



CALL FOR PROPOSALS – EAC/S48/2017

Organisation and implementation of the annual European Heritage Awards (2019-2021)

1. INTRODUCTION – BACKGROUND

The European Union's role in the cultural area is specified in [Article 167 of the Treaty of the Functioning of the EU](#). The European Commission's activities in this area are framed in particular by the [European Agenda for Culture](#), which aims to reinforce the role and position of culture in an increasingly globalised world. The role of the European Commission (hereafter “the Commission”) is to help address common challenges, such as the impact of the digital shift, changing models of cultural governance, and the need to support the innovation potential of the cultural and creative sectors. The Commission is committed to promoting cultural diversity, protecting cultural heritage, easing obstacles to the mobility of cultural professionals, and supporting the contribution of cultural and creative industries to boosting growth and jobs across the EU, in line with the principles of the European Agenda for Culture. Understanding and preserving our cultural heritage and diversity are pre-requisites to maintain our cultural community, our common values and identity.

Following the Gothenburg summit in November¹ and the European Council in December 2017², culture has gained an important momentum in EU policy. However, important work still lies ahead with the preparation of the New European Agenda for Culture, the Work Plan for culture 2019-2022, and in working to secure a favourable budget for culture and cultural heritage within the new long-term EU Budget.

Since 2014 the EU programme "Creative Europe" (hereafter “the Programme”) ³ has served as a consolidated framework programme in support of Europe's cultural and audiovisual sectors. It shall support actions and activities with a European added value in the cultural and creative sectors. The “EU Prize for cultural heritage” which will be awarded in the future under the new name “European Heritage Awards” is one of the “Special Actions”⁴ foreseen under the Culture Sub-programme designed to make the richness and diversity of European cultures more visible and to stimulate intercultural dialogue and mutual understanding. According to the Creative Europe Work Programme

¹ Following the request from the Leaders' meeting in Gothenburg in November 2017, the Commission is currently preparing an initiative for a New European Agenda for Culture, scheduled for adoption before summer 2018.

² <http://data.consilium.europa.eu/doc/document/ST-19-2017-REV-1/en/pdf>

³ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2013:347:0221:0237:EN:PDF>

⁴ https://ec.europa.eu/programmes/creative-europe/actions_en

for 2018, C(2017)6002, adopted by Commission Decision of 6 September 2017 and revised by C(2018)2290 of 23 April 2018⁵ (index reference 2.18) the European Heritage Awards seek to:

- Highlight recent, excellent examples of heritage care;
- Foster educational aspects and build on the digital qualities of the awarded sites;
- Showcase remarkable efforts made in raising awareness about cultural heritage and its value to the European society and economy.

This is in line with the renewed focus on heritage, the 2018 European Year of Cultural Heritage (EYCH)⁶ which is an opportunity to increase awareness of the importance of culture and cultural heritage and, in particular, to recall that cultural heritage belongs to all. It is also the moment to highlight the strong economic role that cultural heritage plays, e.g fostering tourism and contributing to sustainable regional development which creates jobs. It provides an occasion to show how digital tools can broaden access to cultural material and opportunities. Therefore it is important to keep that momentum and to continue our common efforts to preserve cultural heritage and foster a sense of a European identity and culture. EU cooperation on culture will be strengthened in the future under a New European Agenda for Culture⁷ which will include an Action Plan on Cultural Heritage. The European Heritage Award will be one of the instruments to promote the spirit of the year in the future. For this reason the contribution of the Commission in 2018 for the European Heritage Award 2019 is raised to EUR 400 000,00 in order to have an increased focus and showcase the very best practices of Europe related to heritage conservation, management, research, education and communication.

In the context of the preparations of the next long-term EU Budget post-2020, discussions on the future EU programme for culture have started.⁸

2. OBJECTIVE(S) – THEME(S) – PRIORITIES

2.1. General Objectives

The purpose of this call for proposals is to select an organisation/consortium capable of organising the European Heritage Awards for the Commission for the period 2019-2021 (as of the 2019 edition with preparatory work in 2018). The work entails the organisation of procedures for the selection of the award winners, the organisation of the award ceremony and the promotion of the awards and their winners. Emphasis should be given to a greater visibility of the awards through communication and network activities within the sector to exchange information and best practices. The successful applicant will be invited to sign a framework partnership agreement for a maximum period of four years

⁵ https://ec.europa.eu/programmes/creative-europe/annual-work-programmes_en

⁶ https://ec.europa.eu/culture/european-year-cultural-heritage-2018_en

⁷ https://ec.europa.eu/culture/news/new-european-agenda-culture_en

⁸ The Commission's proposals for the next MFF and the next generations of EU programmes have been published in May/June 2018.

