



EUROPEAN COMMISSION  
Directorate-General for Education, Youth, Sport and Culture  
Culture and Creativity  
**Creative Europe**

Call for proposals EAC/S06/2019

MOBILITY SCHEME FOR ARTISTS AND/OR  
CULTURAL PROFESSIONALS

Creative Europe Programme

# CALL FOR PROPOSALS

EAC/S06/2019

## MOBILITY SCHEME FOR ARTISTS AND/OR CULTURAL PROFESSIONALS

### 1. INTRODUCTION – BACKGROUND

International mobility of people, as well as the free flow of ideas, is central to the European Union project. Recent studies<sup>1</sup> and literature illustrate the importance and impact of mobility for the professional development of artists and/or cultural professionals; to get inspiration, to boost creativity, to promote ideas and circulation of artistic works, to develop and reach new markets, to get visibility and recognition, and even to increase collaborations and job opportunities.

Artistic and cultural mobility has increasingly received policy attention at European Union (hereinafter: EU) and national levels. The European Union's role in the culture area is defined in Article 167 of the Treaty of the Functioning of the EU. Mobility has always been a policy priority under the European Agenda for Culture<sup>2</sup> and a crucial component of the Creative Europe programme. The new Work plan for Culture (2019-2022)<sup>3</sup> considers mobility as a key factor in improving social cohesion and well-being in European societies and a strong contributor to international cultural relations. Recently, Culture ministers from several Member States have explicitly called upon the European Commission to investigate the possibility of setting up a specific mobility action for artists and culture professionals<sup>4</sup>.

Some opportunities for cross-border mobility of artists and/or cultural professionals already exist with the support of public institutions, private foundations and/or NGOs, at local, regional, national, European and international level. At national level, however, a

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<sup>1</sup> Research for CULT Committee - Mobility of artists and culture professionals: towards a European policy framework. [http://www.europarl.europa.eu/RegData/etudes/STUD/2018/617500/IPOL\\_STU\(2018\)617500\\_EN.pdf](http://www.europarl.europa.eu/RegData/etudes/STUD/2018/617500/IPOL_STU(2018)617500_EN.pdf)

<sup>2</sup> COMMUNICATION FROM THE COMMISSION TO THE EUROPEAN PARLIAMENT, THE EUROPEAN COUNCIL, THE COUNCIL, THE EUROPEAN ECONOMIC AND SOCIAL COMMITTEE AND THE COMMITTEE OF THE REGIONS: A New European Agenda for Culture. (COM(2018) 267 final). [https://ec.europa.eu/culture/sites/culture/files/commission\\_communication\\_-\\_a\\_new\\_european\\_agenda\\_for\\_culture\\_2018.pdf](https://ec.europa.eu/culture/sites/culture/files/commission_communication_-_a_new_european_agenda_for_culture_2018.pdf)

<sup>3</sup> Council of the European Union, Council Conclusions on the Work Plan for Culture 2019-2022, [https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52018XG1221\(01\)&qid=1557128709698&from=EN](https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52018XG1221(01)&qid=1557128709698&from=EN)

<sup>4</sup> Europe of Culture: meeting of European Ministers of Culture: <http://traduction.culture.gouv.fr/url/Result.aspx?to=en&url=http%3A%2F%2Fwww.culture.gouv.fr%2FThematiques%2FEurope-et-international%2FEurope-de-la-Culture-reunion-de-ministres-de-la-Culture-europeens>

recent survey from *On the Move*<sup>5</sup>, reports that only five countries, all in northern Europe, provide support to 50% of all mobility for artists in the EU<sup>6</sup>. On the other hand, in six countries<sup>7</sup>, mainly in southern Europe, there is a huge deficit for such opportunities. At EU level, several EU programmes and funding instruments offer various opportunities for cross-border mobility activities that may include the cultural and creative sectors.

Erasmus+ primarily supports transnational mobility for education, learning and training. Erasmus for Young Entrepreneurs supports the mobility of young creative entrepreneurs and the European Solidarity Corps offers individual mobility opportunities for employees, trainees, apprentices and volunteers to be engaged in solidarity-related activities in a wide range of sectors, including culture.

The Creative Europe programme supports the mobility of artists and/or cultural professionals in a more targeted way, but only in the context of cooperation projects and platforms.

Evidence from the cultural sectors however, indicates shortcomings in this already existing support for mobility at EU level. Most important is the lack of result-oriented opportunities, as well as the fact that currently none of the above Programmes specifically targets the mobility of artists and/or cultural professionals per se. In addition to this, the existing fragmentation between sectors, countries, generations, information, opportunities and support, has a negative impact on the artists' and cultural professionals' careers. Limited access and obstacles to international mobility are hampering the potential of the creative sector to contribute to the EU's social, economic and integration ambitions, and to the building of a strong internal market and of a European society rooted in shared values and common cultural heritage.

Investing in a dedicated and flexible mobility scheme at EU level targeting artists' and culture professionals' capacity to co-create and cooperate beyond the traditional transnational experience could therefore help address the shortcomings in existing mobility support schemes and unleash the potential of the culture and creative sector to contribute to the EU's ambitions and values. A dedicated EU mobility scheme for artists and cultural professionals could for instance focus on co-creating or collaborating in a sector; drawing new audience; inter-sectoral experimentation; cooperation between more established older artists and less established, younger ones; reducing restrictions based on nationality and educational qualifications, adjusting geographical imbalances, lack of reliable information, etc.

