5** entities from **5** different eligible countries
- CREA-CULT-2021-**COOP-3** — European Cooperation projects (**large** scale): minimum **10** entities from **10** different eligible countries

The coordinator must have had a legal existence for at least 2 years on the date of the deadline for submission.

Eligible activities

Eligible activities are the ones set out in section 2 above.

Projects must comply with EU policy interests and priorities

Financial support to third parties is allowed for grants and prizes under the following conditions:

- the calls must be open, published widely and conform to EU standards concerning transparency, equal treatment, conflict of interest and confidentiality;
- the outcome of the call must be published on the participants' websites, including a description of the selected projects, award dates, project durations, and final recipient legal names and countries;

⁶ Please note that the EU Official Journal contains the official list and, in case of conflict, its content prevails over that of the [EU Sanctions Map](#).

⁷ Commission guidelines No [2013/C 205/05](#) on the eligibility of Israeli entities and their activities in the territories occupied by Israel since June 1967 for grants, prizes and financial instruments funded by the EU from 2014 onwards (OJEU C 205 of 19.07.2013, pp. 9-11).

- the calls must have a clear European dimension.

Financial support to third parties will be accepted in projects which for example foresee the award of grants (such as talent development bursaries) following an open call or of prizes following an open competition, to culture professionals/artists/innovators to co-produce, innovate and build their capacities.

Your project application must clearly specify why financial support to third parties is needed, how it will be managed and provide a list of the different types of activities for which a third party may receive financial support. The proposal must also clearly describe the results to be obtained.

Duration

Projects should not normally exceed 48 months (extensions are possible, if duly justified and through an amendment).

Ethics

Projects must comply with:

- highest ethical standards and
- applicable EU, international and national law.

They may not include pornographic or racist material or advocate violence.

7. Financial and operational capacity and exclusion

Financial capacity

Applicants must have **stable and sufficient resources** to successfully implement the projects and contribute their share. Organisations participating in several projects must have sufficient capacity to implement all these projects.

The financial capacity check will be carried out on the basis of the documents you will be requested to upload in the [Participant Register](#) during grant preparation (*e.g. profit and loss account and balance sheet, business plan, audit report produced by an approved external auditor, certifying the accounts for the last closed financial year, etc.*). The analysis will be based on neutral financial indicators, but will also take into account other aspects, such as dependency on EU funding and deficit and revenue in previous years.

The check will normally be done for all beneficiaries, except:

- public bodies (entities established as public body under national law, including local, regional or national authorities) or international organisations
- entities active in cultural and creative sectors that have received over 50% of their annual revenue from public sources over the last two years
- if the individual requested grant amount is not more than EUR 60 000.

If needed, it may also be done for affiliated entities.

If we consider that your financial capacity is not satisfactory, we may require:

- further information
- an enhanced financial responsibility regime, i.e. joint and several responsibility for all beneficiaries or joint and several liability of affiliated entities (*see below*,

section 10)

- prefinancing paid in instalments
 - (one or more) prefinancing guarantees (*see below, section 10*)
- or
- propose no prefinancing
 - request that you are replaced or, if needed, reject the entire proposal.

 For more information, see [Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#).

Operational capacity

Applicants must have the **know-how, qualifications** and **resources** to successfully implement the projects and contribute their share (including sufficient experience in projects of comparable size and nature).

This capacity will be assessed together with the 'Project Management' award criterion, on the basis of the competence and experience of the applicants and their project teams, including operational resources (human, technical and other) or, exceptionally, the measures proposed to obtain it by the time the task implementation starts.

If the evaluation of the award criterion is positive, the applicants are considered to have sufficient operational capacity.

Applicants will have to show their capacity via the following:

- general profiles (qualifications and experiences) of the staff responsible for managing and implementing the project
- description of the consortium participants
- list of previous projects (key projects for the last 4 years).

Additional supporting documents may be requested, if needed to confirm the operational capacity of any applicant.

