CREATIVE EUROPE

Culture Sub-programme

SUPPORT TO EUROPEAN NETWORKS

Call for Proposals EACEA 39/2016

GUIDELINES
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All the necessary documentation to apply, in particular the online application form (e-form) and the guide for applicants, can be found at:
1. **INTRODUCTION**

These guidelines are based on Regulation No 1295/2013 of the European Parliament and of the Council of 11 December 2013 establishing the Creative Europe Programme (2014 to 2020) \(^1\) and the corrigendum of the 27/06/2014. \(^2\). The general objectives of this Programme are to safeguard, develop and promote European cultural and linguistic diversity, promote Europe's cultural heritage and strengthen the competitiveness of the European cultural and creative sectors with a view to promoting smart, sustainable and inclusive growth.

These guidelines also take into account the policy developments and political priorities established at European Union (hereafter "EU") level in the field of culture. The European Agenda for Culture\(^3\), which the European Commission issued in 2007, set for the first time a policy framework for cultural cooperation among EU Member States and between these and the Commission.

Based on that, the EU Council of Ministers adopted a Work Plan for Culture\(^4\), which sets out priorities for the period 2015-2018, seeking to address the key challenges faced by cultural organisations and SMEs in the creative and cultural sectors, at national and EU level, in an environment constantly marked by the effects of globalisation and the digital shift.

In addition, a Joint Communication "Towards an EU strategy for international cultural relations"\(^5\) was adopted on 8 June 2016.

This policy framework helps better define and understand the context in which the Creative Europe Programme (hereafter "the Programme") operates and the ultimate objectives it pursues.

The European Commission is responsible for the implementation of the Programme and for the decision to grant individual EU funds. The Education, Audiovisual and Culture Executive Agency (hereafter "the Agency") manages the Culture Sub-programme on behalf and under the control of the European Commission.

General background information about the Creative Europe Programme can be found at: [https://ec.europa.eu/programmes/creative-europe/](https://ec.europa.eu/programmes/creative-europe/)

2. **SUB-PROGRAMME PRIORITIES AND TARGETED PROJECTS**

2.1 Sub-Programme priorities

The priorities of the **Creative Europe Culture Sub-programme** include:

**A) Transnational mobility**

This priority entails the transnational mobility of artists and professionals, as well as the transnational circulation of cultural and creative works, the aim of which is to promote cultural exchanges, intercultural and interfaith dialogue, understanding for cultural diversity and social inclusion.

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\(^1\) Regulation No 1295/2013 of the European Parliament and of the Council establishing the Creative Europe Programme was published in the Official Journal of the European Union on 20/12/2013 (OJ L 347, p. 221).


\(^3\) More information on the European Agenda for Culture can be found at: [http://ec.europa.eu/culture/policy/strategic-framework/index_en.htm](http://ec.europa.eu/culture/policy/strategic-framework/index_en.htm)


Transnational mobility must be aimed at more than the mere coordination, administration and implementation of the project. Mobility is about results, not just a matter of travelling across borders.

Projects addressing this priority must conceive and describe a real cross-border mobility strategy, which might be aimed at, amongst others:
- capacity building for cultural operators involved in the project to work transnationally and internationally,
- creation, production,
- improving professional skills, peer learning, education/training,
- career opportunities for artists and professionals to work transnationally and internationally,
- accessing new markets,
- creating network possibilities, building partnerships and contacts,
- reaching new and wider audiences;
- triggering intercultural and interfaith dialogue, respect for diverse cultures and cultural expressions, and facilitating the integration of refugees.

B) Audience development

Audience development means bringing people and culture closer together. It aims to directly engage people and communities in experiencing, enjoying and valuing arts and culture. Audience development is about doing something together with audiences, rather than doing something for them. Audience development helps European artists/cultural professionals and their works reach as many people as possible across Europe and extend access to cultural works with a particular focus on children, young people, people with disabilities, and under-represented groups including refugees.

C) Capacity building

Capacity building means helping cultural operators to further develop their skills and internationalise their careers in order to facilitate access to professional opportunities as well as to create the conditions for greater transnational circulation of cultural and creative works and for cross-border networking. This can happen in manifold ways. The main 3 are spelled out here below, and each of them constitutes a programme priority in its own right.

C.1) The digital shift

The digital shift is having a massive impact on how cultural and creative goods are made, disseminated, accessed, consumed and monetised. These changes offer wide opportunities for the cultural and creative sectors. In order to use those opportunities, the cultural and creative sectors need to develop new skills allowing for new production and distribution methods and new business models.

The Creative Europe Culture Sub-programme therefore supports projects of a transnational nature that will allow the actors of the cultural and creative sector to adapt to the digital shift, encouraging the use of digital technologies from production to distribution and consumption. Activities might include the organisation of workshops, the testing of new delivery channels via digital means or the development of tools for digitisation of cultural content. These – and other – activities will in most cases be closely linked to audience development or new business models, and the applicants should acknowledge these links and explain what the main objective of the action is.

Projects that seek to address this priority should have an innovative approach and go beyond the mere digitisation of contents.

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6 See definition of the concept in Annex 2
C.2) New business models

The opportunities offered by the new technologies make it necessary to develop and test new models of revenue, management and marketing for the cultural sectors. At the same time, the cultural and creative operators should enhance their financial and business skills, to allow them to better perform at the market and to take full advantage of the funding opportunities that are changing along with the financial context.

The Creative Europe Culture Sub-programme supports transnational projects that enhance the business skills of the cultural and creative actors, to allow them to better understand the changing economic context and find new sources of revenue or new management models allowing for better performance and lower costs. These might include (not exhaustively) the organisation of workshops, the setting up of co-working and co-creation spaces, the development and testing of new business and management approaches and other activities linked to entrepreneurial skills for the cultural and creative sectors.

Applicants should keep in mind the close links between this priority and the other priorities (digitisation, audience development) and define their primary objective and the effects of the action on the other priorities.

C.3) Training and education

Enabling people to gain new skills which will enrich their professional life and embrace their chances on the labour market is one of the overarching priorities of EU action. Obviously, artistic and cultural education and training are an integral part of this effort.

The Creative Europe Culture Sub-programme supports transnational projects which offer to the participants the opportunity to acquire new skills and improve their employability, be it through formal learning at recognised schools which participate in projects or through non-formal activities focused on artistic learning or on soft skills in the culture and art sector.

Logical combining of this priority with the others is a good practice and needs to be well explained.

