



## **'APPLICANT'S GUIDE'**

INSTRUCTIONS FOR APPLICANTS  
STRAND 1.2.2  
LITERARY TRANSLATION PROJECTS

CULTURE PROGRAMME (2007 – 2013)

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## INTRODUCTION

The following is intended as useful information for applicants. It does not replace or overrule the criteria or any other conditions contained in the Culture Programme Guide.

It should be noted that the Programme Guide and the specific conditions in the Grant Agreement or Decision take precedence over the general conditions in the Grant Agreement or Decision and any other source of information (website, Instructions for Applicants, etc.) on the Culture Programme.

This document provides practical guidance on how to complete and send the application file, as well as information relevant to the application procedure that may be useful to applicants.

**Before proceeding to completing and sending the application file, please ensure that you have read carefully the Programme guide which may be consulted at:**

[http://eacea.ec.europa.eu/culture/programme/programme\\_guide\\_en.php](http://eacea.ec.europa.eu/culture/programme/programme_guide_en.php)

Regarding the technical (IT) aspects related to the preparation and submission of the e-form, it is also essential to read the **e-form User Guide** which is available on our website.

The first part of this document deals with how to prepare the application documents for submission.

After a detailed description of the different parts of the application form, some guidance is given on completing the budget form. In the fourth part, some tips on communication with the Agency are given. The last part is the glossary, in which some key terminology is explained.

### I. SUBMISSION OF PROPOSALS (Deadline: 3 February 2012)

Both an e-form and a paper application must be submitted:

1. E-form: The e-form must be submitted electronically before noon on 3 February 2012. The online system will not allow submission past this time.
2. Paper (+ CD Rom) application: The postmark will be used to check that submission of the paper application has been done within the specified time limit, i.e. on 3/2/2012 before midnight (or before 4:00 pm if delivered in person, as per acknowledgement of receipt). The submission of additional documents is not allowed after the deadline specified in the Programme guide. Applicants submitting documents which are a part of the official application package after 3 February will see their application be considered as non eligible.

PLEASE NOTE: Should you have problems with the actual submission of the e-form, please save it once it is filled in, close it, re-open it and try to submit it again. You will find more technical details about the e-form in the User Guide.

### II. HOW TO PREPARE THE APPLICATION DOCUMENTS FOR SUBMISSION

As mentioned above, applicants will have to submit both an e-form and a paper application. A number of documents will have to be attached to the application form.

The application package can be downloaded at the following webpage:

[http://eacea.ec.europa.eu/culture/funding/2012/index\\_en.php](http://eacea.ec.europa.eu/culture/funding/2012/index_en.php)

The e-form must be submitted electronically before noon on 3/2/2012, together with a Declaration of Honour, a Declaration concerning the works to be translated and an Estimated Budget Form.

In parallel, a paper application package must be sent to the Agency, also by 3/2/2012, together with a list of documents. These documents (listed below) will ensure that both the Agency and the experts will be able to assess the formal eligibility criteria, the operational capacity and the award criteria for each application.

**The paper application package must include:**

- A. Official **cover letter** signed by the legal representative of the applying organisation.
- B. Copy of the **submitted e-form** duly completed. The e-form should be printed after submission, so that the submission number appears at the bottom of the paper copy.
- C. **Estimated budget form 1.2.2** (available on our website). Please note that the Estimated Budget Form must be signed by the legal representative (contractor) of the applying organisation.
- D. **Legal Entity Form** (available on our website), signed by the legal representative of the applying organisation and accompanied by the relevant official supporting documents (trade register extract, VAT registration, statutes/articles of association).
- E. **Financial Identification Form**, signed by the legal representative of the applying organisation (available on our website).
- F. **Declaration concerning the works** to be translated signed by the legal representative of the applying organisation (available on our website).
- G. **Declaration of Honour** completed with the requested grant amount and signed by the legal representative of the applying organisation (available on our website).
- H. **Financial Capacity Form** (available on our website) for projects where the requested grant exceeds EUR 25.000.

This form provides information on your financial capability to carry out the proposed action and will be evaluated by the Executive Agency. The Form is not required from public organisations and international organisations under public law established by intergovernmental agreements and specialist agencies created by such organisations.

**I. Balance sheets, Profit/Loss accounts**

These documents should cover the last financial year for which the accounts have been closed, and should not be older than 18 months. This requirement does not apply to public organisations and international organisations under public law established by intergovernmental agreements and specialist agencies created by such organisations. If the organisation has just been established approved accounts to date are sufficient.