Public bodies, Member State organisations, international organisations and entities active in cultural and creative sectors that have received over 50% of their annual revenue from public sources over the last two years are exempted from the operational capacity check.

Exclusion

Applicants which are subject to an **EU exclusion decision** or in one of the following **exclusion situations** that bar them from receiving EU funding can NOT participate⁸:

- bankruptcy, winding up, affairs administered by the courts, arrangement with creditors, suspended business activities or other similar procedures (including procedures for persons with unlimited liability for the applicant's debts)
- in breach of social security or tax obligations (including if done by persons with unlimited liability for the applicant's debts)
- guilty of grave professional misconduct⁹ (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)

⁸ See Articles 136 and 141 of EU Financial Regulation [2018/1046](#).

- committed fraud, corruption, links to a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- shown significant deficiencies in complying with main obligations under an EU procurement contract, grant agreement, prize, expert contract, or similar (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- guilty of irregularities within the meaning of Article 1(2) of Regulation No [2988/95](#) (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin or created another entity with this purpose (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant).

Applicants will also be refused if it turns out that¹⁰:

- during the award procedure they misrepresented information required as a condition for participating or failed to supply that information
- they were previously involved in the preparation of the call and this entails a distortion of competition that cannot be remedied otherwise (conflict of interest).

8. Evaluation and award procedure

The proposals will have to follow the **standard submission and evaluation procedure** (one-stage submission + one-step evaluation).

An **evaluation committee** (assisted by independent outside experts) will assess all applications. Proposals will first be checked for formal requirements (admissibility, and eligibility, *see sections 5 and 6*). Proposals found admissible and eligible will be evaluated (for each topic) against the operational capacity and award criteria (*see sections 7 and 9*) and then ranked according to their scores.

For proposals with the same score (within a topic) a **priority order** will be determined according to the following approach:

Successively for every group of *ex aequo* proposals, starting with the highest scored group, and continuing in descending order:

- 1) The *ex aequo* proposals within the same topic will be prioritised according to the scores they have been awarded for the award criterion 'Relevance'. When these scores are equal, priority will be based on their scores for the criterion

⁹ Professional misconduct includes: violation of ethical standards of the profession, wrongful conduct with impact on professional credibility, false declarations/misrepresentation of information, participation in a cartel or other agreement distorting competition, violation of IPR, attempting to influence decision-making processes or obtain confidential information from public authorities to gain advantage.

¹⁰ See Article 141 EU Financial Regulation [2018/1046](#).

'Dissemination'. When these scores are equal, priority will be based on their scores for the criterion 'Quality of content and activities'.

- 2) If this does not allow to determine the priority, a further prioritisation can be done by considering the overall project portfolio and the creation of positive synergies between projects, or other factors related to the objectives of the call. These factors will be documented in the panel report.
- 3) After that, the remainder of the available call budget will be used to fund projects across the different topics in order to ensure a balanced spread of the geographical and thematic coverage and while respecting to the maximum possible extent the order of merit based on the evaluation of the award criteria.

All proposals will be informed about the evaluation result (**evaluation result letter**). Successful proposals will be invited for grant preparation; other ones will be put on the reserve list or rejected.

 No commitment for funding — Invitation to grant preparation does NOT constitute a formal commitment for funding. We will still need to make various legal checks before grant award: *legal entity validation, financial capacity, exclusion check, etc.*

Grant preparation will involve a dialogue in order to fine-tune technical or financial aspects of the project and may require extra information from your side. It may also include adjustments to the proposal to address recommendations of the evaluation committee or other concerns. Compliance will be a pre-condition for signing the grant.

If you believe that the evaluation procedure was flawed, you can submit a **complaint** (following the deadlines and procedures set out in the evaluation result letter). Please note that notifications which have not been opened within 10 days after sending are considered to have been accessed and that deadlines will be counted from opening/access (see also [Funding & Tenders Portal Terms and Conditions](#)). Please also be aware that for complaints submitted electronically, there may be character limitations.