2.2 Specific priorities of this call for proposals

The specific priorities of the support to project proposed by European networks are the reinforcement of the sector’s capacities including:

- supporting actions providing cultural and creative players with skills, competences and know-how, including encouraging adaptation to digital technologies, testing innovative approaches to audience development and testing of new business and management models;
- supporting actions enabling cultural and creative players to cooperate internationally and to internationalise their careers and activities in the Union and beyond when possible on the basis of long-term strategies;
- providing support to strengthen European cultural and creative organisations and international networking.

The support for European networks is intended to have a structuring effect on players in the cultural and creative sectors. Therefore, only a limited number of networks with a broad geographic coverage, across a balanced range of sub-sectors will be supported. Greater synergies between existing networks in order to reinforce their organisational and financial structure and avoid duplication of efforts would be welcomed, where feasible.
When the activities include work with players from outside the EU or activities outside the EU, the project should be in line with the Joint Communication "Towards an EU strategy for international cultural relations", mentioned in section 1 of these Guidelines.

2.3 Targeted projects

This call for proposals will support high-quality projects. A project is a comprehensive set of activities that aims at producing results that are in line with the objectives of this call for proposals. When preparing an application, applicants are encouraged to foresee adequate monitoring and evaluation systems as well as indicators against which they could measure the level of achievement of results. The level of quality of the submitted proposals will be assessed against the award criteria defined in Section 9 of these Guidelines.

In the context of this call a network can be defined as a multi-country membership organisation whose mission, governance rules, members’ rights and obligations are specified in a document ("statutes") agreed upon by its members. A copy of those statutes will have to be submitted with the application.

Networks play an important role in bringing together fragmented national players across Europe. They are important multipliers vis-à-vis their sectors and can help accelerate their adjustment to the challenges identified through knowledge sharing and awareness raising activities, thereby contributing to a supportive environment for cultural operators. The objectives and priorities of the support to European networks are “business to business” oriented in the sense that it will support the activities where players will help other cultural players to professionalise themselves through networking, peer learning, exchanges, etc. The outcome of the EU support includes long-term impact such as: a better functioning of the specific sector(s) which the Network is targeting; a more efficient coordination of the sectors at the European level or improved capacities of cultural operators allowing for new potentials of development.

This call for proposals will support actions that bring European added value. This dimension can be assessed in the following ways:

- the degree in which the network is representative of the sector at European and international level
- the transnational character of actions and activities which complement other Creative Europe-funded projects (Networks, Cooperation and Platforms), other Union programmes and policies or other regional, national, international initiatives, and the impact of such actions and activities on the cultural and creative sectors as well as on citizens and on their knowledge of cultures other than their own;
- the development and promotion of transnational cooperation between cultural and creative players, including artists, audio-visual professionals, cultural and creative organisations and audio-visual operators, focused on stimulating more comprehensive, rapid, effective and long-term responses to global challenges;
- the economies of scale and critical mass which Union support fosters, creating a leverage effect for additional funds;

This network scheme is implemented through framework partnership agreements to be signed for a 4 years period. The applicant will include in the detailed application form an overall action plan covering the entire duration of the project (4 years) as well as a full description of activities to be carried out during the first year ("annual workprogramme").

The action plan and the first year work programme will be assessed according to the criteria laid down in the present guidelines and in particular according to the award criteria laid down in section 9 and following the procedure detailed in section 14 of the guidelines. If successful, applicants will be
awarded a framework partnership agreement covering the entire duration of the project’s action plan (4 years) and a specific agreement for the first year.

For the subsequent 3 years, applicants selected under a framework partnership agreement will be invited by the Agency to submit a work programme for each specific year. The respective annual workprogrammes shall be consistent and in line with the overall plan of the framework partnership agreement. The annual work programmes will be assessed annually by the Agency until the end of the framework partnership agreement according to the same award criteria. Only those applicants who meet the award criteria to the same extent as they did for the award of the framework partnership agreement and the specific agreement for the first year will be awarded annual specific grants for the following years.

Each specific annual grants awarded under the framework partnership agreement shall not exceed EUR 250 000.7

A first call for proposals was launched in December 2013 and offered a 3-year FPA to 23 beneficiaries see https://eacea.ec.europa.eu/creative-europe/selecion-results/support-european-networks-selection-results-2014_en

Purely illustrative examples of the activities that can be supported within projects, if they contribute to the above objectives and priorities, include the following (please note this list is not exhaustive):

- The organisation of meetings, conferences, workshops and/or the development of tools, including digital tools to foster information exchange, exchange of practice and informal peer learning which are important to strengthen the capacity of the sectors, in particular internationalising and professionalising them.
- Facilitating multilateral exchanges, professional networking and partnership and project development. Exchanges may be among professionals, or multi-layered, for example with artists, policy-makers, etc.
- The analysis and comparison of policies, programmes and impediments to the development of culture at European, national, regional and local levels. The dissemination of accessible and re-usable knowledge to cultural operators, decision-makers, investors and public opinion.
- The collection of quantitative and qualitative data on sector developments and the development of methodologies for collecting comparable data and their interpretation by these networks where possible. This will help to address the current lack of comparable quantitative and qualitative data on various sectors.
- The preparation of newsletters and the maintenance of professional databases to assist cultural professionals, artists or audiences.

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7 See section 10 for more information on the functioning of framework partnership agreements. Models are annexed to these Guidelines.
3. TIMELINE

The indicative timeline for this call for proposals is the following:

<table>
<thead>
<tr>
<th>Publication of the call for submission</th>
<th>Deadline for submission</th>
<th>Evaluation period</th>
<th>Information to applicants</th>
<th>Signature of Framework partnership agreements</th>
<th>Start date of the action for the first year of activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/10/2016</td>
<td>25/11/2016 – 12:00 PM (noon)</td>
<td>4 months</td>
<td>March 2017</td>
<td>April - May 2017</td>
<td>June until December 2017</td>
</tr>
</tbody>
</table>

If the deadline for submission falls on a public holiday in the applicant's country, no extension will be granted. Applicants must take this into account when planning their submission.

4. AVAILABLE BUDGET

The available budget for the co-financing of the first year of activities of the selected projects under framework partnership agreements is estimated at €6 200 000.

Each year throughout the duration of the Programme, the European Commission and the Agency will publish an annual work programme indicating the budget devoted to network projects for that particular year.

Financial contribution from the European Union (hereafter "the EU") cannot exceed 80% of the total eligible costs of the project. The remaining amount shall be secured by the applicants.

Each annual grant will amount to maximum EUR 250 000.