- J. **Curriculum Vitae** of the translators and of the persons responsible for the general coordination/implementation of the project. A template document is available at the following address:

[https://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+CV.csp?loc=en\\_GB](https://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+CV.csp?loc=en_GB)

If the target language is not the translator's mother tongue, please justify the choice of the translator on a separate sheet of paper annexed to the translator's CV.

- K. **Commercially available hardcopies of books** proposed for translation (photocopies of the books could exceptionally be accepted in the case of precious and rare works, only if relevant justification is provided in the cover letter).
- L. **Activity report** covering the applicant's activities over the **past two years**  
This report will provide information on your operational capability to carry out the proposed action and will be evaluated by experts. Failure to provide this information might result in a low score in the relevant award criteria.
- M. **Any material** supporting the application (e.g. press release, etc.)
- N. **Checklist** for the paper application package (available on our website).
- O. **CD-Rom** including all CVs, activity report, signed cover letter (+ if relevant, documents justifying the choice of translators or the sending of book photocopies instead of commercially available hardcopies).

Template documents required for the application can be downloaded at:  
[http://eacea.ec.europa.eu/culture/funding/2012/call\\_strand\\_122\\_2012\\_en.php](http://eacea.ec.europa.eu/culture/funding/2012/call_strand_122_2012_en.php)

**PLEASE NOTE:** Your application will be considered complete only if all the above mentioned documents are sent by post (Deadline: 03/02/2012, the postmark serves as proof). A check list is included in the application package. Failing to send in all documents may result in the rejection of your application on the basis of the eligibility criteria.

Before sending your application package, please ensure that:

- i) the application form is duly completed;
- ii) all required Annexes are included;
- iii) the Financial Identification and Legal Entity forms, the two Declarations, the budget form and the cover letter are signed by the legal representative of the applying organisation.

### **How to send the paper application package**

The paper application package must be sent by post (the postmark serves as proof), by express courier service (the registered delivery receipt of the mail service serves as proof), or delivered in person by applicants themselves (no later than 4:00pm Brussels time) on the set deadline. In the latter case, a receipt must be obtained as proof of submission, signed and dated by the official in the central mail department who took delivery. This department is open from 08.00 to 17.00 from Monday to Thursday and from 08.00 to 16.00 on Friday; it is closed on Saturdays, Sundays and Commission holidays. For security reasons no applications are accepted at the EACEA physical address (Rue du Colonel Bourg).

#### Address to which the proposal must be sent/delivered:

Education, Audiovisual & Culture Executive Agency  
Culture Programme (2007–2013)  
Strand 1.2.2. – Literary Translation Projects  
Avenue du Bourget 1  
BOUR1 04/64  
BE – 1140 Brussels  
Belgium

## **Contracts with the owners of the rights and with the translators**

Should your project be selected for funding, you will be asked to provide the contracts with the owners of the rights and with the translators for each book. If you cannot produce both contracts for one of the books, this book will be considered as ineligible and will not be funded.

You will be informed of the selection results before the end of July and will be given two weeks to produce the contracts.

You are therefore advised to:

1. Negotiate these contracts in advance, so that you can send them to the Agency as soon as you obtain the funding decision
2. Make sure that the dates mentioned in the contracts match the dates of Part F (timetable) of the application (translation start & delivery, publication deadline, duration of the rights).
3. Make sure that these contracts are in conformity with the eligibility rules with Chapter V.3.2. of the Programme Guide (for instance translation cannot start before 1/09/12).

### III. APPLICATION FORM

The e-form must be downloaded and filled in on your computer (not on paper) to allow new fields to appear as you fill in the form.  
As a general rule, striped boxes are the only fields filled in automatically on the basis of the information entered in the other fields.

#### Cover Page

The application form must be completed in one of the official languages of the European Union.

However, for practical reasons and to speed up the assessment procedure, it is recommended that applications be submitted in one of the three working languages of the European Commission (English, French or German).

#### Action

Projects can last up to 24 months. "24-month projects" is encoded by default and cannot be changed. You will have the opportunity to enter your exact project dates at a later stage.

#### Project Title

Please indicate the number of books to be translated as well as the target language(s), e.g. "Translation of 5 books into Greek". You can also add a specific title of your choice.

#### Project acronym

If your specific project does not have an acronym, please insert N/A.