(i.e. four annual editions of the awards), subject to an annual confirmation from the Commission.

The European Heritage Awards serve to raise awareness of the issues and challenges facing the sector, to recognise achievements in service to protect European cultural heritage and to encourage a greater appreciation of European cultural heritage. Therefore, the objective of the prize is to highlight recent, excellent examples of heritage conservation, including reuse, and to showcase remarkable efforts made through awareness raising – also in the educational sense - about our cultural heritage and its value to the European society and economy. Furthermore, there is a need to promote high quality practices in the field of cultural heritage work, ensuring the continuity of a long-standing tradition of European excellence through professional training in this field. This could also encourage the exchange of best practices and the export of European skills and expertise to international markets. The prize should valorise outstanding research, which leads to tangible effects in the conservation and enhancement of cultural heritage in Europe and encourages the citizens' engagement.

The EU has been co-funding the EU prize for cultural heritage since 2002 through the EU Culture Programme as a "Special Action"⁹. Being supported within the framework of the Creative Europe programme, the conditions for participation are determined in the regulation establishing this programme¹⁰, e.g. the prize is open to EU Member States and to other countries participating in the Creative Europe programme as long as they meet the conditions referred to in Article 8 of the above-mentioned regulation.

The aim of this call for proposals is to ensure the continuation of the EU Prize for cultural heritage under the new name European Heritage Awards beyond the 2018 edition and to be coherent with the objectives of the EYCH.

2.2. Outputs

More specifically, the aim of the call for proposals is to select an organisation/consortium that will:

- (a) Implement a solid and credible mechanism to select European cultural heritage projects that illustrate the aim of the prize for tangible, intangible, natural and digital heritage;
- (b) Award together with the Commission projects and personalities according to different categories (conservation, research and innovation, dedicated service and education, training and awareness-raising) with the European Cultural Heritage Awards and among those laureates at least seven Grand Prix laureates receiving prize money of at least EUR 10 000,00 each (see section 13.7d);
- (c) Organise communication activities, including an annual high quality and visible awards ceremony as of the 2019 edition. This ceremony should showcase the talent and creativity that exists in the field of cultural heritage in Europe;
- (d) Sustain a momentum ensuring high visibility for the prize, the laureates and the values that the prize promote in between the award ceremonies and engage

⁹ https://ec.europa.eu/programmes/creative-europe/actions/heritage-prize_en

¹⁰ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2013:347:0221:0237:EN:PDF>

different target groups for the prize in an inclusive way¹¹, including European citizens in general and younger people and underrepresented people in particular;

- (e) Develop networking and partnership activities with a view to ensuring the sustainable impact of the prize, including a visible linkage with the European Heritage Days (EHD)¹² and the European Heritage Label (EHL)¹³:

3. FRAMEWORK PARTNERSHIP AGREEMENT

The Commission will support the European Heritage Awards through a three year Framework Partnership Agreement (FPA) for the period 2019-2021 (as of the 2019 edition with preparatory work in 2018 - and until and including the 2021 edition with preparatory work in 2020), subject to the availability of funds.

The FPA will set out the conditions governing annual grants for the action, on the basis of a three year strategic plan. The FPA defines the respective roles and responsibilities of the Commission and the selected organisation(s) in implementing the partnership. It presents the common objectives agreed by the organisation(s) and the Commission, the type of activities envisaged, the procedure to conclude a specific agreement for an annual grant for the action as well as the general rights and the obligations of each party under the grant specific agreements. This FPA does not constitute an obligation for the Commission to conclude a specific agreement for an annual grant for the action.

The organisation(s) is/are required to submit a work plan for the FPA period as part of the application for the FPA. The work plan of the organisation(s) shall comprise an overall description of activities and outputs for the entire period of the FPA, and a description of how these will be divided into yearly work plans.

In addition, a detailed annual work plan is requested for the first year (2019 prize), which will be subject to a specific grant agreement.

For years 2 and 3, the Commission will invite the organisation(s) with whom the FPA has been signed, to provide annually a detailed work plan for the next year of operation and a corresponding budget in order to conclude specific agreements for a grant for the action for each year of operation.