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

5. ADMISSION REQUIREMENTS

Applications shall comply with the following requirements:
- they must be sent no later than the deadline for submitting applications referred to in section 3 of the present guidelines;
- they must be submitted in writing using the online application form (see section 14 of the present guidelines);
- they must be drafted in one of the EU official languages;
- they must be completed in full, and contain all the required annexes (whenever applicable original signatures or equivalent will be required).

Please note that only typed applications will be considered.

The application form must be accompanied by a balanced budget and all the other documents referred to in the application form. Failure to comply with those requirements will lead to the rejection of the application.

In order to submit an application, applicants must provide their Participant Identification Code (PIC) in the application form. The PIC can be obtained by registering the organisations in the Unique Registration Facility (URF) hosted in the Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal. The Unique Registration Facility is a tool shared by other services of
the European Commission. If an applicant already has a PIC that has been used for other programmes (for example the Research programmes), the same PIC is valid for the present call for proposals.

The Participant Portal allows applicants to upload or update the information related to their legal status and attach the requested legal and financial documents. See section 14.2 for more information.

6. ELIGIBILITY CRITERIA

Applications which comply with the following criteria, will be the subject of an in-depth evaluation.

6.1 Eligible applicants

The following call is only open to organisations having legal personality. Applicants can be the network itself, in case it has a legal personality, or an organisation, member of the network, acting on its behalf.

In all cases, applicant organisations must be active in the cultural and creative sectors as defined in article 2 of Regulation n° No 1295/2013 of European Parliament and of the Council establishing the Creative Europe Programme (2014-2020) and repealing Decisions Nos 1718/2006/EC, 1855/2006/EC and 1041/2009/EC. Proof of this activity will be required (such as for instance statutes).

Networks covering exclusively audiovisual industries and/or activities already covered by the MEDIA Sub-programme are not eligible for funding under this scheme. However, networks consisting primarily of non-audiovisual sectors which include members from the audiovisual sector are eligible.

When submitting their application, all applicants must be in a position to demonstrate their existence as a legal person for at least 2 years on the date of the deadline for submission referred to in section 3 of these guidelines.

Natural persons may not apply for a grant.

Applicant organisations shall have their legal seat in any of the country categories referred to in section 6.2 of these guidelines.

Networks shall consist of at least 15 member organisations (legal persons) legally established in at least 10 different eligible countries (from any categories referred to in section 6.2 of these guidelines). At least 5 member organisations must have their legal seat in 5 different EU/EFTA countries (referred to in paragraphs 1, 2 of section 6.2). Proof of the number of member organisations will be asked upon request.

6.2 Eligible countries

Applications from legal entities established in one of the following country categories are eligible as long as all conditions referred to in Article 8 of Regulation No 1295/2013 establishing the Creative Europe Programme are met and the Commission has entered into negotiations with the country:

1. EU Member States and overseas countries and territories which are eligible to participate in the Programme pursuant to Article 58 of Council Decision 2001/822/EC⁸;

2. Accessing countries, candidate countries and potential candidates benefiting from a pre-accession strategy, in accordance with the general principles and general terms and conditions for the

participation of those countries in EU programmes established in the respective Framework
Agreements, Association Council Decisions or similar agreements;
3. EFTA countries which are parties to the Agreement on the EEA, in accordance with the
provisions of the EEA Agreement;
4. The Swiss Confederation, on the basis of a bilateral agreement to be concluded with that country;
5. Countries covered by the European Neighbourhood Policy in accordance with the procedures
defined with those countries following the framework agreements providing for their
participation in EU programmes.

The Agency may select proposals from applicants from non EU countries provided that, on the date of
the award decision, agreements have been signed and notified setting out the arrangements for the
participation of those countries in the Programme established by the Regulation referred to above.

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

For this call for proposals, the list of eligible countries includes:
1. The 28 Member States of the European Union and the overseas countries and territories which are
eligible to participate in the Programme pursuant to Article 58 of Council Decision 2001/822/EC
Council Decision 2001/822/EC of 27 November 2001 on the association of the overseas countries and
territories with the European Community ("Overseas Association Decision") (OJ L 314, 30.11.2001,
p. 1);
2. The candidate and potential candidate countries: Albania, Bosnia and Herzegovina, Montenegro,
Former Yugoslav Republic of Macedonia and Serbia. Please note that Turkey has decided to leave the
Creative Europe Programme as of the 1st of January 2017. Turkish organisations are therefore not
eligible under this call;
3. The EFTA/EEA countries: Iceland and Norway;
4. Countries covered by the European Neighbourhood Policy: Georgia Moldova and Ukraine.
Israel is entitled to participate in the present call provided that the country has signed and notified the
EU-Israel agreement setting out the arrangements for its participation in Creative Europe by the date
the award decision of this call is adopted. The eligibility criteria formulated in Commission notice Nr.
2013/C-205/05 shall apply.

6.3 Eligible activities

Eligible activities to be taken into consideration are the activities which intend to achieve the
objectives and priorities set in section 2 of these guidelines.

The activities of the network must relate to the cultural and creative sectors as defined in Article 2 of
Regulation No 1295/2013 of the European Parliament and of the Council establishing the Creative
Europe Programme (2014-2020) and repealing Decisions Nos 1718/2006/EC, 1855/2006/EC and
1041/2009/EC with the exception of activities dedicated exclusively to the audiovisual sectors.
However, audiovisual activities may be eligible as long as they are ancillary to networking activities
dedicated to the non-audiovisual cultural and creative sectors.

Activities of the first year of the FPA must start between June and December 2017. However, a EU
grant may be awarded for a project which has already begun only if the applicant can demonstrate the
need to start the project before the agreement has been signed. In any case the project cannot start
before March 2017.
The activities covered by a specific agreement\(^9\) may not overlap with the eligibility period of any other specific grant agreement signed previously under this call or under call for proposals S18/2013.

No grant may be awarded retroactively for projects already completed.

Furthermore, applications for projects scheduled to run for a longer period than that specified in these guidelines will not be considered as eligible.

No extension to the eligibility period beyond the maximum duration will be granted.

