

# CULTURE (2007-2013): 2008 Call

## Tips for Completing the Application Form

**DEADLINE: 31 October 2007**

Note that next deadline for **translation projects** is **1 October 2007**

### OVERALL CRITERIA

**Culture (2007-2013)** is the European Union's funding programme that is **specifically aimed at arts and culture**. The programme is open to the **participation of all non audio-visual cultural sectors and operators** (including in particular small cultural enterprises where they act in a non-profit making cultural capacity).

The objectives are to help **to enhance the cultural area shared by Europeans, the foundations which lie in their common cultural heritage, through the development of cultural cooperation between artists, stakeholders and cultural institutions of the countries taking part in the Programme, with a view to encouraging the emergence of European citizenship.**

The programme is no longer split into arts and cultural sectors (as was the case with Culture 2000 and previous generations of culture programmes) and there is a desire to foster proposals which support an **interdisciplinary** approach. This approach aims to promote increased cooperation between cultural players by encouraging various types of cooperation projects between different sectors.

### DOES YOUR PROJECT FULFIL THESE CRITERIA ??

### NEW: TWO STAGE PROCESS

There is now a **two-stage application process** – meaning you do not have to submit many attachments and annexes unless you are successful in the first round.

Deadline (Phase I)	<b>31 October</b>
<i>Required</i>	<p><b>One set of original documents:</b></p> <ul style="list-style-type: none"> <li>Cover letter</li> <li>Application form – parts I, II and III</li> <li>Declaration on honour (two copies)</li> <li>Activities Reports</li> <li>CV of persons responsible</li> <li>Co-operation Agreement (for multi-annual projects only)</li> </ul>
Deadline (Phase II)	<b>One month</b> after request from EC Executive Agency (deadline likely to be end of Feb 2008)
<i>Required</i>	<ul style="list-style-type: none"> <li>Detailed budgetary annexes (to part II)</li> <li>Legal entity form &amp; supporting documents</li> <li>Financial identification form (co-ordinator)</li> <li>Financial capacity form (co-ordinator)</li> <li>Accounts (co-ordinator)</li> </ul>

### FILLING IN THE FORM

While the objectives and criteria for the Culture programme have been developed by the European Commission, the management of applications is now the responsibility of a separate **Executive Agency** (the Education, Audiovisual & Culture Executive Agency – EACEA).

The main areas where this is relevant to applicants are:

- there is a separate **EACEA website** from which you download the forms and other documents (see below)
- the **applications are submitted to the EACEA** and **not** to the European Commission – and the EACEA will then handle the selection procedure, notifying successful and unsuccessful applicants, and monitoring the successful projects

This "Tips" leaflet focuses on completing the form for **Co-operation Measures** (i.e. 1-2 year projects). We recommend you download the official **Specifications** and check this as well before submitting an application (EUCLID also provides a summary guidance note as well which you can download from [www.culturefund.eu](http://www.culturefund.eu)). The form for 1-2 year projects does have similarities to the form for the **Multiannual Co-operation** projects but you are advised to refer to the separate **Application Guide** you can also download for these projects – there are a number of extra requirements such as an **External Audit report** if applying for more than € 750,000. There is a **completely separate application form for Literary Translation projects** – and, again, there is a separate **Application Guide** to download for this strand as well (though much of the form is now similar across all strands). All these forms and Guides can be downloaded from the official website:

[http://eacea.cec.eu.int/culture/calls2007/index\\_en.htm](http://eacea.cec.eu.int/culture/calls2007/index_en.htm)

**\* STAR TIP** Your application may be read by assessors (i.e. the expert members of the juries who will be assembled to assess the applications) who may be from any of the 30 or more eligible countries and whose first language may not be English. Be careful therefore not to create confusion by the use of complex descriptions and explanations. In addition, if you refer to facts or contexts that may be unique to the UK, include a simple explanation.