Please note that concluding the specific agreement for a grant for the action is subject to the Commission's assessment of the detailed annual work plan and the corresponding detailed budget, and of the annual activity report for the previous year, as well as to the availability of budgetary appropriations.

¹¹ See also the UN-Sustainable Development Goals
http://www.undp.org/content/dam/undp/library/corporate/brochure/SDGs_Booklet_Web_En.pdf

¹² https://ec.europa.eu/programmes/creative-europe/actions/heritage-days_en

¹³ https://ec.europa.eu/programmes/creative-europe/actions/heritage-label_en

4. AWARD OF SPECIFIC GRANT AGREEMENTS

In order to ensure that the FPA activities get off to a timely start, a detailed work plan describing the action and an estimated budget is required for the first year of the action (2019 prize), which will be subject to a specific grant agreement concluded after signature of the FPA. The work plan for the first year should demonstrate how the applicant intends to implement the FPA work plan; it will be subject to a separate evaluation and award decision.

Subject to the availability of funds, the Commission will ask the successful organisation or consortium to provide detailed annual work plans and budgets in order to conclude specific agreements for an action grant for the two following years of the prize. The work plans for each following year will be assessed against the award criteria set out in this call (see section 11).

The conclusion of specific agreements for an action grant is subject to the Commission's assessment of the detailed annual work plans and budgets, and to the availability of budgetary appropriations.

5. TIMETABLE

	Stages	Date and time or indicative period
a)	Publication of the call	End of June/2018
b)	Deadline for submitting applications	17/08/2018 13:00 CET
c)	Evaluation period	September 2018
d)	Information to applicants	October 2018
e)	Signature of framework partnership agreement	November 2018
f)	Signature of specific grant agreement	November / December 2018
g)	Starting date of the action	November / December 2018

6. BUDGET AVAILABLE

The total budget for the co-financing of this action for the period 2019-2021 is estimated to 1 200 000,00 EUR.

For the 1st specific grant agreement (to be signed in 2018 for the 2019 edition of the prize), the budget is estimated at 400 000,00 EUR.

For the next years and future specific agreements, the budget is subject to the availability of the appropriations provided for in the draft budget after the adoption of the annual budget by the budgetary authority.

The EU grant is limited to a maximum co-financing rate of 80 % of eligible costs. The appropriations for the subsequent years will be confirmed at a later stage.

This budget should cover activities in accordance with the objectives (section 2), including the prize money for at least the seven Grand Prix of at least 10 000,00 EUR each.

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

7. ADMISSIBILITY REQUIREMENTS

- Applications must be sent no later than the deadline for submitting applications referred to in section 5.
- Applications must be submitted in writing (see section 16), using the application form.
- 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.

8. ELIGIBILITY CRITERIA¹⁴

8.1. Eligible applicants

This call is open only to legal entities. The call is open to public or private organisations whose chief activity lies in the field of cultural heritage and which have at least five years proven experience in organising activities and events at a European level in this field.

Natural persons are not eligible.

Several legal entities forming together one legal entity or 'sole beneficiary' which may, or may not, have been specifically established for carrying out the action (e.g. groupings, joint ventures) may take part in the action. Legal entities having a legal or capital link with applicants, which is neither limited to the action nor established for the sole purpose of its implementation, may take part in the action as affiliated entities, and may declare eligible costs as specified in section 13.1.

For that purpose, applicants shall identify such affiliated entities in the application form.

Only applications from entities established in EU Members States or in the countries mentioned in Article 8 of the regulation establishing the Creative Europe programme¹⁵ are eligible, provided that, for the latter, on the date referred to in section 4b) of this call, agreements have been signed setting out the arrangements for the participation of those countries in the Culture sub-programme, including the Prizes under the Special Actions. The updated list of non-EU countries that participate in the Creative Europe programme can be found at <https://eacea.ec.europa.eu/sites/eacea-site/files/06022017-eligible-countries.pdf>.

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

¹⁴ Article 131 FR, 201 RAP

¹⁵ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2013:347:0221:0237:EN:PDF>

continue to be eligible, you will cease to receive EU funding (while continuing, where possible, to participate) or be required to leave the project on the basis of Article II.17 of the Framework partnership agreement.

In the event that the activities are to be implemented by several entities working together, i.e. a 'consortium', the legal entities must comply with the eligibility, non-exclusion and selection criteria set out in this call for proposals. All the legal entities forming the consortium must be identified in the application.

For the purpose of declaring eligible costs as specified under section 13.1, the entities composing the applicant shall be treated as affiliated entities.