### 7. EXCLUSION CRITERIA

#### 7.1. Exclusion from participation

An applicant will be excluded from participating in calls for proposals procedure, if it is in any of the following situations:

a) it 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 national legislation or regulations;

b) it has been established by a final judgement or a final administrative decision that the applicant is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the law of the country in which it is established, with those of the country in which the authorising officer is located or those of the country of the implementation of the grant;

c) it has been established by a final judgement or a final administrative decision that the applicant is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the applicant belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:

   (i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract, a grant agreement or a grant decision;
   
   (ii) entering into agreement with other persons with the aim of distorting competition;
   
   (iii) violating intellectual property rights;
   
   (iv) attempting to influence the decision-making process of the Agency 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 judgement that the applicant is guilty of any of the following:

   (i) fraud, within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;

   (ii) corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of EU Member States, drawn up by the Council Act of 26 May 1997, and in Article 2(1) of Council Framework Decision 2003/568/JHA, as well as corruption as defined in the legal provisions of the country where the authorising officer is located, the country in which the applicant is established or the country of the implementation of the grant;

   (iii) participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA;

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\(^9\) See section 2.3 and 10 for more information on the functioning of framework partnership agreements. Models are annexed to these Guidelines.
iv) money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council;

(v) terrorist-related offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;

(vi) child labour or other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;

e) it has shown significant deficiencies in complying with the 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) in the absence of a final judgement or where applicable a final administrative decision, the applicant is in one of the cases provided in (c) to (f) above based in particular on:

i. facts established in the context of audits or investigations carried out by the Court of Auditors, OLAF or internal audit, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;

ii. non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;

iii. decisions of the ECB, the EIB, the European Investment Fund or international organisations;

iv. decisions of the Commission relating to the infringement of the Union's competition rules or of a national competent authority relating to the infringement of Union or national competition law.

v. decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.

(h) where a person who is a member of the administrative, management or supervisory body of the applicant, or who has powers of representation, decision or control with regard to that applicant (this covers the company directors, members of the management or supervisory bodies, and cases where one person holds a majority of shares), is in one or more of the situations referred to in points (c) to (f) above.

(i) where a natural or legal person that assumes unlimited liability for the debts of that applicant is in one or more of the situations referred to in point (a) or (b) above.

If an applicant is in one of the situations of exclusion listed above, it should indicate the measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. They may include e.g. technical, organisational and personnel measures to prevent further occurrence, compensation of damage or payment of fines. This does not apply for the situations referred to in point (d) of this section.

In the cases provided in (c) to (f) above, in the absence of a final judgement or where applicable a final administrative decision, the Agency may exclude an applicant provisionally from participating in a call for proposals where their participation would constitute a serious and imminent threat to the Union’s financial interests.

7.2. Rejection from the award procedure

An applicant will not be awarded a grant for this procedure if

(a) it is in an exclusion situation established in accordance with the above section 7.1;
(b) it has misrepresented the information required as a condition for participating in the procedure or has failed to supply that information;
(c) it was previously involved in the preparation of a call for proposals where this entails a distortion of competition that cannot be remedied otherwise.

Rejection from this procedure and administrative sanctions (exclusion or financial penalty) 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.

The applicants should be informed that the Agency may publish on its internet site the following information related to the exclusion and, where applicable, the financial penalty in the cases referred to in points (c), (d), (e) and (f) of the section 7.1:

(a) the name of the applicant concerned;
(b) the exclusion situation;
(c) the duration of the exclusion and/or the amount of the financial penalty.

In case of a preliminary classification in law (i.e. absence of a final judgement or a final administrative decision), the publication shall indicate that there is no final judgement or final administrative decision. In those cases, information about any appeals by the applicant, their status and their outcome, as well as any revised decision of the authorised officer, shall be published without delay. Where a financial penalty has been imposed, the publication shall also indicate whether that penalty has been paid.

The decision to publish the information is taken by the Agency either following the relevant final judgement, final administrative decision or preliminary classification in law, as the case may be. That decision shall take effect three months after its notification to the economic operator.

The information published shall be removed as soon as the exclusion has come to an end. In the case of a financial penalty, the publication shall be removed six months after payment of that penalty.

In accordance with Regulation (EC) No 45/2001, where personal data is concerned, the Agency shall inform the applicant of its rights under the applicable data protection rules and of the procedures available for exercising those rights.

### 7.3. Supporting documents

Applicants must sign a declaration on their honour certifying that they are not in one of the situations referred to in the above sections 7.1. and 7.2, filling in the relevant form attached to the application form accompanying the call for proposals. If applicable, the relevant documentary evidence which appropriately illustrates any remedial measures taken should be provided in annex to this declaration.


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10 This information shall not be published in any of the following circumstances:
(a) where it is necessary to preserve the confidentiality of an investigation or of national judicial proceedings;
(b) where publication would cause disproportionate damage to the applicant concerned or would otherwise be disproportionate on the basis of the proportionality criteria and to the amount of the financial penalty;
(c) where a natural person is concerned, unless the publication of personal data is exceptionally justified, inter alia, by the seriousness of the conduct or its impact on the Union's financial interests. In such cases, the decision to publish the information shall duly take into consideration the right to privacy and other rights provided for in Regulation (EC) No 45/2001.
8. SELECTION CRITERIA

Applicants must submit a declaration on their honour, completed and signed, attesting to their status as a legal person and to their financial and operational capacity to complete the proposed activities.

8.1. Financial capacity

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out or the year for which the grant is awarded and to participate in its funding. The applicants’ financial capacity will be assessed on the basis of the following supporting documents to be submitted with the application:

a) Low value grants (≤ EUR 60 000):
   - a declaration on their honour.

b) Grants > EUR 60 000:
   - a declaration on their honour
   - the financial statements (including the balance sheet, the profit and loss accounts and the annexes) of the last two financial years\(^\text{11}\) for which the accounts have been closed;
   - financial capacity form provided for in the application form, filled in with the relevant statutory accounting figures, in order to calculate the ratios as detailed in the form.

c) In all cases, in addition to the above:
   - an audit report produced by an approved external auditor certifying the accounts for the two last financial years.

The financial statements, the financial capacity form or the audit report do not have to be submitted within the deadline for submission of applications. They will have to be provided upon request of the Agency.

On the basis of the documents submitted, if the Agency considers that financial capacity is not satisfactory, he may:

- request further information;
- propose a grant agreement without pre-financing;
- propose a grant agreement with a pre-financing paid in instalments;
- propose a grant agreement with a 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;
- reject the application.

The verification of the financial capacity does not apply to public bodies and international organisations under public law. This obligation may not apply to education and training establishments if decided by the Agency on the basis of his analysis of management risks.

