

Culture Programme – 2008 Call

MAIN CHANGES

(for those who are familiar with the previous calls for proposals)

- **There is no longer any requirement for the co-organisers to provide a minimum of 5% of the budget** – however, in order to ensure that the project is seen to be European, the non-EC income should not be generated from just one country
- There is now a **two-stage application process** – meaning you do not have to submit attachments and annexes unless you are successful in the first round (deadline of **31 October 2007**)

1. Who is it for ?

This programme is open to the participation of all non audio-visual cultural operators (including in particular small cultural enterprises where they act in a non-profit making cultural capacity).

Applicants must:

- be a public* or private body with a legal status whose principal activity is in the cultural sphere & whose registered office is in one of the countries participating in the Programme (see 3.3);
- have the financial and operational capacity;

* in this case, "public" = government departments, local authorities, public universities & some quangos – all others are termed "private" – even if you are a subsidised non-profit-making organisation.

2. What are the objectives ?

2.1 Generally...

To help to enhance the cultural area shared by Europeans and founded on a 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.

2.2 Objectives...

- to promote the transnational mobility of people working in the cultural sector;
- to encourage the transnational circulation of artistic and cultural works and products;
- to encourage intercultural dialogue.

2.3 Co-operation amongst cultural sectors

The new programme goes beyond a purely single sector approach (as was the case with previous generations of culture programmes) towards an interdisciplinary approach.

This approach aims at promoting increased cooperation between cultural players by encouraging various types of cooperation projects between different sectors.

2.4 Strategic Targets...

The strategic target is to strengthen European cultural cooperation by supporting cultural actions that demonstrate the following core characteristics:

- can generate a distinct European added value;
- meet the specific objectives of the Programme;
- propose activities of a distinct artistic and cultural excellence and a proven potential for successful implementation;
- ensure a high quality of partnership and methodology of cooperation among participating organisations;
- produce results that can be communicated and promoted in an appropriate and visible manner;
- generate results that could sustain a sound cooperation on a longer-term basis and stimulate future initiatives of cultural cooperation at European level.

3. What are the practical guidelines ?

3.1 Two types of projects

- co-operation measures (12 to 24 months) (Strand 1.2.1)
- multi-annual cooperation projects (3-5 years) (Strand 1.1)

This leaflet does not cover translation projects (Strand 1.2.2)

3.2 (Financial) Commitment from partners

Each co-organiser (including the lead) must show commitment not only to the design and performance of the action but also in terms of the match funding. Though there is no formal requirement in this area, preference is likely to be given where it is clear that **all** co-organisers are helping to ensure the match funding is secured.

3.3 Eligible countries

Applications from legal entities established in one of the following countries are eligible:

- The 27 **Member States** of the European Union
- The 3 EEA countries: **Norway, Iceland, Liechtenstein** (provided that the relevant decision by the mixed committee of EEA is adopted)
- The EU candidate countries (Turkey, Croatia, Former Yugoslav Republic of Macedonia) and the Western Balkans countries (Albania, Bosnia and Herzegovina, Montenegro, Serbia including Kosovo) provided that the relevant "Memorandum of Understanding" which regulates their participation in the Community programmes enters into force – NOTE that at present only **Turkey** and **Croatia** fall into this category.

4. What are the basic criteria for the main two strands of projects ?

For all projects, the **Phase 1 deadline is 31 October 2007**, and the **EU will contribute a maximum of 50%** of the budget.

	Cultural co-operation projects	Multi-annual projects
No per annum	80	12
Budget allocations	10 million euros	17.5 million euros
Key Differences	Shorter duration & smaller scale than multi-annual projects; perhaps aimed at exploring avenues for long-term cooperation	A number of multi-annual activities aiming to achieve a sustainable and structured cooperation between cultural operators. Funding will support their launch & structuring phase or during their geographical expansion phase to enable them to develop in the long-term & achieve financial independence.
Minimum no of operators	3 from at least 3 different countries	6 from at least 6 different countries
Maximum length of project	24 months	3-5 years
Start date	Before 1 December 2008	Before 1 December 2008
End date	By 30 Nov 2010 at the latest	By 30 Nov 2013 at the latest
EU contribution (amount)	Between 50,000 to 200,000 euros	Between 200,000 to 500,000 euros per year
Selection completed	End of February 2008	End of February 2008
Phase II deadline	One month following request	One month following request
Final Decisions made by	May 2008	May 2008
Results notified by	May / June 2008	May / June 2008