### PART A: IDENTIFICATION OF THE APPLICANT

Should there be any changes in the coordinator's contact details at any moment during the selection procedure, please communicate your new contact details immediately, clearly indicating your application submission number, to the following address: [EACEA-P5-LITERARYTRANSLATION@ec.europa.eu](mailto:EACEA-P5-LITERARYTRANSLATION@ec.europa.eu)

#### A.1 Organisation

##### Full name of the organisation

Write the official name of the organisation. If applicable, write the name under which the organisation is registered in the official trade register. The same official name should be used in all documents relating to this application.

##### Acronym

Write the short name of the organisation, if applicable. The same short name should be used in all documents relating to this application.

##### Registered address

Fill in only the fields forming the complete address of the registered legal seat of the applying organisation. If the address is specified by an indicator of location other than a street name and number, please insert this instead.

This address should be identical to the one quoted in the Legal Entity Form. Should your application be selected for funding, please note that this address will be mentioned in the funding contract. This is where the funding contract will be sent to.

### **Region**

If a region is not listed in the scroll-down menu, please choose "Extra-Regio".

As a general rule Regions and Countries are sorted by ISO code and not by alphabetical order.

## **A.2 & A.3 Contact details**

### **Title**

Please indicate the appropriate title (e.g. Mr., Mrs.).

### **Role in the organisation**

Please indicate the person's position in the organisation (e.g. President, Chief Editor, Director, etc.).

### **Address**

This is where the postal address of the applying organisation should be entered.

### **Phone and fax numbers**

Please insert the full numbers including country and city/area code (example +32-(0)2-299 11 11).

## **PART B: ORGANISATION AND ACTIVITIES**

### **B.1 Structure**

#### **Status**

Organisations have to specify if they are public bodies in the context of the Commission's regulations:

"A public body is considered as any body, any part of whose costs are financed from the state budget as of right, either by central, regional or local government. That is, these costs are financed from public sector funds raised through taxation or fines or fees regulated by law, without going through an application process which might result in their being unsuccessful in obtaining funds.

Organisations that depend on state funding for their existence and receive grants year after year, but for which there exists at least the theoretical possibility that they may fail to receive money one year are not public bodies but are considered by the Commission as private bodies."

### **B.2. Aims and activities of the organisation**

Please make sure you provide a concise description of your activities permitting the evaluation of this criterion.

#### **Role of the organisation in the project**

No description is needed here. N/A will be encoded by default.



### B.3 Other EU grants

Please provide ONLY information on community funding received over the past three years. Indicate the Community Programme, the grant agreement number, the organisation coordinating the project and the project title.

#### PLEASE NOTE:

- If you have requested funding for 2012 from another Community Programme or from another Strand of the Culture Programme, please make sure you fill in the table, indicating the Programme/Strand concerned and the amount requested. Should your application be selected for funding by another Programme, please immediately inform our services by e-mail: [EACEA-P5-LITERARYTRANSLATION@ec.europa.eu](mailto:EACEA-P5-LITERARYTRANSLATION@ec.europa.eu)
- Double funding is not allowed: you can of course apply to several funding schemes (EU and/or national) for the translation of one same book. However, you cannot accept two grants for the same translation costs. Please inform us of any possible double funding.

## PART C: DESCRIPTION OF THE PROJECT

PLEASE NOTE: Selections you make in this section dictate the appearance and behaviour of the rest of the form.

### C.1 Calendar of the project

Please enter both the project start date (start date of the first translation) and the project end date (date of the last publication). The project duration will then be calculated automatically, and cannot exceed 24 months.

### C2. Organisation

Please indicate the date, or at least the year, where your organisation was established, and the commercial status of your organisation. Both fields are mandatory.

### C.3 Relevance to the specific objectives of the Programme

Please tick as appropriate.

### C.4 Relevance to the European Year

Please tick as appropriate. This data will be used for statistical purposes and is not related to the award criteria.

### C.5 Description of the whole project

Please provide a summary of the application in English, French or German. You can use no more than 2.000 characters.

The summary should provide the reader with a clear understanding of the content and objectives of the proposed project and their relevance to the Programme. It should not be reduced to a brief presentation and listing of the works concerned.

Please be aware that, in line with its obligation regarding publicity and promotion, the European Commission may decide to publish the summary on its website, together with other data relating to the action (e.g. amount of EC grant, name of beneficiary, book titles). You should therefore use a language which is as clear and easy to understand as possible.