\(^{11}\) Based on a risk analysis of the action, the Agency will determine whether this information will be required only for the last one or two financial years for which the accounts have been closed.
8.2 Operational capacity

Applicants must have the professional competencies as well as appropriate qualifications necessary to complete the proposed action. In this respect, applicants have to submit a declaration on their honour and, for those applying for a grant above EUR 60,000 shall provide:

- A short bio of the people responsible for the overall coordination and implementation of the project within each partner institution
- An exhaustive list of the main activities in the cultural and creative sector of the last 2 years of each partner institution.

This information will have to be provided in the appropriate sections of the detailed application form.

9. AWARD CRITERIA

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

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Maximum points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Relevance</td>
<td>30</td>
</tr>
<tr>
<td>2. Quality of the content and activities</td>
<td>25</td>
</tr>
<tr>
<td>3. Communication and dissemination</td>
<td>15</td>
</tr>
<tr>
<td>4. Quality of the European network</td>
<td>30</td>
</tr>
</tbody>
</table>

1. Relevance (30)

This criterion evaluates how the activities of the network will contribute to reinforcing the sector's professionalization and capacity to operate trans-nationally, to promoting transnational circulation of cultural and creative works and mobility of artists and to improving access to cultural and creative works.

- How relevant is the project's strategy to implement one or more of the following priorities?
  - Providing cultural players with skills, competences and know-how, including encouraging adaptation to digital technologies, testing new approaches to audience development and testing new business and management models;
  - Enabling cultural players to cooperate internationally and to internationalise their activities in the EU and beyond;
  - Strengthening the international networking of European cultural and creative organisations to facilitate the development of the sector as well as the access to professional opportunities;
- How relevant is the project to the needs of the targeted sector(s)?
- To what extent is the project aiming at producing results which will go beyond the sole interest of the network members and direct participants and have potential long-term impacts on the cultural and creative sector?
- How does the project complement and/or create synergies with other Creative Europe-funded Networks as well as with projects financed by other strands of the programme (Cooperation and Platforms), other Union programmes and policies or other regional, national, international initiatives?

2. Quality of the content and activities (25)

This criterion evaluates how the project will be implemented in practice (quality of the activities and the deliverables and working arrangements).
- How clear and feasible is the architecture of the project (relation between objectives, activities, results)? In particular
  - How relevant are the activities to the objectives of the project and the needs of the target group?
  - Is an assessment of project outputs and results foreseen and how clear and appropriate is it?
  - Are the activities feasible and likely to produce the foreseen results and contribute to the objectives of the project?
- How relevant is the experience of the team taking part in the project in terms of, for example organisational skills, experience and track record in the cultural and creative sectors, communication and language skills? For this purpose, the biography of the persons responsible for the submitted project within the applicant organisation will be assessed.
- How appropriate is the allocation of the budget and human resources to the actions undertaken in the framework of the work programme? For this purpose the attached budget will be taken into account.

3. Communication and dissemination (15)

This criterion evaluates the network’s approach to communicating its activities and results and to sharing knowledge and experiences with the sector and across borders. The aim is to maximise the impact of the project results by making them available as widely as possible at local, regional, national and European levels, so that they have a reach beyond those directly involved in the project and an impact beyond the project's lifetime.

- How clear and appropriate is the strategy to communicate the activities, (target groups, tools\textsuperscript{12}, channels\textsuperscript{13}, media, impact and timeline)?
- How clear and appropriate is the strategy to disseminate as widely as possible the experience and knowledge acquired (i) through the project and/or (ii) through other (Creative Europe-funded) projects during and beyond the duration of the project?
- How will EU support be made visible throughout the duration of the project and beyond?

4. Quality of the European network (30)

This criterion evaluates how broad the coverage of the activities of the network is and the way it will ensure that these activities can be supported and their outcome disseminated beyond the members of the network.

- How representative is the network of the sector(s) in which it operates? For this purpose the composition of the network, the number and type of members (European or national networks/representative organisations, public/private companies or individual members) will be taken into account.
- How broad and balanced is the geographic coverage of the network, including in countries which joined the European Union since 2004?
- How does the network ensure the direct and active involvement of the members in the definition and implementation of its activities?
- How open is the network to non-members?

\textsuperscript{12} Examples of “tools” are publications, promotional material: leaflets, posters, gadgets, audiovisual material, newsletters, data bases, etc.
\textsuperscript{13} Examples of “channels” include internet, social media (facebook, twitter, Youtube), events: conferences, seminars, workshops, etc.
10. LEGAL COMMITMENTS

In the event of a grant awarded by the Agency, a framework partnership agreement, and a specific agreement for the first year of funding, drawn up in euro and detailing the conditions and level of funding, will be sent to the beneficiary, as well as the procedure in view to formalise the obligations of the parties.

2 copies of the original agreement must be signed first by the beneficiary and returned to the Agency immediately. The Agency will sign them last.

Please note that the award of a grant does not establish an entitlement for subsequent years.

11. FINANCIAL PROVISIONS

11.1. General Principles

a) Non-cumulative award

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

In no circumstances shall the same costs be financed twice by the Union budget. To ensure this, applicants shall indicate in the application form the sources and amounts of Union funding received or applied for the same action or part of the action or for its 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 the need to start the action before the grant agreement is signed.

In such cases, costs eligible for financing may not have been incurred before March 2017.

c) Co-financing

Co-financing means that the resources which are necessary to carry out the action may not be entirely provided by the EU grant.

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

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

d) Balanced budget

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

The budget must be drawn up in euros.

Applicants which foresee that costs will not be incurred in euros shall 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 on the date of the publication of this call for proposals.
e) **Implementation contracts/subcontracting**

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

In the event of procurement exceeding € 60 000, the beneficiary must abide by special rules as referred in the grant agreement annexed to the call. Moreover the beneficiary is expected to clearly document the tendering procedure and retain the documentation for the event of an audit.

Entities acting in their capacity of contracting authorities in the meaning of Directive 2004/18/EC or contracting entities in the meaning of Directive 2004/17/EC shall abide by the applicable national public procurement rules.

Sub-contracting, i.e. the externalisation of specific tasks or activities which form part of the action as described in the proposal and which cannot be performed by the beneficiary itself must satisfy the conditions applicable to any implementation contract (as specified above) and in addition to them the following conditions:

- it may only cover the implementation of a limited part of the action;
- it must be justified having regard to the nature of the action and what is necessary for its implementation;
- it must be clearly stated in the proposal or prior written authorisation from the Agency must be obtained.

f) **Financial support to third parties.**

The applications must not envisage provision of financial support to third parties.

### 11.2 Funding forms

The grants financed through reimbursement of eligible costs in combination with flat rate covering overheads are calculated on the basis of a detailed estimated budget, indicating clearly the costs that are eligible for EU funding.