#### "Official" Instructions

- Before completing the form, **read the official documents** that can be downloaded from the EACEA website (see above).
- Applications must be **typed** (within the boundaries given). Forms completed by hand will **not** be accepted.
- Do **not** fold, staple or use correction fluid, but **do** use extra sheets of A4 to add extra information if you wish
- Where there is a **choice between boxes**, use an "X"

#### Structure of the Form

There are three parts:

- Information on the **Project – Description**
- Information on the **Project – Estimated Budget**
- Information on the **Applicant Organisations**

Note that Parts II contains **Annexes** which must be completed and attached as an integral part of the application.

### PART I: The Project – Description

#### ACKNOWLEDGEMENT OF RECEIPT

Complete the contact details and project name.

#### 1. Title / Acronym

It helps to have a **short title** (maximum 200 characters) that in some way **describes or encapsulates what the project is about** – and don't forget the acronym – the EC loves acronyms!

#### Start / End Dates

Your **start date should be before 1 December 2008**. The "**finish date**" must be no later than **24 months** (co-operation projects) or **5 years** (multi-annual projects) after the "start date".

**\* STAR TIP** Though the documents say that the results will be notified by "May/June", it is always possible that the announcement of successful projects may be **delayed** and you may wish to think about a start date **no earlier than 1 July** as being more sensible.

#### Project duration

Estimated duration in full months – any subsequent deviations from this estimate will need justification. Note that 1-2 year projects have a maximum duration of 24 months.

### 1.1 Co-operating Organisations

Names and countries – note that you must use the same numbering to refer to the co-organisers in the rest of the application form. ISO codes can be found on (and also on worksheet 3 of the budget form):

<http://publications.europa.eu/code/pdf/370000en.htm>

### 1.2 Domain(s)

Tick as appropriate – noting **you can only tick one** (& specify which domains if you tick **ID** or **OTH**).

**\* STAR TIP** Note also (see 6.3 below) that the EC is keen to support **interdisciplinary** projects.

### 1.3 Activities

Tick as many as appropriate. Remember that the programme won't fund some of these alone (e.g. conferences).

**2 & 3.1 below relate to Award Criteria 1 & 3 – up to 5 points each**

*(see separate Guidance Note for details of all the Award Criteria)*

### 2. Abstract of the project (not more than 2,000 characters)

This summary should “at a glance” provide a clear understanding of the objectives and activities of the proposed project and their relevance to the specific objectives of the programme, and should summarise the main elements to be found in the detailed description following. This must be in English **and** French or German.

**\* STAR TIP** Remember this will be **the first part read by the assessors** – you need to “wow” them in the first sentence of the first paragraph of this abstract otherwise they may not be bothered to read any more. Also remember the point about your application being read by jury members whose first language may **not** be English.

### 3.1 Description of the project

This is limited to 15-20,000 characters and 5 pages (20-30,000 characters for multiannual projects) and should link to the award criteria (see section 6 of the summary Guidance Note. However, you should also note that you will be asked to provide a detailed response to these specific areas in sections 3.2 and 5.2-8 below, so you should not just duplicate these responses – this section should provide more of a summary.

**3.2 below relates to Award Criterion 2 – up to 5 points**

### 3.2 Relevance to Specific Objectives

There are three – you can tick (and explain the relevance for) any number though don't feel you have to tick all three:

- supporting the transnational mobility of people working in the cultural sector
- encouraging the transnational circulation of artistic and cultural works and products
- encouraging intercultural dialogue

### 4.1 Description of Activities

This should be fairly straightforward

**\* STAR TIP** The “title of activity” could be things like: development; workshops; rehearsals; performances; documentation; etc.

### 4.2 Timetable for the implementation of activities

As this requires an “anticipated cost” to be included, it may be best to do this after you have completed the budget. In the end, this should provide a clear analysis of the different parts of the project and identify which co-organiser is doing what (note that the tasks for each co-ordinator must also be summarised in question 5.2). The final subcontracting column must be ticked if that part of the activity will involve subcontracting to a third party for services or supplies. Note that not only does the total overall income and expenditure need to balance, but the income and expenditure for each co-organiser also needs to balance.