9. Award criteria

The **award criteria** for this call are as follows:

- **Relevance (30 points):**

This criterion will take into account the extent to which the proposal:

- is relevant to the objectives and priorities of the call;
- is based on a sound and adequate needs analysis;
- addresses the cross-cutting issues (inclusiveness, gender equality and reduction of environmental impact);
- has an European added value (i.e. transnational character of the actions and activities which complement regional, national, international and other Union programmes and policies; European dimension of the partnership).

- **Quality of content and activities (30 points):**

This criterion will take into account the extent to which:

- the proposed methodologies are appropriate for achieving the project's objectives;

- the project involves an appropriate mix of participating organisations in terms of profile and expertise, and ensures an active contribution of all of them;
- the target groups will benefit concretely from the project;
- the project design is consistent and coherent, notably with the proposed time-frame.

Project management (20 points):

This criterion will take into account the extent to which:

- the proposal includes effective mechanisms for coordination between the participating organisations and proposes an appropriate governance structure (including effective communication within the consortium, adequate procedures and problem solving mechanisms within the consortium);
- the project involves the appropriate project teams, staff and outside resources (including know-how, qualifications and resources), to successfully implement the project;
- the project's budget is cost effective and allocates appropriate resources to each activity (sufficient/appropriate budget for proper implementation; best value for money);
- the measures planned to ensure project implementation are of high quality (including management, risk management, quality control, planning, monitoring and evaluation).

- **Dissemination (20 points):**

This criterion will take into account the extent to which:

- the project triggers change and innovation;
- the communication and dissemination strategies have the potential to reach and positively impact the target groups and participating organisations, as well as the wider community;
- the project proposal includes concrete and effective steps to ensure the sustainability of the project, its capacity to continue having an impact and producing results after the end of the action.

Award criteria	Minimum pass score	Maximum score
Relevance	15	30
Quality of content and activities	15	30
Project management	10	20
Dissemination	10	20
Overall (pass) scores	70	100

Maximum points: 100 points.

Individual thresholds per criterion: 15/30, 15/30, 10/20 and 10/20 points.

Overall threshold: 70 points.

Proposals that pass the individual thresholds AND the overall threshold will be considered for funding — within the limits of the available call budget. Other proposals will be rejected.

10. Legal and financial set-up of the Grant Agreements

If you pass evaluation, your project will be invited for grant preparation, where you will be asked to prepare the Grant Agreement together with the EU Project Officer.

This Grant Agreement will set the framework for your grant and its terms and conditions, in particular concerning deliverables, reporting and payments.

The Model Grant Agreement that will be used (and all other relevant templates and guidance documents) can be found on [Portal Reference Documents](#).

Starting date and project duration

The project starting date and duration will be fixed in the Grant Agreement (*Data Sheet, point 1*). Normally the starting date will be after grant signature. Retroactive application can be granted exceptionally for duly justified reasons — but never earlier than the proposal submission date.

Project duration: 48 months (extensions are possible, if duly justified and through an amendment).

Milestones and deliverables

The milestones and deliverables for each project will be managed through the Portal Grant Management System and will be reflected in Annex 1 of the Grant Agreement.

Examples of work-packages, activities and deliverables that proposals might include (non-exhaustive list):

Work Package:	Management, administration and coordination This work package could group activities related to the planning, management, administration, coordination and evaluation of the project.
Activities:	Planning & preparation, meetings, evaluation, quality control, coordination activities, preparation of reports, etc.
Deliverables:	Agenda or minutes of meetings, evaluation and/or quality control reports, conception / planning reports, etc.