Consequently, part of the total eligible expenses entered in the estimated budget must be financed from sources other than the Union grant.

The grant amount may neither exceed the eligible costs nor the amount requested. Amounts are indicated in euros.

Acceptance of an application by the Executive Agency does not constitute an undertaking to award a grant equal to the amount requested by the beneficiary.

- **Maximum amount requested**

The EU grant is limited to a maximum co-financing rate of 80% of eligible costs.

- **Eligible costs**

Eligible costs are costs actually incurred by the beneficiary of a grant which meet the following criteria:

- they are incurred during the duration of the action as specified in the grant agreement, with the exception of costs relating to final reports and 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, expenditure may be authorised before the grant is awarded. Under no circumstances can the eligibility period start before March 2017 (see section 11.1b).

- they are indicated in the estimated overall budget of the action;
- they are incurred in connexion with the action which is the subject of the grant and are necessary for the implementation of the action;
- they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost-accounting practices of the beneficiary;
- they comply with the requirements of applicable tax and social legislation;
- they are reasonable, justified, and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

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

**Eligible direct costs:**

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

- the cost of personnel working under an employment contract with the applicant or equivalent appointing act and assigned to the action, comprising actual salaries plus social security contributions and other statutory costs included in their remuneration, provided that these costs are in line with the applicant's usual policy on remuneration or, where applicable, its partners. NB: **staff cost of other organisations is eligible only if it is paid directly or reimbursed by the beneficiary.** These costs may include additional remuneration, including payments on the basis of supplementary contracts regardless of their nature, provided that it is paid in a consistent manner whenever the same kind of work or expertise is required and independently from the source of funding used.

The corresponding salary costs of personnel of national administrations are eligible to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the project concerned was not undertaken;

- subsistence allowances (for meetings, including kick-off meetings where applicable, European conferences, etc.) provided that these costs are in line with the beneficiary's usual practices and that they do not exceed the scales approved annually by the Commission;

- costs of travel (for meetings, including kick-off meetings where applicable, European conferences, etc.), provided that they are in line with the beneficiary's usual practices on travel, and that they do not exceed the scales approved annually by the Commission;

- depreciation cost of equipment (new or second-hand), only the portion of the equipment's depreciation corresponding to the duration of the action and the rate of actual use for the purposes of the action may be taken into account by the Agency, except where the nature and/or the context of its use justifies different treatment by the Agency;

- costs of consumables and supplies, provided that they are identifiable and assigned to the action;

- costs entailed by other contracts awarded by the beneficiary or its partners for the purposes of carrying out the action, provided that the conditions laid down in grant agreement are met;

- costs arising directly from requirements linked to the performance of the action (dissemination of information, specific evaluation of the action, translations, reproduction, etc.).
- costs relating to a pre-financing guarantee lodged by the beneficiary of the grant, where required;
- costs relating to external audits where required in support of the requests for payments;
- non-deductible value added tax ("VAT") for all activities which are not activities of the public authorities in the Member States

Eligible indirect costs (overheads)

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

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

Applicants’s attention is drawn to the fact that in the case of organisations receiving an operating grant, indirect costs are no longer eligible under specific actions.

➢ Ineligible costs

The following costs shall not be considered eligible:
- return on capital;
- debt and debt service charges;
- provisions for losses or debts;
- interest owed;
- doubtful debts;
- exchange losses;
- costs of transfer from the Agency charged by the bank of the beneficiary;
- costs declared by the beneficiary and covered by another action receiving a European Union grant. In particular, indirect costs shall not be eligible under a grant for an action awarded to the beneficiary who already receives an operating grant financed from the Union budget during the period in question;
- contributions in kind
- excessive or reckless expenditure.
- others (in accordance with the relevant legal base).

➢ Calculation of the final grant amount – Supporting documents

The final amount of the grant to be awarded to the beneficiary is established after completion of the action, upon approval of the request for payment containing the following documents:
- a final report providing details of the implementation and results of the work programme;
- the final financial statement of costs actually incurred,
- and

Option 1

In case of grants for an action and/or operating grants equal or inferior to EUR 60 000, the beneficiary is required to submit the following sample of supporting documents:

<table>
<thead>
<tr>
<th>Budget item/heading</th>
<th>Sample to be annexed to the Final Financial Report</th>
</tr>
</thead>
</table>

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The three highest consolidated staff costs (i.e. staff member costs) for the whole eligibility period.

The three highest value subcontracts

25%\(^\text{14}\) of the highest costs declared under this budget item

Example of underlining documents to be submitted in support of the final payment:

1) **Staff costs:** employment contract (or equivalent document), payslips (or remuneration’s receipts), proof of payments (if applicable) and, if foreseen by the call for proposals, the time sheets or equivalent documents showing the manpower’s work effort (i.e. number of working days);

2) **Subcontracting:** quotes (if applicable), contracts, invoices and proofs of payments;

3) **Travel and subsistence:** copy of tickets and boarding passes, hotel invoices (and proof of payments).

**Option 2**

In case of Grants for an action of more than EUR 60 000, but less than EUR 750 000, the beneficiary is required to submit, in support of the final payment, a “Report of Factual Findings on the Final Financial Report - Type I” produced by an approved auditor or in case of public bodies, by a competent and independent public officer.

The procedure and the format to be followed by an approved auditor or in case of public bodies, by a competent and independent public officer, are detailed in the following “Guidance Notes”:


The use of the report format set by the “Guidance Notes” is compulsory.

If the eligible costs actually incurred by the beneficiary are lower than anticipated, the Agency will apply the rate of co-financing stated in the grant agreement to the expenditure actually incurred.

In the event of non-execution or clearly inadequate execution of an activity planned in the application attached to the funding agreement, the final grant will be reduced accordingly.

**Non-profit rule**

EU grants may not have the purpose or effect of producing a profit within the framework of the action of the beneficiary. Profit shall be defined as a surplus of receipts over the eligible costs incurred by the beneficiary, when the request is made for payment of the balance. In this respect, where a profit is made, the Agency shall be entitled to recover a percentage of the profit corresponding to the Union contribution to the eligible costs actually incurred by the beneficiary to carry out the action or work programme. This provision does not apply to grants lower than or equal to EUR 60 000

The verification of the non-profit does not apply to low value grants, i.e. ≤ EUR 60 000.