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

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

8.2. Eligible activities

Types of activities eligible under this call for proposals:

- Organisation and awarding of a prize for different prize categories including development and implementation of a selection mechanism and an award ceremony;
- Measures proposed to create a momentum between the award ceremonies combined with follow-up activities in line with the EYCH 2018;
- Communication and audience development activities,
- Networking and partnership activities, including with EHD and EHL.

Implementation period

It is expected that the starting date of the action will be November / December 2018. It is expected to sign 3 consecutive specific agreements under this Framework Grant Agreement. The duration of the period of eligibility of costs of each specific grant agreement will be no longer than 12 months. No extension to the period of eligibility of costs beyond the maximum duration will be granted.

Under duly justified circumstances, and only upon express agreement of the European Commission, the applicant may start the project before the framework partnership and specific agreement are signed. This request should be made before the signature of the specific agreement. However, under no circumstances can the project start before the deadline for submission indicated in section 5 of this Call for Proposals.

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

9. EXCLUSION CRITERIA

9.1. 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.

9.2. Remedial measures

If an applicant declares one of the situations of exclusion listed above (see section 9.4), 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 9.1.

9.3. 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 9.1¹⁶;
- 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.

The same exclusion criteria apply to affiliated entities.

Administrative and financial penalties may be imposed on applicants, or affiliated entities where applicable, who are guilty of misrepresentation.

9.4. Supporting documents¹⁷

Applicants and affiliated entities must provide a declaration on their honour certifying that they are not in one of the situations referred to in articles 106(1) and 107 FR, by filling in the relevant form attached to the application form accompanying the call for proposals and available as annex 2.

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

a) for mono beneficiary grants

The applicant signs a declaration in its name and on behalf of its affiliated entities.

b) for multi beneficiaries grants

The coordinator of a consortium signs a declaration on behalf of all applicants and their affiliated entities.

10. SELECTION CRITERIA¹⁸

10.1. Financial capacity¹⁹

The financial capacity will be assessed based on the following methodology: see annexe 7.

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:

Grants with a pre-financing value of 600 000,00 EUR or less

For grants of this type, proof of financial capacity is constituted by a declaration on the honour by the grant applicant (see Annex 2).

However, in case of doubt and only for grants exceeding 60 000,00 EUR, the assessment committee reserves the right to request supporting documents and to carry out a financial analysis as described at point 4 of annex 7 (cf. Article 131(3) of the FR)

¹⁶ Article 106 FR

¹⁷ Article 197 RAP

¹⁸ Article 132 FR, 202 RAP

¹⁹ Article 131, 132 FR, 202 RAP.

Moreover for grants exceeding 60 000,00 EUR, entities falling into one of the high-risk categories mentioned at point 3.1 of annex 7 must provide proof of their financial capacity and are required to undergo the financial analysis provided for in point 4 of the same annex 7.

In the case of legal entities forming **one** applicant (“the sole applicant”, as specified in section 8.1), 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;
- 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.

10.2. Operational capacity²⁰

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

Applicants must demonstrate:

- Proven experience of minimum 5 years within the Heritage sector
- Access to Heritage stakeholders in all participating countries under the Creative Europe Programme in order to identify eligible quality Heritage works,
- Proven experience in organizing events and communication activities at European level,
- Proven experience of managing at least 2 European projects over the last 5 years,
- Ability to communicate fluently in at least two EU languages including English (C1 level).

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

- curriculum vitae or description of the profile of the people primarily responsible for managing and implementing the operation (accompanied where appropriate, like in the field of research and education, by a list of relevant publications);
- the organisation's activity reports;
- 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;

²⁰ Article 131 FR, 202 RAP.

In the case of legal entities forming **one** applicant (the "sole" applicant), as specified in section 8.1, the above requirements apply to each one of those entities.

11. AWARD CRITERIA²¹

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

A. Relevance of the proposal, its compliance to the objectives of the call (30 points)

This criterion will assess:

- (i) the nature and suitability of the mechanisms proposed to select the winners, with a view to ensuring a balanced geographic spread and developing the credibility of the Prize and, where suitable,
- (ii) the suitability of the concept proposed for the award ceremony with a view to ensuring a high quality and accessible event. This means reaching out for different target groups for the Prize in an inclusive way, including European citizens in general and younger people and underrepresented people in particular.