**\* STAR TIP** It is very important that this schedule is **fully agreed** with all co-organisers and partners.

### 5.1 Comprehensive (financial) presentation of co-operation

This is really a summary of the budget, split across the various co-organisers and partners. It should be straightforward – provided you do it after you have completed the actual budget itself.

**5.2-3 below relate to Award Criterion 4 – up to 5 points**

### 5.2 Role (Tasks) of each Co-ordinator

This should be a summary of what you have listed for each co-ordinator in question 4.1 above.

### 5.3 Method of Management

This should be straightforward – it should outline how all the partner organisations will keep in contact to make sure the project runs smoothly, and how the progress of the project will be monitored.

**6.1-4 below relate to Award Criterion 5 – up to 5 points**

**6.1 Expected Outputs**

This should focus on the numbers of performances, workshops, exhibitions, etc., how long they will last, and also on any other specific resources such as websites, directories, guides, etc.

**6.2 Beneficiaries**

Should be straightforward. Note that the persons benefiting “indirectly” may include those accessing resources such as websites, guides, etc.

**6.3 Interdisciplinary Dimension**

Self-explanatory – the fact this is a specific question reflects the fact that interdisciplinary activity is a priority for the programme.

**6.4 European Countries Participating / Benefiting**

Also self-explanatory – note that the more countries that can be included here, the better.

**7.1-3 below relate to Award Criterion 6 – up to 5 points**

**7.1 Communication and Promotion Plan**

This should focus on what you are doing to get people involved in the project itself. It could be helpful to include some innovative approaches here, to distinguish your approach from everyone else’s.

**7.2 Dissemination**

This should focus on what you are doing to spread the **results** of the project – which may be a website, a directory, guidebook, etc.

**7.3 Promoting Visibility of EU**

The EU knows that being associated with culture projects can be a good way of promoting a positive image of the EU, and so they do get upset when projects do not acknowledge the EU’s support. Your ideas here should show innovation and a broad impact.

**8.1-2 below relate to Award Criterion 7 – up to 5 points**

**\* STAR TIP** The EC is aware that it has limited funds and is keen to support projects where there is strong evidence that their grant becomes an “investment” with additional activity or benefits to others.

**8.1 Sustainability**

This should focus on how the partners in the project will undertake further co-operation or activities, especially at the European level, and gain further benefits in the future.

**8.2 Potential for Future Co-operation**

This should focus on how the project will inspire others to co-operate to undertake projects in similar or related fields.

*[though the Budget is Part II of the application form, it is actually a separate document, so we will continue with Part III and then come back to the budget section at the end]*

## **PART III**

### **Information on Applicant Organisations**

Most of these sections should be relatively straightforward. Note that there needs to be a **separate Section ii for each co-organiser** (i.e. the other partners who make up the minimum number required).

**Section i – Co-ordinator (i.e. Lead Organiser)**

**Section ii – Co-organisers**

All these sections should be self-explanatory.

**c) Legal Representative**

This is the **person who is legally authorised to sign the contract with the EC** – it may be the same as the contact person/project manager (d) or the person responsible for financial matters (e) or it may be the General Manager or even the Chair of the Board of Directors / Management.

**h) (g) for co-organisers) Experience**

Make sure that the boxes which are **directly and clearly relevant** to the sector(s) covered by the application.

**i) (h) for co-organisers) Previous experience in cooperation with organisations from other countries participating in the Culture programme**

Remember that the call stresses the importance of the “**degree of involvement of each of the co-organisers in the design, implementation and financing of the project**”.

**\* STAR TIP** It could therefore be a “bonus point” if you can provide any evidence of previous co-operation (in major projects) with other organisations in the countries participating in the programme. These do not necessarily have to be the partners for **this** application.

**ANNEXES III.i/ii**

(submitted by co-ordinator & co-organisers unless stated otherwise)  
Remember to use the cover pages supplied to preface each Annex.

**A) Declaration on Honour (Legal Status)**

Should be straightforward tick the relevant box in a) and sign the page.