Work Package:	Communication and dissemination This work package could group communication and dissemination activities aiming at ensuring visibility of the activities of the project and a wide dissemination of its results.
Activities:	Communication/dissemination campaigns, promotional events, production of communication/dissemination material, etc.
Deliverables:	Communication plan/strategy, website, newsletters, publications/ brochure, social media posts, banner, gadgets, branding, statistical analysis of website, public relationship and

	presentation speeches, press reviews, etc.
--	--

Example of work packages, activities and deliverables for the implementation phase of the project include (non-exhaustive list):

Work Package:	Artistic and creative expression This/these work package(s) could group cultural, artistic and other creative activities.
Activities:	Rehearsals, preparation and artistic coordination of co-productions, co-creations, concerts, exhibitions, fairs, festivals, performances, literary translations, circulation of works and/or repertoires, digitisation of cultural heritage material, etc.
Deliverables:	Schedule/planning of rehearsals, prototypes, original creative works (such as theatre piece, songs, artworks, concerts, etc.), technology-based products (original app, etc.), publications (as books, etc.), exhibitions, digitalised material, etc.

Work Package:	Capacity building This work package could group diverse type of capacity building activities, including activities related to the circulation of European professionals and/or artists.
Activities:	Artistic residencies, apprenticeship activities, mentoring programmes, training courses, master classes, incubators programmes, etc.
Deliverables:	Schedule of mentoring programmes, evaluation of training courses, mentoring course programme, presence lists, travel documents, etc.

Work Package:	Networking and knowledge sharing This work package could group networking and knowledge sharing activities, including policy/research/innovation activities for the cultural and creative sectors.
Activities:	Conferences, workshops, symposia, seminars, research, studies, policy analysis, surveys, laboratories, market access activities, etc.
Deliverables:	Programme/agenda of conferences, presence list of workshops, conference conclusions/reports, analysis of surveys, study papers, policy papers etc.

Additional work packages may be added.

Form of grant, funding rate and maximum grant amount

The grant parameters (*maximum grant amount, funding rate, total eligible costs, etc*) will be fixed in the Grant Agreement (*Data Sheet, point 3 and art 5*).

Project budget (maximum grant amount):

- For **small**-scale projects (topic: CREA-CULT-2021-**COOP-1**): maximum EU grant amount **EUR 200 000** per project.
- For **medium**-scale projects (topic: CREA-CULT-2021-**COOP-2**): maximum EU grant amount **EUR 1 000 000** per project.
- For **large**-scale projects (topic: CREA-CULT-2021-**COOP-3**): maximum EU grant amount **EUR 2 000 000** per project.

The grant awarded may be lower than the amount requested.

The grant will be a lump sum grant. This means that it will reimburse a fixed amount, based on a lump sum or financing not linked to costs. The amount will be fixed by the granting authority on the basis of the estimated project budget and a funding rate of:

- For **small**-scale projects (topic: CREA-CULT-2021-**COOP-1**): funding rate of maximum **80%**.
- For **medium**-scale projects (topic: CREA-CULT-2021-**COOP-2**): funding rate of maximum **70%**.
- For **large**-scale projects (topic: CREA-CULT-2021-**COOP-3**): funding rate of maximum **60%**.

Budget categories and cost eligibility rules

The budget categories and cost eligibility rules are fixed in the Grant Agreement (*Data Sheet, point 3, art 6 and Annex 2*).

Budget categories for this call:

Lump sum contributions¹¹

Specific cost eligibility rules for this call:

- costs for financial support to third parties: can be included in the detailed budget table for grants and prizes; maximum amount per third party EUR 60 000

Reporting and payment arrangements

The reporting and payment arrangements are fixed in the Grant Agreement (*Data Sheet, point 4 and art 21 and 22*).

For **small**-scale projects (topic: CREA-CULT-2021-**COOP-1**) and **medium**-scale projects (topic: CREA-CULT-2021-**COOP-2**):

After grant signature, you will normally receive a **prefinancing** to start working on the project (float of normally **80%** of the maximum grant amount; exceptionally less or no prefinancing). The prefinancing will be paid 30 days from entry into force/financial guarantee (if required) – whichever is the latest

There will be no **interim payments**.

¹¹ [Decision](#) of 26 May 2021 authorising the use of lump sums for actions under the Creative Europe Programme.

Payment of the balance: At the end of the project, we will calculate your final grant amount. If the total of earlier payments is higher than the final grant amount, we will ask you (your coordinator) to pay back the difference (recovery).