## **C.6 Work(s) to be translated**

This section should be completed for each book to be translated.

Please click on the "Add a book" button at the end of Section C6 to fill in another Section C6 for another book.

### **Literary Genre**

Only fiction works can be funded by Strand 1.2.2 of the Culture Programme. Non-fiction works such as biographies or essays will not be eligible. Please check Chapter V.3.2 of the Culture Programme Guide.

### **Period in which the book was written**

Please state the period in which the author wrote the book (and not the period in which the plot is taking place).

### **When was the work awarded the EU Prize for Literature**

Please select NA if the work did not receive the EU Prize for Literature..

### **Number of characters per page**

PLEASE NOTE: This is for statistical purposes only.

For non-poetry, you will be requested to enter the total of numbered pages of the book to be translated in the Budget Form/in the table "Grant requested for the translation of the work". The maximum grant amount will be calculated on the basis of the total of numbered pages (whatever the number of characters), and not the number of characters per page.

### **Original and Target Languages**

Should you not find, in the drop-down menu, the official original or target language you are applying for, please apply the following procedure:

- Make sure that this language is official as defined by the Constitution or by the basic law of the respective country;
- Choose in the drop-down menu a language pertaining to the same Country, for which a flat-rate will be automatically chosen;
- Explain this language choice in your cover letter.

Please note that other languages than those mentioned above will be eligible if they comply with the above-mentioned definition. This will be assessed on a case-by-case basis during the eligibility check carried out for all applications.

### **Date of 1st publication**

Please indicate the year of the first publication. If the work has not yet been published by 3 February 2012, it is not eligible for funding.

### **Planned print run**

Please enter the print run planned for each translated book. Print runs are a part of your project and will be evaluated as such. Should your project be selected for funding, the planned print-runs will become a contractual deliverable of the project.

### **Has the work already been translated into the target language?**

Should the answer be "yes", the book is then ineligible and will not be funded. An error message will be displayed.

**Scheduled date of the beginning of the translation work**

The translation work cannot start before 1/9/2012.

Please make sure that the date entered in the e-form matches both Part F of the e-form and the date that will be indicated in the contract with the translator. This contract will have to be sent to the Agency as soon as the funding decision is awarded.

**Scheduled date of delivery of the translation by the translator(s)**

Please make sure that the date entered in the e-form matches both Part F of the e-form and the date indicated in the contract with the translator. This contract will have to be sent to the Agency as soon as the funding decision is awarded.

**Scheduled date of publication**

Please make sure that the date entered in the e-form matches both Part F of the e-form and the publication clause contained in the contract with the owner of the rights. The publication clause must be valid until the scheduled date of publication of the work by the applicant.

The contract with the owner of the rights will have to be sent to the Agency as soon as the funding decision is awarded.

Please pay attention to the dates inserted as "Scheduled date of the beginning of the translation work" / "Scheduled date of delivery of the translation by the translator(s)" / "Scheduled date of publication", since there are no blocking rules between them (e.g if you erroneously insert a translation delivery date equal or only slightly posterior to the translation start date for the same book, there will be no error message displayed).

**PLEASE NOTE:**

It is advisable to plan for a longer timeframe encompassing any delay that could occur during the course of the project (e.g. delays in translation deliveries or publications). It is always possible to publish earlier and submit a final report earlier, but more difficult to postpone the deadline as a contract amendment is then needed. However, please bear in mind that the total duration of the project cannot exceed 24 months.

**Translation rights: Is the work free from translation rights?**

Should the book be free of translation rights, please make sure you tick "yes". Another pop-up field will then appear asking whether the book is part of the public domain. If not, a third pop-up field will ask whether it is a free cession from the owner of the rights.

**Mother tongue of the translator**

The target language must be the translator's mother tongue, except in the case of lesser-used languages (where the publisher has duly demonstrated that he cannot find a more suitable translator). In that latter case, please provide additional information on a separate sheet of paper and attach it to the translator's CV in the paper application package.

**Level of language knowledge of translator (e.g. degrees, diplomas)**

Please describe the knowledge of the translator of both the original and the target languages: mother tongue, diplomas awarded, etc.

If the target language is not the translator's mother tongue, please mention it here by referring to the separate sheet of paper attached to this translator's CV, justifying the choice of the translator.

This field should be filled in either English, French or German.