This Call for Proposals (hereinafter also “the Call”) is the second initiative taken by the European Commission in organising mobility for artist, which attempts to address these

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<sup>5</sup> <https://www.i-portunus.eu/wp-fuut/wp-content/uploads/2019/04/OS-final.pdf>

<sup>6</sup> <https://www.i-portunus.eu/wp-fuut/wp-content/uploads/2019/04/OS-final.pdf>. page 39

<sup>7</sup> <https://www.i-portunus.eu/wp-fuut/wp-content/uploads/2019/04/OS-final.pdf>. page 45

shortcomings in line with section 5.03 of the 2019 Annual Work Programme for the implementation of the Creative Europe Programme<sup>8</sup>.

The first initiative has resulted in the pilot scheme *i-Portunus*<sup>9</sup>, which is currently implemented, following a Call for Tenders<sup>10</sup> by a consortium tasked to develop a portal to receive and manage applications for EU support for the mobility of artists and cultural professionals. More specifically, this consortium is running test trials and organising a number of EU funded mobilities limited to the performing and visual arts sectors. The *i-Portunus* portal will be the property of the European Commission and will be available to the beneficiaries of this Call for the organisation and implementation of their actions. In addition to this, the beneficiaries selected under this Call will have access to the recommendations, lessons learnt and good practices on how to best organise mobility for artists and culture professionals, which will be delivered by the above mentioned *i-Portunus* consortium to the European Commission (namely, the Directorate-General for Education, Youth, Sport and Culture – DG EAC) by the end of February 2020.

Taking into account the *i-Portunus*' results and recommendations and using the *i-Portunus*' electronic portal and other tools, the beneficiaries of this Call will develop and implement their own short-term individual mobility actions through the provision of financial support to artists and/or cultural professionals, within the meaning of and in compliance with Article 204 of the EU Financial Regulation<sup>11</sup>. Such financial support may be provided under one of the two following schemes, depending on whether the selection of the individual artists and culture professionals is carried out directly by the beneficiary or delegated to a host organisation.

- a) One level scheme, in which the financial support is provided directly by the beneficiary to individual artists and cultural professionals
- b) Two levels scheme, in which the beneficiary provides financial support to a selected host institution which will act as an intermediary and redistribute such funds to individual artists and cultural professionals

In both schemes, the individuals and host organisations receiving financial support will be third parties to the legal relationship established between the Contracting Authority and the beneficiary/ies. For more details, see section 11.7.(d) of this Call.

The results of the actions supported under this Call, along with those from the *i-Portunus* project, will be taken into account for the preparation and launch of a dedicated new Action for the mobility of artists and/or cultural professionals under the next Creative Europe programme (2021-2027).

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<sup>8</sup> European Commission, 2019 Annual Work Programme for the implementation of the Creative Europe Programme, C(2018) 6687 of 16 October 2018, [https://ec.europa.eu/programmes/creative-europe/content/2019-annual-work-programme-creative-europe\\_en](https://ec.europa.eu/programmes/creative-europe/content/2019-annual-work-programme-creative-europe_en)

<sup>9</sup> <https://www.i-portunus.eu/>

<sup>10</sup> Call for Tender N° EAC/18/2018 Mobility scheme for artists and/or culture professionals: <https://www.scribd.com/document/393230613/En-EAC-18-2018-Tender-Specifications>

<sup>11</sup> REGULATION (EU, Euratom) 2018/1046 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012

## **2. OBJECTIVES AND EXPECTED RESULTS**

### **General and specific objectives**

This Call aims at achieving 2 main general objectives:

- To test a viable and efficient mobility scheme for artists and cultural professionals that would act in complementarity of already existing mobility schemes available at local, regional and/or national levels.
- To formulate policy recommendations to the European Commission, the European Parliament and Member States towards the full implementation of such a scheme in the next generation of EU programmes.

The proposals should contribute to the aforementioned general objectives by covering the following 3 specific objectives:

#### **Specific objective 1 – Communication and dissemination of the funding opportunities for the mobility of artists and/or cultural professionals**

Selected projects should bring added value to the improvement of the communication on all aspects of a mobility scheme to be piloted in order to assure a high number of applications in as many creative and cultural sectors as possible (with the exception of the audio-visual sector) and assure the quality of activities and mobility opportunities in hosting organisations. In this respect, each beneficiary should at least:

1. Implement a timely and well-managed communication and information strategy and a sound methodology for the dissemination of information and the valorisation of results; E.g. promotional material, photos and video recording of testimonials, statistics on the use of the communication channels, media campaigns, etc.
2. Provide a report on feedback from users about the administrative procedures (e.g portal, electronic application forms), and, the management of scheme, including difficulties, obstacles and recommendations for improvements.