5. What sort of projects do they want ?

5.1 Eligible activities...

- performances and exhibitions resulting from European cooperation between cultural operators;
- actions encouraging the mobility of artists, designers, operators and other cultural players, particularly where they are aimed at young professionals;
- training sessions and sessions for the exchange of know-how, skills and experience, and best practice, particularly where they are aimed at professionals;
- cultural and artistic actions promoting intercultural dialogue between the countries participating in the Programme;
- actions initiated by non-audiovisual cultural industries, and in particular small cultural enterprises, where these industries are able to show they are working in a non-profit-making activity;
- the use of new technologies in the process of artistic creation or to conduct, develop and promote cultural cooperation actions at European level.

These are examples only, and should not be seen as an exhaustive list of activities for which Culture programme funding may be given.

5.2 Not a priority...

- the production and maintenance of websites;
- the production of magazines and newspapers;
- the organisation of conferences and meetings;
- the production of studies and reports;

5.3 Not eligible...

- Projects submitted by a co-ordinator or co-organiser of a multi-annual project financed by the Culture programme's 2007 call;
- Any action forming part of the operational activities (annual work programme) of the applying body or its co-organisers.

6. What are the "award criteria" ?

Besides examining the general objectives outlined in section 2 above, the awarding of any grant will be decided on the basis of "award criteria", listed below.

Projects will be assessed on a scale from 0 to 35 points. A ranked list of the projects, which receive, at least, 4 points for each award criterion from 1) to 3) and at least 75% of the total points available (i.e. >26.25) will be compiled. Up to the limit of funds available, applicants that achieve the highest score will receive a grant. An evaluation committee will assess proposals on the basis of the award criteria, assisted by independent experts.

1) European Added value (0-5 total pts)

Pursuant to the general objectives of the Programme, the activities proposed are supposed to aim at enhancing the cultural area shared by Europeans through the development of cultural cooperation between artists, stakeholders and cultural institutions in the countries taking part in the programme. In this respect, the following factors will be assessed:

- The way the objectives, methodology and nature of the cooperation among cultural operators demonstrate an outlook that goes beyond local, regional or even national interests to develop synergies at Europe-wide level;
- The way proposed activities may have a greater effect and their objectives can be better achieved at European level than at national level;
- The way cooperation and partnership are based on mutual exchange of experiences and would lead to a final result that differs qualitatively from the sum of the several activities undertaken at national level, thus producing real multilateral interaction which promotes the achievement of shared objectives;
- Particular attention will be paid to projects allowing a cooperation involving organisations that have not previously received any Community funding or cooperations that have been specifically built to carry out the project in question.

2) Relevance to the three specific objectives (0-5 total pts)

It will be assessed the extent to which the activities proposed can promote the specific objectives of the Programme (see above):

- Particular attention will be paid to projects that meet two out of the three specific objectives of the Programme.
- A higher degree of attention will be paid to projects that meet all three specific objectives as outlined above.

3) Excellence of proposed cultural activities (0-5 total pts)

Projects not only have to meet the programme's objectives, but also have to be carried out successfully with a high quality level of activities. In this respect, the following factors will be assessed:

- The degree of originality, innovation and creativity of the proposed activities;
- The skills and experience of the persons in charge of the management and implementation of activities;
- The relevance of the activities proposed in terms of the target audience/beneficiaries, the impact on the general public and the social dimension of the activities.

4) Quality of partnership (0-5 total pts)

The cooperation between cultural operators is at the basis of the Culture programme. In this respect, the following factors will be assessed:

- The level of cooperation and commitment of each co-organiser in the design, implementation and financing of the project: the number of co-organisers, geographical distribution of the participating organisations, actual role in the cooperation;
- The role and contribution of each co-organiser to project management : method of management applied to the proposed activities, clarity of the tasks assigned to the staff and clear description of the role of each co-organiser involved in the project;
- The consistency between the activities proposed, the budget allocated to each of them and the staff available to implement the project;
- The quality of application and budget: seriousness and completeness of the application, clarity and relevance of proposed methodology, clarity of the project description in terms of objectives-activities-outputs and detailed nature of the budget breakdown.