**Level of experience of translator (e.g. selection of works translated)**

Please describe the experience of the translator in translating from the original language into the target language. Please list previous translations carried out by the translator. This field should be filled in either English, French or German.

**"Add a translator" button**

Should a book be translated by two translators working together, please indicate the names and experience for both translators by clicking on the "Add a translator" button. It is also advised to approach a second translator and add this translator in the e-form if you have legitimate doubts that your first-choice translator might not sign the translation contract.

**Grant requested for the translation work (table)**

*Non-Poetry works:* Please enter the total of numbered pages of the book to be translated. This number will be used for the calculation of the maximum grant amount to be awarded. The rest of the table will be filled in automatically.

Note: the number of characters per page is not relevant at this stage, as it was taken into account once and for all when establishing the flat rates per country.

*Poetry works:* the whole table has to be filled in.

Note: The total operating costs (translation + publication) can be funded up to 50% and cannot exceed the translation costs. Example: if the translation costs are 100€ and the publication costs 200€, the total costs amount to 300€. The maximum grant will be 100€ as it cannot exceed translation costs.

**"Add a book" button**

Section C6 should be completed for each of the books to be translated. Please click on the "Add a book" button to see a whole new blank section C.6 appear.

**List of Books proposed for translation**

This table will fill in automatically once section C.6 is completed for each book.

This is a good way for you to check that the information entered in Section C.6 is correct.

**C.7 Project's budget**

Please check that the automatically filled-in amounts for both poetry and non-poetry (summed up in the "grant requested" box) reflect the calculation made by you through the attached Budget Forms (Grant Calculator/ Flat-rate budget for non-poetry and Budget-based budget for poetry).

**C.8 Contact of a cultural contact point**

Please tick and comment as appropriate. Please note that this data will be used for statistical purposes and is not related to the award criteria.

**PART D: OPERATIONAL CAPACITY**

Please provide information about your experience in managing European and international projects over the past three years. Please make sure you provide a concise description of your activities permitting to evaluate your operational capability in relation to the action for which you are applying.

## **PART E: PROJECT IMPLEMENTATION**

### **E.1 Communication and promotion activities**

Please make sure that proposed activities will be appropriately disseminated, promoted and will reach out interested stakeholders at national and European level. Please provide a concise answer.

### **E.2 European countries participating in the programme that will host and/or benefit from the activities**

Please list the following countries: the publisher's country, the countries of the target languages, the countries of the original languages or any other country specifically concerned by the dissemination/promotion plan.

## **PART F: TIMETABLE FOR THE IMPLEMENTATION OF THE PROJECT ACTIVITIES**

Part F will be filled in automatically with data entered in Parts C.1 and C.6.

Once again, please check that the dates in Part F match the dates contained in your contracts with the translators and the owners of the rights. Part F will be attached to the Grant agreement or Decision and the start date and end date of the project will therefore become contractual obligations.

As mentioned above (see part C.6), we would advise you to plan for a longer timeframe just to be on the safe side and take into account any delay that could occur during the course of the project. However, the total duration of the project cannot exceed 24 months.

PLEASE NOTE: in the 2012 e-form, if you have inserted two translators or even three for one work, only the surname of the first translator will appear in the table.

## **IV. ANNEXES**

In order to facilitate the evaluation of your application, you must provide annexes which will be included in the application package. Incomplete application packages will not be eligible.

### **1. E-form**

Please attach the Declaration of Honour, the Declaration concerning the works to be translated, and the Estimated budget form. These forms must be downloaded from our website. Without these attachements, the e-form cannot be submitted.

### **2. Paper application package**

A checklist is available on our website to help you ensure that your application package is complete.

### **Declaration of Honour**

The requested grant amount must be filled in and the declaration must be signed by the legal representative indicated in Part A.3 of the e-form.

### **Declaration concerning the works to be translated**

The declaration must be signed by the legal representative indicated in Part A.3 of the e-form.

### Estimated Budget Form

There are two kinds of budget which may be cumulated if the project includes both poetry and non-poetry works. Both are presented on the same excel workbook to be downloaded from our website:

1. Flat-rate budget (Grant calculator)  
This form is for non-poetry fiction only. The applicant must list the books to be translated, the total of numbered pages for each book and choose the flat rate applying to the target language. The total is calculated automatically.
2. Budget-based budget  
This form is for poetry only. The applicant should list the works and enter the translation costs. The total costs can be funded up to 50%, but cannot exceed the translation costs. For more details and the flat-rate table, please refer to Chapter V.5 of the Programme Guide.