#### Expected results:

- information on the communication activities to assure promotion of the scheme and outreach to stakeholders.
- a regular and timely communication and information to interested parties, including sending relevant information and responding to queries from interested parties on the electronic portal;
- the electronic portal updated with selection results, testimonials and other relevant information before, during and after the selection and throughout the duration of the project;
- Collection of feedback about the functioning of the portal, application forms and procedures followed by users and interested parties;

- Adjusted application and selection process in order to make improvements and solve obstacles and difficulties encountered during the first round, if multiple rounds are planned;
- short videos or other visual testimonials of successful participants, with their works, hosts, collaborators, audiences etc. during and/or after the mobility.
- Promotion of i-Portunus features and success stories via all types of media, including social media

**Specific objective 2 - Implementation** of funding opportunities for the mobility of artists and/or cultural professionals

Selected project should pave the way for an efficient implementation and administration of a short-term mobility scheme, including methodologies for proposing mobility opportunities and host organisations, reception, evaluation and selection of applicants, as well as managing the funding and reporting.

The selected proposals under this Call shall ensure a strategically balanced geographical coverage in terms of financial support provided to selected applicants, taking into account the results of the recent survey conducted under the aforementioned i-Portunus pilot scheme regarding current mobility opportunities in the EU Member States.

The selected proposals under this Call shall assist artists and cultural professionals in finding hosting institutions and organisations that would collaborate with them.

More specifically, each beneficiary should at least:

1. Develop and implement procedures and methodology(ies) for the funding mobility scheme(s) using the name and logo of [\*i-Portunus\*](#).
2. Implement and administrate the full cycle of the selection process, from the management of the applications, to the management of the finances and reporting.
3. Collect data on the scheme including the mobility experience and notably the impact on the individual's professional development.

Expected results:

- Organisation and administration of individual and/or group mobility support with an single (or cumulative) duration a minimum of 7 days up to a maximum of 60 days per individual;
- Setting the conditions for funding the selected applicants, monitor their mobility activities and provide an activity report including statistical data on the individual mobility (e.g. information on participants, economic background, emerging or established artists or cultural professionals, the objectives of the mobility, the type of sub-sector, gender, duration, home and host country, outcomes, etc.);
- Development and implementation of the procedures for the administration of the mobilities.
- Test of different ways of funding the mobilities; directly to individual artists, to groups of artists where relevant, and possibly even to institutions or organisations which will host the artists or cultural professionals.
- Experimentation of the level of funding per mobility in view of duration, cost of living in host location, size of group (set limit), etc.

- fair and transparent selection procedures for funding short-term mobilities ensuring sectoral diversity (namely the various creative sectors covered by the Creative Europe Programme, with the exception of the audio-visual sector (i.e. film, television, video games and multimedia)<sup>12</sup>);
- Award and management of the funding for international mobilities striving to ensure a diversity of participants, especially artists and cultural professionals with fewer opportunities (emerging artists) and those from the under-represented countries identified in the report from the *Operational study Mobility Scheme for Artists and Culture Professionals in Creative Europe countries* by “On the Move” organisation;
- close monitoring and follow-up of the mobility sub-grants;
- Documentation and update of the electronic portal of i-Portunus with relevant information, including application forms and other administrative documents as well as the selection results;
- support to the interested parties and stakeholders before, during and after the selection period;
- Development of a light reporting system where the benefits, synergy, lessons learnt, opportunities found, works created and collaborations started, as well as obstacles and difficulties, can be communicated by the participants.

### **Specific Objective 3 – Analysis and Recommendations on the funding opportunities for the mobility of artists and/or cultural professionals**

Building on the analysis of the recommendations from the on-going project *i-Portunus* and on that experience, the actions of the new proposals should contribute to providing recommendations to the European Commission for a new mobility action in the future Creative Europe programme.

More specifically, each beneficiary should at least:

1. Analyse the results achieved under i-Portunus (all phases) as well as feedback from users and other stakeholders
2. Provide recommendations of a successful mobility funding scheme to the European Commission.

#### Expected results:

- Analysis of the *i-Portunus'* experience and subsequent mobility actions organised during the life of this project,
- Evaluation of the success, impact and appropriateness of funding individuals, groups and also funding mobilities via host institutions;
- Analysis of the short-term impact of the mobility opportunities on the individuals' development (e.g. interviews/reports from participants and host organisations)
- Collection of the results of the mobility actions, consolidation of the methodology, tools, procedures, etc. in order to set up the best conditions for the implementation and administration of a future mobility scheme.

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<sup>12</sup> Article 2 (2) - Reg. CE 2021-2027.

- Development of recommendations on all of the above.

### 3. TIMETABLE

	Steps	Date and time or indicative period
(a)	Publication of the call	June 2019
(b)	<b>Deadline for submitting applications</b>	<b>27 September 2019 – 17:00 CET</b>
(c)	Evaluation period	October/November 2019
(d)	Information to applicants	November/December 2019
(e)	Signature of grant agreements	January 2020
(f)	Estimated starting date of actions	February 2020

### 4. BUDGET AVAILABLE

The total budget earmarked for the co-financing of projects under this call for proposals is estimated at 1.500.000,00 EUR.

The maximum grant will be 750,000 EUR. The Commission expects to fund up to two proposals.

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

### 5. ADMISSIBILITY REQUIREMENTS

In order to be admissible, applications must be:

- sent no later than the deadline for submitting applications referred to in section 3;
- submitted in writing (see section 14), using the application form available in Annex 1 and
- drafted in one of the EU official languages, In order to facilitate the evaluation process, applicants are invited to submit their proposals in English

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

## **6. ELIGIBILITY CRITERIA**

### **6.1. Eligible applicants**

Proposals may be submitted by any of the following applicants:

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

Natural persons as well as entities without legal personality are not eligible.