**\* STAR TIP** a) **Legal Status: Public / Private**

Note that this is based on European definitions rather than UK:

- **Public:** this is **only** bodies such as local authorities, universities & government departments – i.e. clearly funded by public funds “as of right” (i.e. it is unlikely they would lose their government funds)
- **Private:** this covers **all** organisations **except** those listed under public above (i.e. small subsidised companies are “private”)

Therefore, the chances are that **most applicants** (including subsidised non-profit bodies) will be classified here as “**private**”.

**B) Activity Report**

This should cover the last 2 years, and should focus on the domain(s) that are the subject of the application. This should include major projects / activities undertaken at the European level.

**\* STAR TIP** We would also suggest including materials that will help support your credibility. Remember that the assessors may have no other means of learning more about you and your experience and expertise.

**C) Curriculum Vitae**

This is a copy of the **Curriculum Vitae** for the person(s) responsible for the project management of the project for each of the co-ordinator and co-organisers.

**D) Declaration on Honour (Other)**

The co-ordinator and co-organisers must confirm:

- their **financial capacity, operational capacity, financial status and commitment** to the project.
- their **role in the three key areas** as identified by the EC: conceptual, implementation and financial. These statements should be **clear, strong – and brief**.
- That they agree to **acknowledge the support of the EU**, and let details of the project be **published on the EC website**.
- That they understand they are **not entitled to receive more than one EC grant for the same project**, and that they will withdraw any other applications which may have been submitted for the same project
- That they will be ineligible if they do not submit the additional documents required if they make it through Phase 1

**E) Co-operation Agreement**

This is only required for multiannual projects.

**\* STAR TIP** **ADDITIONAL MATERIALS**

We would suggest that you consider including some other material that will help support the application, illustrate the project and allow a more thorough evaluation of the project and its co-organisers. Remember that the assessors may have no other means of learning more about you and your partner organisations, your experience and expertise. This material may include, for example:

- extra materials about the work of the co-organisers & partners
- “letters” of endorsement and support from important individuals or organisations linked to the location(s) of the project – MPs, MEPs, mayors, University Chancellors, etc.

**PART II: BUDGET**

Each section of the budget form is now referred to as a “**chapter**”.

Note that the spreadsheet provided by the EC has three worksheets:

- The main **budget form**
- The “**grant calculator**” to be used for section 3
- A summary of the **ISO codes** and the relevant **rates for participants from other countries** taking part in activities

**\* STAR TIP** Applicants should be aware that the main budget form has been adapted from general EC forms and may **not** therefore be as “user friendly” to the arts and cultural sector as we would like (though it has now been improved).

We therefore recommend that applicants:

- Firstly, separately **prepare your own project budget** so it makes sense to you (as per your own budgeting procedures) and your partners (though you may find the **Annexes** helpful in specifying the detailed required to prepare your estimates)
- Then add a further final column on this separate budget sheet or spreadsheet, next to the various individual income and expenditure amounts
- Then go down each row, making a note in this new final column as to which section of the Culture programme budget form you feel that each of your budget lines best fit into
- You may also want to add a further column so you can convert £ (or other currencies) into euros (the exchange rate to be used for converting GB£ is 1 euro equals £0.6753)
- Then go back to the Culture programme budget form, and fill in the boxes as per your separate annotated budget.
- Then double-check expenditure chapters 5 and 6 to see whether your totals here exceed the maximum limits stipulated

This method should help you to make sure that all the relevant expenditure items are covered in the application. However, this is only a **suggestion, not a requirement**.

**General Notes** (as outlined on the official Guide):

- The **Annexes** are not required for the Phase 1 submission.  
**\* STAR TIP** HOWEVER you may find it helpful to complete these anyway in order to ensure that your estimates are as accurate as possible
- **VAT** is only included if the organisation is not able to recover it
- You may want to double check the definitions of “**eligible**” and “**ineligible**” costs to be found at the end of the official Guide.
- All estimates must be in **euros** – countries outside the eurozone (including the UK) must use the conversion rates published in the Official Journal on the date of publication and call for proposals. For the UK, the exchange rate was **0.6753** – see link below:  
<http://europa.eu.int/comm/budget/inforeuro/index.cfm>

Note that for activities involving non-eligible “**third**” countries (NETC) – i.e. costs relating to citizens of a third country, organisations based in a third country or activities taking place in a third country – the relevant costs can only be incurred by the co-ordinator or co-organisers and they must not exceed **15%** of the total eligible costs.