**11.3. Payment arrangements**

\(^{14}\) The beneficiary can choose the sample of supporting documents. However, the Agency has the right to increase the verification percentage for travel and subsistence costs if the associated risk for the Programme/Strand is particularly material.
A pre-financing payment corresponding to **70%** of the grant amount will be transferred to the beneficiary within 30 days either of the date when the last of the two parties signs the agreement, provided all requested guarantees have been received.

The Agency will establish the amount of the final payment to be made to the beneficiary on the basis of the calculation of the final grant amount (see section 11.2 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.

**11.4. Pre-financing guarantee**

In the event that the applicant's financial capacity is not satisfactory, 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 Member State of the European Union. When the beneficiary is established in a third country, the authorising officer responsible may agree that a bank or financial institution established in that third country may provide the guarantee if he 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 by 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 payments of balances to the beneficiary, in accordance with the conditions laid down in the grant agreement.

This requirement does not apply to:

- public bodies and international organisations under public law established by inter-governmental agreements, specialised agencies created by such organisations, the International Committee of the Red Cross (ICRC) or the International Federation of Red Cross and Red Crescent Societies.
- beneficiaries who have entered into a framework partnership agreement may also be released from this obligation.

**12. PUBLICITY, COMMUNICATION AND DISSEMINATION**

**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 [https://eacea.ec.europa.eu/about-eacea/visual-identity_en](https://eacea.ec.europa.eu/about-eacea/visual-identity_en).

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

**12.2. By the Agency and/or 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 the 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 Agency and/or the Commission will publish the following information:

- name of the beneficiary,
- locality 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\(^{15}\) if he/she is domiciled within the EU or equivalent if domiciled outside EU,
- the amount awarded,
- nature and purpose of the grant.

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.

### 12.3 Communication and dissemination

To maximise impact, projects should have a clear and strong strategy for communication and dissemination of their activities and results, and applicants must provide enough time and resources to communicate and interact appropriately with peers, audiences and local communities as appropriate.

Beneficiaries will be required as stipulated in the grant agreement to produce a public summary/report in English providing information about their work and the results of their project. The public summary/report must be included in the final report submitted to the Agency and after its approval it will be transferred and automatically published in the dissemination platform run by the European Commission (http://ec.europa.eu/programmes/creative-europe/projects/). The report may be used by the Commission to provide information on the results of projects. In addition the beneficiaries will be able to upload the project results to the dissemination platform.

The European Commission together with the Agency may identify good practices and prepare relevant dissemination materials to be shared within and across all participating countries and beyond.

Data and results from projects will be made freely available to be used by stakeholders, policy makers and others in a wide range of ways.

Beneficiaries may be required to attend and to participate in events organised by the European Commission or the Agency to share their experience with other participants and/or policy makers.

Please note that if these requirements are not fully complied with, the beneficiaries’ grant will be reduced in accordance with the provisions of the grant agreement.

### 13. DATA PROTECTION

All personal data (such as names, addresses, CVs, etc.) will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on

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the protection of individuals with regard to the processing of personal data by the European Community institutions and bodies and on the free movement of such data.16

Unless marked as optional, the applicant's replies to the questions in the application form are necessary to evaluate and further process the grant application in accordance with the specifications of the call for proposals. Personal data will be processed solely for that purpose by the department or Unit responsible for the Union grant programme concerned (entity acting as data controller). Personal data may be transferred on a need to know basis to third parties involved in the evaluation of applications or in the grant management procedure, without prejudice of transfer to the bodies in charge of monitoring and inspection tasks in accordance with European Union law. In particular, for the purposes of safeguarding the financial interests of the Union, personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office and between authorising officers of the Commission and the executive agencies. The applicant has the right of access to, and to rectify, the data concerning him or her. For any question relating to these data, please contact the Controller. Applicants have the right of recourse to the European Data Protection Supervisor at any time. A detailed Privacy statement, including contact information, is available on EACEA's website:


Applicants and, if they are legal entities, persons who are members of the administrative, management or supervisory body of that applicant or who have powers of representation, decision or control with regard to that applicant, or natural or legal persons that assume unlimited liability for the debts of that applicant, are informed that, their personal data (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the Early Detection and Exclusion System (EDES) by the Authorising Officer of the Agency, should they be in one of the situations mentioned in the Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002 (OJ L 298 of 26.10.2012, p. 1) as amended by the Regulation (EU, Euratom) No 2015/1929 of the European Parliament and of the Council of 28 October 2015 (OJ L 286, 30.10.2015, p. 1).

14. PROCEDURE FOR SELECTION OF APPLICATIONS

14.1 Publication

The call for proposals is being published on the Internet site of the EACEA Agency at the following address:

All the necessary documentation to apply, in particular the online application form (e-form) and the guide for applicants, can be found at:


14.2 Registration in the Participant Portal

Before submitting an electronic application, applicants will have to register their organisation in the Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal and receive a Participant Identification Code (PIC). The PIC will be requested in the application form.

The Participant Portal is the tool through which all legal and financial information related to organisations will be managed. Information on how to register can be found in the portal under the following address: http://ec.europa.eu/education/participants/portal.

The tool also allows applicants to upload different documents related to their organisation. These documents have to be uploaded once and will not be requested again for subsequent applications by the same organisation.

Details on the supporting documents that need to be uploaded in the Portal can be found in Annex 3.

14.3 Submission of grant applications

Proposals must be submitted in accordance with the admissibility requirements set out under section 5 and by the deadline set out under section 3.

No modifications to the application are allowed once the deadline for submission has elapsed. However, if there is a need to clarify certain aspects or for the correction of clerical mistakes, the Agency may contact the applicant for this purpose during the evaluation process.

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

Applicants are requested to log in at https://eacea.ec.europa.eu/PPMT/ and follow the procedure for submitting an application.

Applications must be made through an online application system. Grant applications must be drawn up in one of the official EU languages, using the online form specifically designed for this purpose.

Applications must be submitted by the deadline mentioned in the call for proposals, and this before 12:00 CET/CEST (Midday, Brussels time), using the online application form referred to above.

No other method of submission of an application will be accepted. Applications submitted in any other way will be automatically rejected. No exceptions will be made.

Applicants should ensure that they have officially submitted their electronic application form and that they have received an e-mail acknowledging receipt of their submission.