In order to be eligible, applicants must provide evidence of:

- experience of minimum 5 years within the creative and cultural sectors;
- experience in organizing mobility activities for artists and/or cultural professionals at European and International level;
- experience in managing at least 2 high-level projects over the last 5 years, at European and/or international level;
- ability to communicate fluently in at least two EU languages including English (C1 level).

### **Country of establishment**

Only applications from legal entities established in the following countries are eligible:

- EU Member States;
- EFTA and EEA countries: Iceland, Liechtenstein, Norway, Switzerland;
- candidate countries;
- non-EU countries that, on the date of the award, participate in the Creative Europe Programme.

**An updated list of countries eligible to participate in Creative Europe can be found at:**

[http://eacea.ec.europa.eu/creative-europe/library/eligibility-organisations-non-eu-countries\\_en](http://eacea.ec.europa.eu/creative-europe/library/eligibility-organisations-non-eu-countries_en)

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

**For British applicants:** Please be aware that eligibility criteria must be complied with for the *entire* duration of the grant. If the United Kingdom withdraws from the EU during the grant period without concluding an agreement with the EU ensuring in particular that

British applicants continue to be eligible, you will cease to receive EU funding (while continuing, where possible, to participate) or be required to leave the project on the basis of Article II.17.2.1 (a) of the Grant Agreement.

### **Consortium requirements**

- In order to be eligible, a proposal must be submitted by a consortium composed of at least 3 legal entities;

By way of exception, an application may be submitted by **one sole** applicant, whether established specifically or not for the action, provided that:

- it is formed of several legal entities complying with the eligibility, non-exclusion and selection criteria set out in this call for proposals, and implementing together the proposed action;
- the application identifies the said entities.

For the purpose of declaring eligible costs as specified under section 11.3, the entities composing the applicant shall be treated as affiliated entities in accordance with Article 187 of the Financial Regulation<sup>13</sup> and shall provide evidence of their fulfilment of the eligibility, exclusion and selection criteria applicable to the beneficiary.

### **Supporting documents**

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

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

## **6.2. Eligible activities**

The selected beneficiaries will have to manage individual mobility actions in the creative and cultural field, from the selection of applicants to the supervision of their implementation and of all the related administrative aspects.

In particular, the following types of activities are eligible under this call for proposals:

- cooperation projects, in accordance with the general and specific objectives and the related expected results described in section 2 of this Call
- conferences, seminars, in accordance with the general and specific objectives and the related expected results described in section 2 of this Call
- training activities, in accordance with the general and specific objectives and the related expected results described in section 2 of this Call

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<sup>13</sup> Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union (OJ L 193, 30.7.2018, p.1)

- awareness and dissemination actions, in accordance with the general and specific objectives and the related expected results described in section 2 of this Call
- actions aiming at the creation and improvement of networks, exchanges of good practices, in accordance with the general and specific objectives and the related expected results described in section 2 of this Call
- studies, analyses, mapping projects, in accordance with the general and specific objectives and the related expected results described in section 2 of this Call
- financial support to third parties, in accordance with the general and specific objectives and the related expected results described in section 2 of this Call.

As indicated in section 1 and 11.7 (d) of this Call, in fact, the individual mobility actions supported under this Call will take the form of the provision of financial support to selected artists, cultural professional or host organisation under one of the two schemes described in section 1 of this Call.

These supported mobility actions shouldl imperatively go beyond the traditional residencies and talent exchange's programmes and aim at increasing and improving creativity, job opportunities, professional development, access to new markets, experimentation, and collaboration.

The mobility actions funded under the objectives of this Call should have at least the following distinctive features:

- Be part of a creative and cultural project (with a preference for innovative projects touching upon various disciplines and sectors) ;
- Cover flexible and short-term (7-60 days) individual or group mobility opportunities with a balanced and strategic geographical coverage;
- Be open to artists and/or cultural professionals who are legal residents of an EU Member State or of a country participating in the Creative Europe Programme.

### **6.3. Implementation period**

- activities may not start before February 2020;
- the maximum duration of projects is 16 months;

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

## **7. EXCLUSION CRITERIA**

### **7.1. Exclusion**

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

- (a) the applicant is bankrupt, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended, or it is in any analogous situation arising from a similar procedure provided for under EU or national laws or regulations;

- (b) it has been established by a final judgment or a final administrative decision that the applicant is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;
- (c) it has been established by a final judgment or a final administrative decision that the applicant is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the applicant belongs, or by having engaged in any wrongful intent or gross negligence, including, in particular, any of the following:
  - (i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of eligibility or selection criteria or in the performance of a contract, a grant agreement or a grant decision;
  - (ii) entering into agreement with other applicants with the aim of distorting competition;
  - (iii) violating intellectual property rights;
  - (iv) attempting to influence the decision-making process of the Commission during the award procedure;
  - (v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;
- (d) it has been established by a final judgment that the applicant is guilty of any of the following:
  - (i) fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 of the European Parliament and of the Council and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;
  - (ii) corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 or Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997, or conduct referred to in Article 2(1) of Council Framework Decision 2003/568/JHA, or corruption as defined in the applicable law;
  - (iii) conduct related to a criminal organisation, as referred to in Article 2 of Council Framework Decision 2008/841/JHA;
  - (iv) money laundering or terrorist financing within the meaning of Article 1(3), (4) and (5) of Directive (EU) 2015/849 of the European Parliament and of the Council;
  - (v) terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;
  - (vi) child labour or other offences concerning trafficking in human beings as referred to in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;
- (e) the applicant has shown significant deficiencies in complying with main obligations in the performance of a contract, a grant agreement or a grant decision financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following

checks, audits or investigations by an authorising officer, OLAF or the Court of Auditors;