All payments will be made to the coordinator.

Please note that you are responsible for keeping records on all the work done.

For **large-scale projects** (topic: CREA-CULT-2021-**COOP-3**):

After grant signature, you will normally receive a **prefinancing** to start working on the project (float of normally **40%** of the maximum grant amount; exceptionally less or no prefinancing). The prefinancing will be paid 30 days from entry into force/financial guarantee (if required) – whichever is the latest

There will be one or more **additional prefinancing** payments linked to a prefinancing report.

Payment of the balance: At the end of the project, we will calculate your final grant amount. If the total of earlier payments is higher than the final grant amount, we will ask you (your coordinator) to pay back the difference (recovery).

All payments will be made to the coordinator.

 Please be aware that payments will be automatically lowered if one of your consortium members has outstanding debts towards the EU (granting authority or other EU bodies). Such debts will be offset by us — in line with the conditions set out in the Grant Agreement (see *art 22*).

Please note that you are responsible for keeping records on all the work done.

Prefinancing guarantees

If a prefinancing guarantee is required, it will be fixed in the Grant Agreement (*Data Sheet, point 4*). The amount will be set during grant preparation and it will normally be equal to or lower than the prefinancing for your grant.

The guarantee should be in euro and issued by an approved bank/financial institution established in an EU Member State. If you are established in a non-EU country and would like to provide a guarantee from a bank/financial institution in your country, please contact us (this may be exceptionally accepted, if it offers equivalent security).

Amounts blocked in bank accounts will NOT be accepted as financial guarantees.

Prefinancing guarantees are formally NOT linked to individual consortium members, which means that you are free to organise how to provide the guarantee amount (*by one or several beneficiaries, for the overall amount or several guarantees for partial amounts, by the beneficiary concerned or by another beneficiary, etc*). It is however important that the requested amount is covered and that the guarantee(s) are sent to us in time to make the prefinancing (scanned copy via Portal AND original by post).

If agreed with us, the bank guarantee may be replaced by a guarantee from a third party.

The guarantee will be released at the end of the grant, in accordance with the conditions laid down in the Grant Agreement.

Certificates

Depending on the type of action, size of grant amount and type of beneficiaries, you may be requested to submit different certificates. The types, schedules and thresholds for each certificate are fixed in the grant agreement (*Data Sheet, point 4 and art 24*).

Liability regime for recoveries

The liability regime for recoveries will be fixed in the Grant Agreement (*Data Sheet point 4.4 and art 22*).

For beneficiaries, it is one of the following:

- limited joint and several liability with individual ceilings — *each beneficiary up to their maximum grant amount*
 - unconditional joint and several liability — *each beneficiary up to the maximum grant amount for the action*
- or
- individual financial responsibility — *each beneficiary only for their own debts*.

In addition, the granting authority may require joint and several liability of affiliated entities (with their beneficiary).

Provisions concerning the project implementation

IPR rules: *see Model Grant Agreement (art 16 and Annex 5)*:

- different rights of use of the granting authority on materials, documents and information received for policy, information, communication, dissemination and publicity purposes: Yes

Communication, dissemination and visibility of funding: *see Model Grant Agreement (art 17 and Annex 5)*:

- additional communication and dissemination activities: Yes
- special logos: Yes

Specific rules for carrying out the action: *see Model Grant Agreement (art 18 and Annex 5)*: n/a

Other specificities

n/a

Non-compliance and breach of contract

The Grant Agreement (chapter 5) provides for the measures we may take in case of breach of contract (and other non-compliance issues).



For more information, see [AGA — Annotated Grant Agreement](#).

11. How to submit an application

All proposals must be submitted directly online via the Funding & Tenders Portal Electronic Submission System. Paper applications are NOT accepted.

Submission is a **2-step process**:

a) **create a user account and register your organisation**

To use the Submission System (the only way to apply), all participants need to [create an EULogin user account](#).