Please note that there is a separate **glossary** sheet available covering key terms, including eligible and non-eligible costs.

**I. EXPENDITURE****1. Costs directly linked to implementation of project activities**

This section is for the following areas:

- Artists' fees and remuneration**
- Copyright or royalties
- Artists re-sale rights
- Remunerations of scientific personnel & technicians: *persons responsible for production, creation, restoration (heritage) etc.*
- Travel – *in Europe, maximum is 600 euro for plane travel (economy class); first class train tickets, 0.22 euro per kilometre for car transport; taxi costs are included in subsistence below*
- Subsistence costs – *you can download the EC-approved scales from the following website (scroll down to near the bottom):*  
[http://eacea.ec.europa.eu/culture/calls2007/strand\\_1/index\\_en.htm](http://eacea.ec.europa.eu/culture/calls2007/strand_1/index_en.htm)
- Insurance (not social security costs)
- Premises hire – *only for premises used exclusively for the implementation of project activities – i.e. not office rental*
- Equipment hire
- Purchase of equipment – *for production, creation, restoration (heritage) etc. – note that you cannot include the full cost of capital equipment but only the costs of depreciation over the period of the project for items above 500 euros*
- Transport of equipment
- Other costs – *you need to specify these – you cannot include a general amount for “contingency”*

**2. Production, communication and dissemination costs**

Do **not** include **staff expenditure** under this heading (this is covered in 5 below).

The headings are as follows:

- a) **Production costs** - publications, books, CD-ROMs, videos, Internet, etc – note the requirements for **details** (i.e. number of pages, number of copies, and unit price) and that you are also required to **attach details of the content** of such items
- b) **Translation costs** – based on number of lines & price per line but not more than 1.67 euro per line
- c) **Distribution costs** (postage, packing, etc.) – attach details
- d) **Dissemination costs** (marketing) – specify what these are.

- sponsorship
- donations

### **3. Costs in connection with conferences / seminars / workshops**

You must use the "grant calculator" provided for this purpose – the second worksheet on the budget spreadsheet – and the **rates for participants** as outlined in the third worksheet. There is a **maximum of 400 participant/days** here.

### **4. Travel expenses and subsistence costs for administrative staff in connection with implementation of the project**

This section is for administrative staff only (most likely for meetings of co-organisers or attendance at project activities). Travel and subsistence for participants in **conferences or seminars** should be entered in chapter 3, and travel and subsistence costs **directly linked to project activities** should be entered in chapter 1.e/f.

These costs should be in line with the usual costs of your organisation. In Europe, the guidance is: maximum is 600 euro for plane travel (economy class); first class train tickets allowable, and 0.22 euro per kilometre for car transport; taxi costs should be included under subsistence. You can download the EC-approved scales from the following website (scroll down to near the bottom): [http://eacea.ec.europa.eu/culture/calls2007/strand\\_1/index\\_en.htm](http://eacea.ec.europa.eu/culture/calls2007/strand_1/index_en.htm)

### **5. Staff (administration and co-ordination)**

Remember that this chapter is limited to 20% of the total of chapters 1-4 above.

Note that **fees for "artists"** (i.e. anyone making an artistic or creative contribution to the project) and **technicians**, if relevant to your project, should **not** be included here, but in chapter 1(a). Secondly, while **support in kind** (i.e. volunteers) is **ineligible**, you **can include the costs of staff who may be employed by your organisation** (or your parent organisation) and who will be "seconded" to work on the project. Such "secondments" must be able to be proved on the evidence of revised job descriptions and/or secondment agreements, time sheets, etc. Such costs must be in line with other salaries in your organisation.