- (f) it has been established by a final judgment or final administrative decision that the applicant has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;
- (g) It has been established by a final judgement or final administrative decision that the applicant has created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations of mandatory application in the jurisdiction of its registered office, central administration or principal place of business;
- (h) it has been established by a final judgement or final administrative decision that an entity has been created with the intent referred to in point (g);
- (i) for the situations referred to in points (c) to (h) above, the applicant is subject to:
  - (i) facts established in the context of audits or investigations carried out by European Public Prosecutor's Office after its establishment, the Court of Auditors, the European Anti-Fraud Office or the internal auditor, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;
  - (ii) non-final judgments or non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;
  - (iii) facts referred to in decisions of persons or entities being entrusted with EU budget implementation tasks;
  - (iv) information transmitted by Member States implementing Union funds;
  - (v) decisions of the Commission relating to the infringement of Union competition law or of a national competent authority relating to the infringement of Union or national competition law; or
  - (vi) decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.

## **7.2. Remedial measures**

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

## **7.3. Rejection from the call for proposals**

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

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

The same exclusion criteria apply to affiliated entities.

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

#### **7.4. Supporting documents**

Applicants and affiliated entities must provide a declaration on their honour certifying that they are not in one of the situations referred to in Articles 136(1) and 141 FR, by filling in the relevant form attached to the application form accompanying the call for proposals and available in Annex II.

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

##### ***For mono-beneficiary grants (sole applicant):***

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

##### ***For multi-beneficiary grants:***

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

## **8. SELECTION CRITERIA**

### **8.1. Financial capacity**

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the duration of the grant and to participate in its funding. The applicants' financial capacity will be assessed based on the following methodology, which is further detailed in Annex 7a and 7b of the Call for proposals.

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

#### ***a) Grants with a pre-financing value of EUR 600 000 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 of the Call for proposals "Declaration on the honour")

However, in case of doubt and only for grants exceeding EUR 60 000, the assessment committee reserves the right to request supporting documents and to carry out a financial analysis as described at point 4 of the above mentioned methodology (cf. Article 198.4 of the FR)

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

*b) In addition, in case of grants for an action  $\geq$  EUR 750 000*

**An audit report** produced by an approved external auditor certifying the accounts shall be provided for the last financial year available.

If the audit report is not available AND a statutory report is not required by law, a self-declaration signed by the applicant's authorised representative certifying the validity of its accounts for the last two financial years available must be provided.

In the event of an application grouping several applicants (consortium), the above thresholds apply to each applicant.

In the case of legal entities forming **one** applicant (the "sole applicant"), as specified in section 6.1, the above requirements apply to each one of those entities.

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

- request further information;
- decide not to give pre-financing;
- decide to give pre-financing paid in instalments;
- decide to give pre-financing covered by a bank guarantee (see section 11.4 below);
- where applicable, require the joint and several financial liability of all the co-beneficiaries.

If the financial capacity is deemed as insufficient, the responsible authorising officer (RAO) will reject the application.

## **8.2. Operational capacity**

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

Applicants must provide evidence of:

- experience of minimum 5 years within the creative and cultural sectors;
- experience in organizing mobility activities for artists and/or cultural professionals at European and International level;
- experience of managing at least 2 high-level projects over the last 5 years, at European and/or international level;
- 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;
- a declaration on their ability to communicate fluently in at least two EU languages including English (C1 level).

In the case of affiliated legal entities forming **one** applicant (the "sole" applicant), as specified in section 6.1, the above requirements apply to each one of those entities.

## 9. AWARD CRITERIA

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

Criteria	Maximum points
1. Relevance and European added-value of the project ( <i>threshold 12 points</i> )	20
2. Quality of the content and activities ( <i>threshold 25 points</i> )	40
3. Dissemination of project results ( <i>threshold 18 points</i> )	30
4. Organisation of the project team ( <i>threshold 7 points</i> )	10

### 1. Relevance and European added-value of the project (20 points – threshold 12)

This criterion will evaluate:

- Relevance of the proposed action based on the objectives and expected results of the Call, including suitability of procedures and criteria proposed to select artists and cultural professionals;
- European dimension of the project and rationale of a balanced and strategic spread of the participants in the mobility scheme;
- Innovative and cross-sectoral nature of the project.

### 2. Quality of the content and activities (40 points – threshold 25)

This criterion will evaluate:

- Clarity in the description of the activities;
- Effectiveness and rationale of the proposed methodology and organisation, including the quality of the work plan and its monitoring ;
- Cost effectiveness of the proposed activities and in particular the relevance and quality of the means of implementation and the resources deployed in relation to the objectives envisaged;
- Relevance of the outreach and ties with creative sectors.

### **3. Dissemination of project results (30 points – threshold 18)**

This criterion will evaluate:

- Adequacy of the strategies proposed for the dissemination of project results;
- Impact and outreach of the expected results.