B. Suitability of visibility and communication activities (30 points)

This criterion will assess:

- (i) the nature and quality of the strategy proposed to create a momentum and raise awareness about the Prize with a view to enhancing the recognition and reputation of the Prize within its sector, the media and the general public and to raising its impact, via the use (amongst other means) of media partnerships, social media and new technologies, in order to:
 - 1) reinforce the branding acquired so far by the Prize among professionals of its sector, and
 - 2) develop further awareness of the Prize among the media and the general public as far as possible and stimulate engagement of diverse audiences;
- (ii) the measures proposed to make the support of the European Union visible in the promotional tools and during and after the award ceremony.

C. Impact on key stakeholders of the sector and relevant partners (20 points)

This criterion will assess:

- (i) the proposed strategy to ensure optimal involvement and effective mobilization of key stakeholders of the relevant sector(s) with a view to further promoting the Prize within the sector(s), the proposed strategy to ensure effective mobilization of stakeholders and partners, including sponsors, with a view to linking the Prize and the winners with other relevant and highly visible initiatives thereby reaching new target groups in Europe and beyond and

²¹ Article 132 FR, 203 RAP

(iii) the quality and creativity of the proposed cooperation with the sector and other relevant sectors through networking activities with a view to achieving a multiplier effect.

D. Effectiveness of the proposed methodology and organisation of the Prize (20 points)

This criterion will assess:

- (i) The quality of the work plan and time schedule, including decision-making structures and the organisation of partnerships with the relevant sector;
- (ii) The appropriateness of the human resources allocation;
- (iii) The relevance and allocation of the budget²² with regard to the planned activities (only relevant for the evaluation of the 2018-2019 detailed work plan in view of the specific agreement).

The applications will be evaluated by an internal evaluation committee of the European Commission. A ranked list of applications will be established for those scoring **at least:**

- **70 points** in total, **and**
 - **20 points** for criterion A,
 - **20 points** for criteria B
 - **15 points** for criteria C,
 - **15 points** for criterion D.

The Commission will use this list when selecting the successful applicant for establishing this partnership agreement.

The award criteria found in this section (section 11) will be also used to assess the detailed annual work plans and their corresponding budgets in order to conclude specific agreements for an action grant under the partnership agreement.

12. LEGAL COMMITMENTS²³

In the event the application for framework partnership is selected, a framework partnership agreement detailing the conditions of cooperation will be sent to the applicant, as well as information on the procedure to formalise the agreement of the parties.

13. FINANCIAL PROVISIONS

13.1 Eligible costs

Eligible costs shall meet all the following criteria:

²² Template provided in Annex 3

²³ Article 121 FR, 174 RAP.

- they are incurred by the beneficiary.
- they are incurred during the duration of the action, with the exception of costs relating to final reports and audit certificates;
 - The period of eligibility of costs will start as specified in the grant agreement.
 - If a beneficiary can demonstrate the need to start the action before the agreement is signed, the costs eligibility period may start before that signature. Under no circumstances can the eligibility period start before the date of submission of the grant application.
- they are indicated in the estimated budget;
- 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.

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

Eligible costs may be direct or indirect.

13.1.1. Eligible direct costs

The eligible direct costs for the action are those costs 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 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.*

13.1.2. Eligible indirect costs (overheads)²⁴

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 %²⁵ 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.

13.2 Ineligible costs

- a) *return on capital and dividends paid by a beneficiary;*
- b) *debt and debt service charges;*

²⁴ *Indirect costs do not apply to operating grants.*

²⁵ *Unless otherwise indicated in a basic act or authorised by a Commission decision, the flat-rate for indirect costs is up to a maximum of 7% (Article 124(4) FR).*

- 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.*

13.3 Reimbursement of costs actually incurred²⁶

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

13.4 Balanced budget²⁷

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

The budget must be drawn up in euros.

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

The applicant must ensure that the resources which are necessary to carry out the action are not 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,
- 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

²⁶ Article 126 FR

²⁷ Article 196.2 RAP

the consortium.²⁸ The corresponding costs of third parties are not eligible under the grant, e.g. volunteer work, providing a meeting room for free, etc.²⁹

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.

13.5 Calculation of the final grant amount

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

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

The amount under step 1 is obtained by application of the reimbursement rate specified in section 11.3. 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.

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:

²⁸ Article 127 FR

²⁹ Please note that in actions where the grant is calculated in proportion to the total *eligible* costs (e.g. 80 % of the eligible costs) it is expected that all costs serving as a basis for calculating this proportion are eligible, this is to say incurred by the beneficiary and not by third parties. As a result the part of the costs not financed by the EU (e.g. the remaining 20 %) must be eligible too and could not be covered by the contributions in kind. Therefore, you can consider this option only in cases where the EU finances 100 % of the eligible costs and the co-financing principle must be complied with (e.g. for actions outside the external actions domain).