Note that the form requires you to put staff in different categories:

- A:** project manager, administrator, expert, consultant, etc.  
**B:** assistance functions, etc. /  
**C:** secretaries, etc.

### **6. Indirect Costs**

Remember that this chapter is limited to 7% of the total of chapters 1-5 above.

This section is for **all co-organisers**, not just the lead (but cannot include indirect costs of other partners). Only costs **directly incurred in implementing the project** may be included in this section, up to a maximum of **7% of the total amount of other expenditure** (i.e. sections 1-5). For equipment, only the portion of depreciation for the period of the project can be included.

**Provide a total expenditure figure where required.**

## **INCOME**

### **1. EC Grant**

This is the grant for which this application is being submitted – remember, this can be **no more than 50%** of the total expenditure.

### **2. Income generated by the project**

- a) Ticket sales
- b) Sale of publications – best to ensure you have accurately estimated income in this area
- c) Registration fees – again, best to ensure you have accurately estimated income in this area

### **3. Self-financing by the co-ordinator & co-organisers**

(from own existing resources or from generated funds)

This is where you include all income provided by or generated through the individual co-organisers:

- amounts from own resources (which can include a contribution based on the costs of seconded staff)
- grants (e.g. from an arts or cultural funding body)

This is split between the co-ordinator and the co-organisers and we recommend that you present as much detail as possible in respect of each of the above income areas.

**\* STAR TIP** There should be some **balance** between the income contributed by the various partners. If one co-organiser is generating 30% and all others just 5% each, this may look to the EC as if it is just a one-country project – which is not a priority!

**Provide a total income.**

**MAKE SURE THE TOTAL INCOME IS EQUAL TO THE TOTAL EXPENDITURE.**

### CHECK LIST OF ANNEXES TO BE INCLUDED:

<i>Document</i>	<i>Copies?</i>
<b>Cover letter</b> accompanying the Application file	<b>1</b>
<b>Application form</b> dated and signed: parts I, II and III	<b>1</b>
Acknowledgement of receipt indicating the address of the applicant / co-ordinator (at beginning of application)	<b>1</b>
<b>Requested Annexes for Part III – for co-ordinator and each co-organiser</b>	<i>Copies?</i>
<b>A. Declaration on Honour(Legal Status)</b>	<b>2</b>
<b>B. Activities Report</b>	<b>1</b>
<b>C. CV of Project Manager</b>	<b>1</b>
<b>D. Declaration on Honour (Other)</b>	<b>2</b>
<b>E. Co-operation Agreement (<i>multiannual projects only</i>)</b>	<b>1</b>
<b>Other material</b> to support the application ( <i>optional</i> )	<b>1</b>

## BEFORE SEALING THE ENVELOPE & SENDING IT IN

- Check all **Annexes** and required **signatures** (get all signed pages from co-organisers well in advance of the deadline)
- Post your application to:

Education, Audiovisual & Culture Executive Agency  
Culture Programme (2007-2103)  
Call for Proposals EACEA No 23/2007  
Strand 1.2.1 (*or Strand 1.1 for multiannual projects*)  
Avenue du Bourget, 1 (BU 29, 02/28)  
B-1140 Brussels  
BELGIUM

- Note that the **deadline date** can be the date of **posting** the application, **not** the date it is received in Brussels.
- **\* STAR TIP** Make sure you send it by **recorded** or **registered** mail, and **keep the copy** of the receipt with the date of postage clearly shown.
- You **cannot** apply by **fax** or **email**

## EUCLID UK Cultural Contact Point

We offer European & international information & consultancy services to the arts, cultural and heritage sectors. For further information, call EUCLID on **07000 EUCLID (07000 382543)** or send an e-mail to [info@euclid.info](mailto:info@euclid.info), or access our web-sites:

[www.culturefund.eu](http://www.culturefund.eu) / [www.euclid.info](http://www.euclid.info) / [www.culture.info](http://www.culture.info)

**We offer advice on the development of your proposal and the preparation of the application form.** We cannot write your application for you, but we can review and comment on your draft project ideas, and on specific areas of your application form where you would like assistance.