### **4. Organisation of the project team (10 points – threshold 7)**

This criterion will evaluate:

- Clear and adequate distribution of tasks to the project team members;
- Efficient organisation of the project team in order to prepare, implement and monitor the various aspects of the mobility scheme.

## **10. LEGAL COMMITMENTS**

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

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

## **11. FINANCIAL PROVISIONS**

### **11.1. Forms of the grant**

#### **11.1.1. Reimbursement of costs actually incurred**

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

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

### **11.2. Eligible costs**

Eligible costs shall meet all the following criteria:

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

- they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost accounting practices of the beneficiary;
- they comply with the requirements of applicable tax and social legislation;
- they are reasonable, justified, and comply with the principle of sound financial management, in particular regarding economy and efficiency.

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

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

Eligible costs may be direct or indirect.

### **11.2.1. Eligible direct costs**

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

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

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

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

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

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

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

- (b) *costs of travel and related subsistence allowances, provided that these costs are in line with the beneficiary's usual practices on travel;*
- (c) *the depreciation costs of equipment or other assets (new or second-hand) as recorded in the beneficiary's accounting statements, provided that the asset:
 
  - (i) *is written off in accordance with the international accounting standards and the beneficiary's usual accounting practices; and*
  - (ii) *has been purchased in accordance with the rules on implementation contracts laid down in the grant agreement, if the purchase occurred within the implementation period;**

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

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

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

### **11.2.2. Eligible indirect costs (overheads)**

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

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

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

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

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

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

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

### **11.3. Ineligible costs**

The following items are not considered as eligible costs:

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

#### **11.4. Balanced budget**

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

The budget must be drawn up in euros.

Applicants for whom costs will not be incurred in euros should use the exchange rate published on the Infor-euro website available at:

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/inforeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm)

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

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

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

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

#### **11.5. Calculation of the final grant amount**

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

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

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

##### **Step 2 — Limit to the maximum amount of the grant**

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

##### **Step 3 — Reduction due to the no-profit rule**

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

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

The total eligible costs of the action are the consolidated total eligible costs approved by the Commission. The revenue generated by the action is the consolidated revenue established, generated or confirmed for beneficiaries and affiliated entities other than non-

profit organisations on the date on which the request for payment of the balance is drawn up.

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

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

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

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

### **11.6. Reporting and payment arrangements**

If the financial capacity requirements are met (please refer to section 8.1 for the assessment of the financial capacity), a pre-financing payment corresponding to 75% of the grant amount will be transferred to the beneficiary within 30 days of the date when the last of the two parties signs the grant agreement. Pre-financing is intended to provide the beneficiary with a float.

If the financial capacity requirements are not met, the Commission may decide to ask for a bank guarantee, or to not pre-finance the activity, and instead to make an interim payment on the basis of eligible expenses already incurred. Interim payments are intended to cover the beneficiary's eligible expenditure on the basis of a request for payment when the action has been partly carried out. For the purpose of determining the amount due as interim payment, the reimbursement rate to be applied to the eligible costs approved by the Commission shall be 50%.

The Commission will establish the amount of the final payment to be made to the beneficiary on the basis of the calculation of the grant amount (see section 11.1.1). If the total of earlier payments is higher than the final grant amount, the beneficiary will be required to reimburse the amount paid in excess by the Commission through a recovery order.

Guarantees will not be required in the case of low value grants, i.e.  $\leq$  EUR 60 000.

#### **11.6.1 Payment arrangements**

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

<b>Payment request</b>	<b>Accompanying documents</b>
------------------------	-------------------------------

A pre-financing payment corresponding to 75% of the maximum grant amount.	If requested - financial guarantee
<p><b>Payment of the balance</b></p> <p>The Commission will establish the amount of this payment on the basis of the calculation of the final grant amount (see section 11.5 above). If the total of earlier payments is higher than the final grant amount, the beneficiary will be required to reimburse the amount paid in excess by the Commission through a recovery order.</p>	<p>(a) final technical report</p> <p>(b) final financial statement</p> <p>(c) summary financial statement aggregating the financial statements already submitted previously and indicating the receipts</p> <p>(d) a certificate on the financial statements and underlying accounts</p>

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

### 11.6.2 Pre-financing guarantee

A pre-financing guarantee for up to the same amount as the pre-financing may be requested in order to limit the financial risks linked to the pre-financing payment.

The financial guarantee, in euro, shall be provided by an approved bank or financial institution established in one of the EU Member States. When the beneficiary is established in a third country, the Commission may agree that a bank or financial institution established in that third country may provide the guarantee if it considers that the bank or financial institution offers equivalent security and characteristics as those offered by a bank or financial institution established in a Member State. Amounts blocked in bank accounts shall not be accepted as financial guarantees.

The guarantee may be replaced by:

- a joint and several guarantee by a third party or,
- a joint guarantee of the beneficiaries of an action who are parties to the same grant agreement.

The guarantee shall be released as the pre-financing is gradually cleared against interim payments or the payment of the balance, in accordance with the conditions laid down in the grant agreement.

As an alternative to requesting a guarantee on pre-financing, the Commission may decide to split the payment of pre-financing into several instalments.

## 11.7. Other financial conditions

### a) Non-cumulative award

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

**b) Non-retroactivity**

No grant may be awarded retrospectively for actions already completed.

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

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

**c) Implementation contracts/subcontracting**

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

In the event of implementation contracts exceeding €60 000, the beneficiary must abide by special rules as referred in the model grant agreement annexed to the Call.