Once you have an EULogin account, you can [register your organisation](#) in the Participant Register. When your registration is finalised, you will receive a 9-digit participant identification code (PIC).

b) **submit the proposal**

Access the Electronic Submission System via the Topic page in the [Search Funding & Tenders](#) section (or, for calls sent by invitation to submit a proposal, through the link provided in the invitation letter).

Submit your proposal in 4 parts, as follows:

- Part A includes administrative information about the applicant organisations (future coordinator, beneficiaries, affiliated entities and associated partners) and the summarised budget for the proposal. Fill it in directly online
- Part B (description of the action) covers the technical content of the proposal. Download the mandatory word template from the Submission System, fill it in and upload it as a PDF file
- Part C containing additional project data. To be filled in directly online.
- Annexes (*see section 5*). Upload them as PDF file (single or multiple depending on the slots). Excel upload is sometimes possible, depending on the file type.

The proposal must keep to the **page limits** (*see section 5*); excess pages will be disregarded.

Documents must be uploaded to the **right category** in the Submission System otherwise the proposal might be considered incomplete and thus inadmissible.

The proposal must be submitted **before the call deadline** (*see section 4*). After this deadline, the system is closed and proposals can no longer be submitted.

Once the proposal is submitted, you will receive a **confirmation e-mail** (with date and time of your application). If you do not receive this confirmation e-mail, it means your proposal has NOT been submitted. If you believe this is due to a fault in the Submission System, you should immediately file a complaint via the [IT Helpdesk webform](#), explaining the circumstances and attaching a copy of the proposal (and, if possible, screenshots to show what happened).

Details on processes and procedures are described in the [Online Manual](#). The Online Manual also contains the links to FAQs and detailed instructions regarding the Portal Electronic Exchange System.

12. Help

As far as possible, ***please try to find the answers you need yourself***, in this and the other documentation (we have limited resources for handling direct enquiries):

- [Online Manual](#)
- FAQs on the Topic page (for call-specific questions in open calls; not applicable for actions by invitation)
- [Portal FAQ](#) (for general questions).

Please also consult the Topic page regularly, since we will use it to publish call updates. (For invitations, we will contact you directly in case of a call update).

Contact

For individual questions on the Portal Submission System, please contact the [IT Helpdesk](#).

Non-IT related questions should be sent to the following email address: FACEA-CREATIVE-EUROPE-COOPERATIONPROJECTS@ec.europa.eu.

Please indicate clearly the reference of the call and topic to which your question relates (*see cover page*).

13. Important



IMPORTANT

- **Don't wait until the end** — Complete your application sufficiently in advance of the deadline to avoid any last minute **technical problems**. Problems due to last minute submissions (*e.g. congestion, etc*) will be entirely at your risk. Call deadlines can NOT be extended.
- **Consult** the Portal Topic page regularly. We will use it to publish updates and additional information on the call (call and topic updates).
- **Funding & Tenders Portal Electronic Exchange System** — By submitting the application, all participants **accept** to use the electronic exchange system in accordance with the [Portal Terms & Conditions](#).
- **Registration** — Before submitting the application, all beneficiaries, affiliated entities and associated partners must be registered in the [Participant Register](#). The participant identification code (PIC) (one per participant) is mandatory for the Application Form.
- **Consortium roles** — When setting up your consortium, you should think of organisations that help you reach objectives and solve problems.

The roles should be attributed according to the level of participation in the project. Main participants should participate as **beneficiaries** or **affiliated entities**; other entities can participate as associated partners, subcontractors, third parties giving in-kind contributions. **Associated partners** and third parties giving in-kind contributions should bear their own costs (they will not become formal recipients of EU funding). **Subcontracting** should normally constitute a limited part and must be performed by third parties (not by one of the beneficiaries/affiliated entities). Subcontracting going beyond 30% of the total eligible costs must be justified in the application.