All amounts must be given in € (euro). Applicants from countries outside the 'euro zone' must use the official EUR exchange rate (accounting rate) published by the Commission's Directorate-General of Budget for the month preceding their application: <http://ec.europa.eu/budget/inforeuro/>

Should your application be selected, the estimated budget will be reviewed by our Services and form an integral part of the Grant Agreement or Decision.

## V. COMMUNICATION WITH THE AGENCY

Applicants will find all information relating to Strand 1.2.2 on the website of the Executive Agency: [http://eacea.ec.europa.eu/culture/funding/2012/call\\_strand\\_122\\_2012\\_en.php](http://eacea.ec.europa.eu/culture/funding/2012/call_strand_122_2012_en.php)

Information on latest developments will be provided on that same website. We recommend that you consult it at regular intervals.

**All queries relating to the preparation and submission of proposals should be addressed to the 'Culture' contact point of your country** (a contact list is available on the website): [http://ec.europa.eu/culture/annexes-culture/doc1232\\_en.htm](http://ec.europa.eu/culture/annexes-culture/doc1232_en.htm)

For reasons of transparency, equal treatment and non discrimination, **no communication with the Executive Agency (service responsible for this Strand) is allowed during the selection procedure**, except in exceptional cases. The selection procedure starts with the publication of the application package on the Agency's website and ends with the publication of the selection results.

Towards the end of the selection procedure, all applicants will be sent a letter formally informing them of the decision taken by the European Commission (Award Decision) as well as the independent experts' evaluation for each award criteria.

A list of selected applications will then be posted on the Agency's website, following the adoption of a formal decision by the European Commission (Award Decision). Successful non-EU applicants will subsequently receive a Grant Agreement for signature, whereas successful EU applicants will receive a unilateral Decision which does not require a signature.

Selected proposals will be the subject of a financial analysis, in connection with which the Executive Agency may ask for additional information and, if appropriate, financial guarantees.

No application will be returned to applicants at the end of the selection procedure.

## VI. INFORMATION CONCERNING BOSNIA HERZEGOVINA AND ALBANIA

Albania will participate to the Culture Programme (2007-2013) as from 01/01/2012 onwards on the condition that a Memorandum of Understanding concerning their participation to the Culture Programme is signed by them and the European Union. Please refer to this website to have an update on this item.

Under the condition that for each of these countries the Memorandum of Understanding is signed by both parties and enters into force on 01/01/2012, organisations having their registered legal seat in Albania will be eligible under the Culture Programme as from 01/01/2012.

In the meantime, applications sent by organisations having their registered seat in Albania and starting as from 01/01/2012 will be provisionally considered eligible for the next deadline of Strand 1.2.2 (03/02/2012). If the Memorandum is not signed or is signed with a starting date later than 03/02/2012, the applications from Albania will be considered ineligible or eligible as from the date of entry into force of the Memorandum.

## VII. GLOSSARY (KEY WORDS)

**Award criteria:** These criteria form the basis for assessing the quality of the proposals, with regard to the objectives and requirements set out for each Programme Strand. They comprise both qualitative and quantitative elements, each of which is assigned a specific weight.

**Bank account:** This is the beneficiary's bank account or sub-account, denominated in EUR, through which any payments linked to the action, shall be made. The Executive Agency will create a file with details of this bank account or sub-account based on the Financial Identification Form supplied.

**Beneficiary:** The organisation legally responsible for the implementation of the project and recipient of the grant.

**Call for proposals:** This is one of the means of implementing EU Programmes. A Call for Proposals is published annually and specifies a number of elements: the objectives pursued and the annual budget allocated to the type of action concerned; the eligibility, exclusion, selection and award criteria, as well as the relevant supporting documents to be submitted; conditions for EU financing; conditions for submission of proposals; possible start-up date for the actions co-financed and timetable for the award procedure. Calls for proposals are published on the website of the EU Institutions and in the EU Official Journal. In the context of the Culture programme (2007-2013), the Programme guide is an essential additional reference document to be consulted when applying for a grant.

**Conflict of interests:** According to the Financial Regulation (Article 52):

"1. All financial actors and any other person involved in budget implementation, management, audit or control shall be prohibited from taking any action which may bring their own interests into conflict with those of the EU. Should such a case arise, the person in question must refrain from such actions and refer the matter to the competent authority. There is a conflict of interests where the impartial and objective exercise of the functions of a financial actor or other person, as referred to in paragraph 1, is compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other shared interest with the beneficiary."