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

Entities acting in their capacity as contracting authorities within the meaning of Directive 2014/24/EU<sup>14</sup> or contracting entities within the meaning of Directive 2014/25/EU<sup>15</sup> must comply with the applicable national public procurement rules.

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

- a) subcontracting does not cover core tasks of the action;
- b) recourse to subcontracting is justified because of the nature of the action and what is necessary for its implementation;
- c) the estimated costs of the subcontracting are clearly identifiable in the estimated budget;
- d) any recourse to subcontracting, if not provided for in description of the action, is communicated by the beneficiary and approved by the Commission. The Commission may grant approval:
  - (i) before any recourse to subcontracting, if the beneficiaries requests an amendment
  - (ii) after recourse to subcontracting if the subcontracting:
    - is specifically justified in the interim or final technical report and

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<sup>14</sup> Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC (OJ L 94, 28.3.2014, p. 65-242)

<sup>15</sup> Directive 2014/25/EU of the European Parliament and of the Council of 26 February 2014 on procurement by entities operating in the water, energy, transport and postal services sectors and repealing Directive 2004/17/EC (OJ L 94, 28.3.2014, p. 243-374)

- does not entail changes to the grant agreement which would call into question the decision awarding the grant or be contrary to the equal treatment of applicants;
- e) the beneficiaries ensure that certain conditions applicable to beneficiaries, enumerated in the grant agreement (e.g. visibility, confidentiality, etc.), are also applicable to the subcontractors.

#### **d) Financial support to third parties**

As indicated in sections 1 and 2 of this Call, the funding provided to individual artists or groups or to cultural organisations or institutions by the beneficiary or beneficiaries shall take the form of financial support to third parties within the meaning of and in compliance with Article 204 of the Financial Regulation. In this respect, the applications shall include:

- an exhaustive list of the types of activities for which a third party may receive financial support within the category of individual short-term mobility actions in the culture and creative sectors beyond the traditional residencies and talents’ exchange programmes already existing already available at local, regional or national level.
- the definition of the persons or categories of persons which may receive financial support out of the following categories:
  - individual artists or cultural professionals legally residing in the EU Member States or in one of the non-EU countries which participate to the Culture Sub- Programme of the Creative Europe Programme<sup>16</sup>.
  - Group of artists legally residing in the EU Member States or in one of the non-EU countries which participate to the Culture Sub-Programme of the Creative Europe Programme<sup>17</sup>.
  - Cultural organisations or institutions, as defined in article 2 (1) of the Creative Europe Regulation<sup>18</sup> legally established in the EU Member States or in one of the non-EU countries which participate to the Culture Sub-Programme<sup>19</sup> (referred to as “host organisations”).

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<sup>16</sup>

An updated list of countries eligible to participate in Creative Europe (those fulfilling the conditions referred to in Article 8 of Regulation No 1295/2013) and countries that may become eligible in the near future (those that the Commission has started negotiations with) can be found at:

[https://eacea.ec.europa.eu/creative-europe/library/eligibility-organisations-non-eu-countries\\_en](https://eacea.ec.europa.eu/creative-europe/library/eligibility-organisations-non-eu-countries_en)

<sup>17</sup> idem

<sup>18</sup> Regulation (EU) No 1295/2013 of the European Parliament and of the Council of 11 December 2013 establishing the Creative Europe Programme (2014 to 2020) and repealing Decisions No 1718/2006/EC, No 1855/2006/EC and No 1041/2009/EC Text with EEA relevance  
*OJ L 347, 20.12.2013, p. 221–237*

<sup>19</sup> idem

- the criteria for awarding financial support. As indicated in section 6.2, these mobility actions shall have at least the following distinctive features:
  - Be part of a creative and cultural project where mobility to a different country is needed in order to achieve the project's objectives ;
  - Cover flexible and short-term (7-60 days) individual mobility or group mobility with a strategically balanced geographical coverage, in order to bridge the gap between countries which offer mobility opportunities at national level and those where such opportunities are rare and on the basis of the findings of the recent survey<sup>20</sup> conducted under the afore mentioned *i-Portunus* pilot action);
  - Be open to artists and/or cultural professionals who are legal residents of an EU Member State or of a country participating in the Creative Europe Programme.
  - The maximum amount to be granted to each third party and the criteria for determining it.

The amount of financial support per third party must not exceed:

- For the one level scheme: 3.000 EUR for each individual artist or cultural professional
- For the two levels scheme: 15.000 EUR for each host organisation, to be redistributed to maximum 5 individual artists or cultural professionals, who will receive maximum 3.000 EUR each.

The amount to be provided to each third party will have to be determined by the beneficiary on a case-by-case basis depending on the duration of each mobility action.

Each host organisation will also receive an additional amount corresponding to 10% of the maximum amount received for the provision of financial support to individual artists and cultural professionals.