14.4 Rules applicable


14.5 Contacts

For any further information please contact your Creative Europe Desk:
https://ec.europa.eu/programmes/creative-europe/contact_en
Contact within the Agency:
EACEA-CREATIVE-EUROPE-NETWORKS@ec.europa.eu
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 support action concerned, the eligibility, exclusion, selection and award criteria, as well as the relevant supporting documents to be submitted, conditions for obtaining funding from the EU, conditions for the submission of proposals, possible start-up dates for co-financed actions and the timetable for the award procedure. Calls for proposals are published on the website of the institutions of the EU. The conditions published therein are legally binding. For Creative Europe, the present guidelines form the basis for these calls for proposal.

Conflict of interest (Art. 57 of the Financial Regulation applicable to the general budget of the Union):
1. Financial actors and other persons involved in budget implementation and management, including acts preparatory thereto, audit or control shall not take any action which may bring their own interests into conflict with those of the Union. Where such a risk exists, the person in question shall refrain from such action and shall refer the matter to the authorising officer by delegation who shall confirm in writing whether a conflict of interests exists. The person in question shall also inform his or her hierarchical superior. Where a conflict of interests is found to exist, the person in question shall cease all activities in the matter. The authorising officer by delegation shall personally take any further appropriate action.
2. For the purposes of paragraph 1, a conflict of interests exists 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 a recipient.
3. The Commission shall be empowered to adopt delegated acts in accordance with Article 210 setting out what is likely to constitute a conflict of interests together with the procedure to be followed in such cases.

Contribution in kind: A contribution in kind is any non-cash contribution to the project by the project leader, the partners or a third party, which can be given a measurable cash value and which is not paid for by the project leader or any of the partners (i.e. costs which are not recorded in their accountancy). It may be a contribution in the form of durable capital goods and equipment, putting at the disposal of premises, raw materials, unpaid charity work by a private individual or corporate body, or staff seconded from and remunerated by another organisation (other than the project leader or partners). Contributions in kind shall not constitute eligible costs.

Cultural and creative sectors (Art. 2 of the Regulation establishing the Creative Europe Programme): Cultural and creative sectors means all sectors whose activities are based on cultural values and/or artistic and other creative expressions, whether these activities are market or non-market oriented and whatever the type of structure that carries them out and irrespective of how it is financed. These activities include the development, the creation, the production, the dissemination and the preservation of goods and services which embody cultural, artistic or other creative expressions, as well as related functions such as education or management. The cultural and creative sectors include inter alia architecture, archives, libraries and museums, artistic crafts, audiovisual (including film, television, video games and multimedia), tangible and intangible cultural heritage, design, festivals, music, literature, performing arts, publishing, radio and visual arts.

Eligibility period: The period during which eligible costs can be generated. It is stipulated in the grant agreement.

Public body: Public body means a public sector body or a legal entity governed by private law with a public service mission providing adequate financial guarantees. By public sector body is meant the State, the regional or local government or any organisation governed by public law acting on behalf and under the control/responsibility of the State.
ANNEX 2 – Audience development

Audience development is an important new priority in Creative Europe which helps European artists/cultural professionals and their works reach as many people as possible across Europe and extend access to cultural works to under-represented groups. It also seeks to help cultural organisations adapt to the need to engage in new and innovative ways with audiences both to retain them, to build new audiences, diversify audiences including reaching current "non-audiences", and to improve the experience for both existing and future audiences and deepen the relationship with them. In some cases, developing audience development skills and capacity may be one of the aims of the project itself. In other cases, for example projects involving co-creations, co-productions, performances touring seeking to help artists/cultural professionals with their careers, projects should have a clear strategy for audience development to accompany the project, so that they do not focus solely on the "supply" side and to ensure that the activities have the largest possible impact. Similarly, projects with artists in exchange programmes and residences should seek to interact with local communities and audiences, rather than confining their mobility experience to their immediate peers. The approach to audience development will play an important role in assessing the quality of the projects and their contribution to the objectives and priorities of the programme. In developing a strategy for audience development, some of the questions which you might consider include the following (non-exhaustive):

**Why?**
- What are your motives for working on audience development?
  - Economic necessity
  - An obligation imposed by funders
  - The conviction of the organisation of the importance of this dimension of your work

**What?**
- What is the aim of your audience development work?
  - To widen your audience (i.e. attract more people with the same profile as the current audience)?
  - To diversify your audience (i.e. attract people with a different profile from the current audience)?
  - To deepen the relationship with your current audience (i.e. to create a better experience for your current audience, such as helping them understand complex work)"

**Who?**
- Do you know who your existing target groups are?
- Which new target groups do you wish to reach and why?
- Do you research your audience and non-audience, and if not, why?

**How?**
- Is audience development integrated fully into your work? Do you have an explicit strategy?
- How do you intend to develop audiences?
  - Upstream by involving them in programming, creation or crowd-funding;
  - In the process through participatory art;
  - Downstream through dialogue about the works afterwards (eg. through physical meetings with the artists, etc., or through social media, etc.)
  - Developing partnerships with other sectors/ other cultural organisations
  - Through volunteering
- How will you attract your current non-audiences?
- Do you have staff members who are assigned specifically to audience development tasks?
- Do you have training on audience development for your staff?
- Is audience development embedded in the management of your organisation?
- Will you evaluate the progress and success of your audience development activities?
ANNEX 3 – Mandatory documents - checklist

**Note:** Where documents need to be signed, the signature **has** to be the one of the legal representative of the applying organisation.

**Note:** For documents with an * mandatory templates are to be found at <address>

<table>
<thead>
<tr>
<th>Attached to the e-form:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Budget form* (Excel)</td>
</tr>
<tr>
<td>☐ Detailed application form, describing the action plan and detailing the activities of the first year*</td>
</tr>
<tr>
<td>☐ Signed declarations on honour on legal status and operational and financial capacity* concerning exclusion criteria* (only if grant &gt; EUR 60 000)</td>
</tr>
<tr>
<td>☐ Statutes of the network (detailing the network’s mission, governance rules, members' rights and obligations…)</td>
</tr>
<tr>
<td>☐ list of members of the network</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>To be provided upon request</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ External audit report produced by an approved external auditor, certifying the accounts for the last two available financial years</td>
</tr>
<tr>
<td>☐ Copies of activity reports of the last two years (only if grant &gt; EUR 60 000)</td>
</tr>
<tr>
<td>☐ Signed financial identification form* and the required annexes</td>
</tr>
<tr>
<td>☐ Financial capacity form* (only if grant &gt; EUR 60 000)</td>
</tr>
<tr>
<td>☐ Financial statements for the last two financial years for which the accounts have been closed (only if grant &gt; EUR 60 000)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Uploaded in the Participant Portal:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Signed legal entity form* and the required annexes</td>
</tr>
</tbody>
</table>