**Eligible budget:** The budget of a proposal must be in EUR and consist of two parts: the estimated costs eligible for EU funding and the estimated income (including the requested grant). The budget must be always in balance (expenditure = income). It must be presented in accordance with the model attached to the application form for each strand.

**Eligible costs:** Necessary, specific and reasonable expenditure incurred by the beneficiary/cobeneficiaries, while implementing the co-financed action or the beneficiary organisation, while implementing the activities of its annual work programme. It must be recorded in the accounts in accordance with the applicable accounting principles. The internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the action with the corresponding accounting statements and supporting documents.

**Eligible countries:** The countries participating in the Programme (for more information see Chapter I.3.2 of the Programme Guide).

**Eligibility criteria:** The eligibility criteria are set out for each Programme strand and are verified during the first step of the selection process of submitted proposals. Only proposals which comply with the corresponding eligibility criteria are subject to an in-depth assessment on the basis of selection and award criteria.

**Eligibility period:** The period during which eligible costs must be generated, that is costs which are necessary for the implementation of the action or the work programme co-financed and give rise to an obligation to pay. The period of eligibility is stipulated in the Grant Agreement/Grant Decision.

**Exclusion criteria:** These criteria are of general nature and are pertinent to all applicants of grants granted by the Commission. Applicants must certify that they comply with the provisions set out in Articles 93(1), 94 and 96(2)(a) of the Financial Regulation.

**Financial capability of the applicant:** This is one of the selection criteria, which are assessed during the selection process of submitted proposals. Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out and to participate in its funding. In order to facilitate the verification of the financial capability, the Financial Capability Form must be submitted. In case the financial capability is judged insufficient, the Executive Agency may reject the application, request additional information, require a guarantee or propose a Grant Agreement/Grant Decision without pre-financing.

**Financial Identification Form:** The Executive Agency services cannot proceed to the award of a grant nor can they proceed to the authorisation of pre-financing of final payments, as long as the co-ordinates of beneficiaries are not recorded and centrally validated. For that purpose, applicants must submit a Financial Identification form which would allow the verification of the bank account linked to the Grant Agreement/Grant Decision. This form must be signed by the account holder and certified by the bank (i.e. official stamp of the bank and signature of a representative of the bank).

**Final Financial year:** The period covered by the annual accounts of the organisation; in most cases from the 1st January until the 31st December.

**Grant Agreement:** EU funding to successful proposals may take the form of a Grant Agreement between the Executive Agency and the beneficiary. The Grant Agreement sets out the terms and conditions governing the grant awarded and comes to effect upon signature of the last of the two parties, i.e. the Executive Agency. It may be amended during the eligibility period of the action.



**Grant decision:** Under Strand 1.2.2, beneficiaries from EU countries will receive a unilateral Decision signed by the Executive Agency, and not a Grant Agreement. The Decision sets out the terms and conditions governing the grant awarded and comes to effect upon signature of the Executive Agency. It may be amended during the eligibility period of the action.

**Legal entity:** To be eligible, applicants must be private or public law organisations with a legal personality. To make it possible to identify the legal entity of applicants, the Legal Entity Form, together with the appropriate supporting documents (i.e. statutes, law decree) must be submitted.

**Operational capacity:** This is one of the selection criteria, which are assessed during the selection process of submitted proposals. Applicants must have the professional competencies and qualifications required to complete the proposed action or work programme. To that effect, an Activity Report and the Curriculum Vitae of the persons responsible for the implementation of the proposed work programme or action, on behalf of each applicant organisation, must be submitted as part of the application.

**Public organisation:** Any organisation, any part of whose costs are financed from the state budget as of right, either by central, regional or local government. That is, these costs are financed from public sector funds raised through taxation or fines or fees regulated by law, without going through an application process which might result in their being unsuccessful in obtaining funds. Organisations that depend on state funding for their existence and receive grants year after year, but for which there exists at least the theoretical possibility that they may fail to receive money one year are considered as private organisations.

**Selection criteria:** These criteria serve as the basis to assess the Operational Capacity and the Financial Capacity of applicant organisations to complete the proposed action or work programme (see also Operational Capacity and Financial Capacity).

**Strand:** Specific action for which EU co-financing is foreseen under the Culture Programme (2007- 2013).

**Third Countries:** Any country other than the Eligible Countries.