**At least €500,000 of the total amount of the grant awarded to each beneficiary shall be dedicated to fund mobilities via the provision of financial support to selected artists, cultural professionals or host organisations.**

Provision of financial support to third parties and the recognition of such a support as eligible costs of the beneficiary are subject to specific conditions. In particular the beneficiary or beneficiaries:

- must offer adequate guarantees as regards the possible recovery of amounts due to the Commission. In fact, in the event of a recovery order at the end of the project, the Commission will exclusively turn to the beneficiary of the EU grant, who then may be asked to reimburse amounts which he has transferred as financial support.
- must ensure that recipients of financial support allow the Commission and the Court of Auditors to exercise their powers of control, on documents, information, even stored on electronic media, or on the final recipient's premises
- cannot exercise any discretionary power in granting financial support to third parties and must comply with the indications provided in this Call

## **12. PUBLICITY**

### **12.1. By the beneficiaries**

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

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

To do this they must use the text, the emblem and the disclaimer available at [http://ec.europa.eu/dgs/communication/services/visual\\_identity/index\\_en.htm](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](mailto: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.

### **12.2. By the Commission**

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

The Commission will publish the following information:

- name of the beneficiary;
- address of the beneficiary when the latter is a legal person, region when the beneficiary is a natural person, as defined on NUTS 2 level<sup>21</sup> if he/she is domiciled within the EU or equivalent if domiciled outside the EU;
- subject of the grant;
- amount awarded.

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

## **13. PROCESSING OF PERSONAL DATA**

The reply to any call for proposals involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EU) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data<sup>22</sup>. Unless indicated otherwise, the questions and any personal data requested that

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<sup>21</sup> Commission Regulation (EC) No 105/2007 of 1 February 2007 amending the annexes to Regulation (EC) No 1059/2003 of the European Parliament and of the Council on the establishment of a common classification of territorial units for statistics (NUTS), OJ L39, 10.2.2007, p.1.

<sup>22</sup> Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union

are required to evaluate the application in accordance with the call for proposal will be processed solely for that purpose by the **European Commission – Directorate-General for Education, Youth, Sport and Culture, Directorate D – Unit D2, Creative Europe Programme – Culture.**

Personal data may be registered in the Early Detection and Exclusion System by the Commission, should the beneficiary be in one of the situations mentioned in Articles 136 and 141 of Regulation (EU, Euratom) 2018/1046<sup>23</sup>. For more information see the Privacy Statement on:

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

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

Proposals must be submitted by the deadline set out under section 3. No modification to the application is allowed once the deadline for submission has elapsed. However, if there is a need to clarify certain aspects or to correct clerical mistakes, the Commission may contact the applicant during the evaluation process.

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

Application forms are available in Annex 1.

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 signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation.

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

Applications must be submitted in a sealed envelope itself enclosed within a second sealed envelope, addressed as indicated above. The inner envelope must bear, in addition to the address indicated above, the words, '**CALL FOR PROPOSALS - EAC/S06/2019 - Not to be opened by the mail service.**' If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across that tape.

Applications must be sent to the following address:

*European Commission – Directorate-General for Education, Youth, Sport and Culture  
Directorate D – Culture and creativity  
Unit Creative Europe programme - Culture – CALL EAC/S12/2018  
Mrs Barbara GESSLER  
J-70 – 2/19  
B-1049 Brussels  
Belgium*

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institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (Text with EEA relevance.)

PE/31/2018/REV/1

*OJ L 295, 21.11.2018, p. 39–98*

<sup>23</sup> <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32018R1046>

- by post (evidence will be constituted by the postmark),
- by hand-delivery, (evidence will be constituted by the acknowledgement of receipt) (opening hours: Monday to Friday, 08.30 – 17.00)

*Unit Creative Europe programme - Culture – CALL EAC/S09/2019  
Mrs Barbara GESSLER  
European Commission  
Avenue du Bourget 1  
B-1140 Brussels  
Belgium*

or

- by courier service (evidence will be constituted by the acknowledgement of receipt).

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

➤ **Contacts**

The contact point for any questions is: [EAC-CALL-D2@ec.europa.eu](mailto:EAC-CALL-D2@ec.europa.eu). All replies will be published at [https://ec.europa.eu/programmes/creative-europe/calls/mobility-scheme-artists-cultural-professionals\\_en](https://ec.europa.eu/programmes/creative-europe/calls/mobility-scheme-artists-cultural-professionals_en) in a reasonable time before the deadline for submission in order to allow sufficient time for completing the preparation of the proposals.

➤ **Annexes:**

Annex 1) Application form, including checklist of documents to be provided

Annex 2) Declaration on honour

Annex 3) Estimated budget forms

Annex 4) Model specific grant agreement, for information

Annex 5) Financial report

Annex 6) List of supporting documents (list of invoices for the submission of final financial reports)

Annex 7) Template of Terms of reference for the certificate on the financial statements.

## Appendix

### Specific conditions for direct personnel costs

#### 1. Calculation

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

The Commission may accept a different method of calculating personnel costs used by the beneficiary, if it considers that it offers an adequate level of assurance of the costs declared being actual.

#### a) for persons working exclusively on the action:

*{monthly rate for the person*

*multiplied by*

*number of actual months worked on the action}*

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

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

*{annual personnel costs for the person*

*divided by 12}*

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

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

#### b) for persons working part time on the action

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

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

*multiplied by*

*number of actual months worked on the action}*

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

The monthly rate is calculated as above.

(ii) In other cases:

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

or

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

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

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

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

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

minus

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

The ‘**hourly/daily rate**’ is calculated as follows:

*{annual personnel costs for the person}*

divided by

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

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

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

## **2. Documentation to support personnel costs declared as actual costs**

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

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

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

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