- **Coordinator** — In multi-beneficiary grants, the beneficiaries participate as consortium (group of beneficiaries). They will have to choose a coordinator, who will take care of the project management and coordination and will represent the consortium towards the granting authority. In mono-beneficiary grants, the single beneficiary will automatically be coordinator.
- **Affiliated entities** — Applicants may participate with affiliated entities (i.e. entities linked to a beneficiary which participate in the action with similar rights and obligations as the beneficiaries, but do not sign the grant and therefore do not become beneficiaries themselves). They will get a part of the grant money and must therefore comply with all the call conditions and be validated (just like beneficiaries); but they do not count towards the minimum eligibility criteria for consortium composition (if any).
- **Associated partners** — Applicants may participate with associated partners (i.e. partner organisations which participate in the action but without the right to get grant money). They participate without funding and therefore do not need to be validated.
- **Consortium agreement** — For practical and legal reasons it is recommended to set up internal arrangements that allow you to deal with exceptional or unforeseen circumstances (in all cases, even if not mandatory under the Grant Agreement). The consortium agreement also gives you the possibility to redistribute the grant money according to your own consortium-internal principles and parameters (for instance, one beneficiary can reattribute its grant money to another beneficiary). The consortium agreement thus allows you to customise the EU grant to the needs inside your consortium and can also help to protect you in case of disputes.

- **Balanced project budget** — Grant applications must ensure a balanced project budget and sufficient other resources to implement the project successfully (*e.g. own contributions, income generated by the action, financial contributions from third parties, etc*). You may be requested to lower your estimated costs, if they are ineligible (including excessive).
- **No-profit rule** — Grants may NOT give a profit (i.e. surplus of revenues + EU grant over costs). This will be checked by us at the end of the project.
- **No double funding** — There is a strict prohibition of double funding from the EU budget (except under EU Synergies actions). Outside such Synergies actions, any given action may receive only ONE grant from the EU budget and cost items may under NO circumstances declared to two different EU actions.
- **Completed/ongoing projects** — Proposals for projects that have already been completed will be rejected; proposals for projects that have already started will be assessed on a case-by-case basis (in this case, no costs can be reimbursed for activities that took place before the project starting date/proposal submission).
- **Combination with EU operating grants** — Combination with EU operating grants is possible, if the project remains outside the operating grant work programme and you make sure that cost items are clearly separated in your accounting and NOT declared twice (see [AGA — Annotated Model Grant Agreement, art 6.2.E](#)).
- **Multiple proposals** — Applicants cannot submit more than one proposal under this call. Multiple proposals will be rejected.
- **Resubmission** — Proposals may be changed and re-submitted until the deadline for submission.
- **Rejection** — By submitting the application, all applicants accept the call conditions set out in this this Call Document (and the documents it refers to). Proposals that do not comply with all the call conditions will be **rejected**. This applies also to applicants: All applicants need to fulfil the criteria; if any one of them doesn't, they must be replaced or the entire proposal will be rejected.
- **Cancellation** — There may be circumstances which may require the cancellation of the call. In this case, you will be informed via a call or topic update. Please note that cancellations are without entitlement to compensation.
- **Language** — You can submit your proposal in any official EU language (project abstract/summary should however always be in English). For reasons of efficiency, we strongly advise you to use English for the entire application. If you need the call documentation in another official EU language, please submit a request within 10 days after call publication (for the contact information, see *section 12*).

- **Transparency** — In accordance with Article 38 of the [EU Financial Regulation](#), information about EU grants awarded is published each year on the [Europa website](#).

This includes:

- beneficiary names
- beneficiary addresses
- the purpose for which the grant was awarded
- the maximum amount awarded.

The publication can exceptionally be waived (on reasoned and duly substantiated request), if there is a risk that the disclosure could jeopardise your rights and freedoms under the EU Charter of Fundamental Rights or harm your commercial interests.

- **Data protection** — The submission of a proposal under this call involves the collection, use and processing of personal data. This data will be processed in accordance with the applicable legal framework. It will be processed solely for the purpose of evaluating your proposal, subsequent management of your grant and, if needed, programme monitoring, evaluation and communication. Details are explained in the [Funding & Tenders Portal Privacy Statement](#).