- (a) income generated by the action;
- (b) financial contributions given by third parties to a beneficiary or to an affiliated entity, 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.

13.6 Reporting and payment arrangements³⁰

13.6.1 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:

³⁰ Article 90, 135 FR, 207 RAP.

Payment request	Accompanying documents
A pre-financing payment ³¹ corresponding to 70 % of the grant amount	
<p>Payment of the balance</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 order³².</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</p>

In case of a weak financial capacity section 10.1 above applies.

13.7 Other financial conditions

a) Non-cumulative award³³

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.³⁴

b) Non-retroactivity³⁵

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/subcontracting³⁶

³¹ Article 109, 110 RAP

³² Article 109, 110 RAP

³³ Article 129 FR

³⁴ Article 196.4 RAP

³⁵ Article 130 FR

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.

Entities acting in their capacity of contracting authorities in the meaning of Directive 2014/24/EU³⁷ or contracting entities in the meaning of Directive 2014/25/EU³⁸ 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 parties³⁹

The applications may envisage provision of financial support to third parties in the form of a prize and should define the conditions as part of the applicant's proposal. Therefore the applications must include

- (a) the conditions for participation;**
- (b) the award criteria;**

³⁶ Article 137 FR, 209 RAP

³⁷ 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

³⁸ 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

³⁹ Article 137 FR, 210 RAP

(c) the amount of the prize for each sub-category

(d) the payment arrangements.

14. PUBLICITY

14.1 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 logo of the Creative Europe Programme on all their publications, posters, programmes and other products realised under the co-financed project.

To do this they must use the text, the emblem and the disclaimer available at http://ec.europa.eu/dgs/communication/services/visual_identity/index_en.htm and the European Commission's visual identity guidelines. For further details you may also contact comm-visual-identity@ec.europa.eu.

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

14.2 By the Commission⁴⁰

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 level⁴¹ 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.

15. 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

⁴⁰ Article 35, 128.3 FR, 21, 191 RAP.

⁴¹ European Union Official Journal L 39, of 10 February 2007.

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 Barbara Gessler, Head of Unit EAC.D.2.

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 966/2012⁴² (for more information see the Privacy Statement on:

[HTTP://EC.EUROPA.EU/BUDGET/LIBRARY/EXPLAINED/MANAGEMENT/PROTECTING/PRIVACY STATEMENT EDES EN.PDF](http://ec.europa.eu/budget/library/explained/management/protecting/privacy_statement_edes_en.pdf)

16. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

Proposals must be submitted by the deadline set out under section 5.

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 process⁴³.

Applicants will be informed in writing about the results of the selection process.⁴⁴

Submission on paper

Application forms are available as an annex to this call for proposals.

Applications must be submitted in the correct form, duly completed and dated. They must be submitted in 4 copies (one original clearly identified as such, plus 3 copies and one electronic copy) and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation.

Offers must be submitted in a sealed envelope itself enclosed within a second sealed envelope. The inner envelope must bear: "CALL FOR PROPOSALS — EAC/S48/2017 — Not to be opened by the mail service".

Applications must be sent to the following address⁴⁵:

European Commission — Directorate-General for Education, Youth, Sport and Culture
Directorate D — Culture and creativity- Unit Creative Europe
CALL EAC/S48/2017
Mrs Barbara Gessler
J-70 – 2/019
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, e-mail or on USB key will not be accepted.

⁴² <http://eur-lex.europa.eu/legal-content/EN/ALL/?uri=celex%3A32012R0966>

⁴³ Article 96 FR

⁴⁴ Article 133 FR, 205 RAP

⁴⁵ Article 195.3 RAP

Contacts

The contact point for any questions is: EAC-CALL-D2@ec.europa.eu

Annexes:

- Annex 1) Application form including checklist of documents to be provided
- Annex 2) Declaration on the honour
- Annex 3) Budget forms for information on estimated budget for the first edition of the Prize (period 2018-2019), to be completed
- Annex 4) Model framework partnership agreement and model specific grant agreement, for information
- Annex 5) Financial statement
- Annex 6) List of supporting documents (list of invoices for the submission of final financial reports)
- Annex 7) Methodology on financial capacity

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.