5) Expected level of outputs (0-5 total pts)

The activities proposed have to reach as many people as possible, both directly or indirectly. In this respect, the following factors will be assessed:

- The number of persons and/or different European countries who might benefit directly and indirectly from the results of the activities proposed;
- The level of the inter-disciplinary nature of the project in terms of range and intensity of the participation of different sectors.

6) Communication and promotion of activities (0-5 total pts)

The result of activities proposed have to be appropriately disseminated and promoted, beyond any legal obligation to use the EU logo. In this respect, the following factors will be assessed:

- The relevance of the communication plan with respect to the type of the project and the target audience;
- The relevance and adequacy of the budget assigned to the communication/dissemination/promotion plan with respect to the direct and indirect impact expected;
- The methodology used to ensure the visibility of the activities proposed, the detailed communication/dissemination/promotion plan and the various promotional tools (website, press, brochures, radio, etc.) used.

7) Sustainability (0-5 pts)

Projects are supposed to generate as much as possible long-term results and cooperation, and also to act as multipliers as to other possible promoters. In this respect, the following will be assessed:

- The potential of the proposed activities to result in continued, sustained cooperation, in complementary activities or in permanent benefits at European level, and to contribute on a longterm basis to the development of cooperation between cultures in Europe;
- The potential of the proposed activities to generate other future initiatives of cultural cooperation at both European and intra-European level.

7. Making a Submission

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

Additional notes:

- The application must be written in one of the official languages of the European Union. However, for practical reasons and to speed up the assessment procedure, it is recommended that the application be submitted in one of the three working languages of the EC (English, German or French).
- Handwritten applications are not allowed.
- Applications sent by fax or e-mail will not be accepted.
- The applications must present a balanced budget of expenditure and income and comply with the maximum amount of joint Community financing set at 50 %.
- Only complete and valid applications at the closing date of the call for proposals will be accepted.

Selected proposals will be subjected to a financial analysis, in connection with which the Executive Agency may ask the persons responsible for the proposed actions to provide additional information and, if appropriate, guarantees.

8. What are the financial requirements ?

8.1 Budget – in euro...

Applications for grants must include a provisional detailed budget, with all prices given in euro. Applicants from countries that are not in the 'euro zone' have to use the conversion rates published in the Official Journal of the European Union for the month when the call was published – **for the UK, the rate is 0.6753**. The website is: <http://europa.eu.int/comm/budget/inforeuro/index.cfm>

8.2 What are the key factors re costs ?

To be "eligible", costs must:

- be necessary for the implementation of the action, be included in the estimated budget attached to the agreement, be reasonable, and consistent with the principles of sound financial management, in particular in terms of value for money and cost-effectiveness;
- be incurred during the lifetime of the action as defined in the agreement;
- actually be incurred by the co-ordinator or co-organisers (beneficiaries), be recorded in their accounts in accordance with the applicable accounting principles, and be declared in accordance with the requirements of the applicable tax and social legislation;
- be identifiable and verifiable and be backed up by original supporting documents.

8.3 What are "eligible direct costs" ?

The eligible direct costs are those costs which, in accordance with the eligibility conditions set out in 8.2 above, are identifiable as specific costs directly linked to implementation of the action and which can therefore be booked to it direct. In particular, the following direct costs are eligible, provided they satisfy the criteria set out in the previous sentence:

- the cost of **staff** assigned to the project, comprising actual salaries plus social security charges and other statutory costs included in their remuneration, provided that this does not

exceed the average rates corresponding to the usual remuneration policy of the co-ordinator or co-organisers.

*For staff only partially involved in the project, then only the percentage of the time allocated to the project is therefore eligible. The participation of this staff in the action must be proven by secondment contracts, job descriptions, attendance records or any other evidence. **The costs of staff assigned to the project cannot exceed 20% of the total amount of all the other direct costs.** Costs of staff from other organisations (e.g. associate partners) are not eligible, unless such costs are directly paid by the co-ordinator or co-organisers.*

- **travel, accommodation and subsistence** allowances for staff involved in the operation and implementation of the action, provided they are reasonable, justified and in accordance with the principles of sound financial management, in particular regarding economy and efficiency, and in line with the beneficiary's usual practices on travel costs, or, if applicable, those of its co-organisers. If these costs are considered to be extravagant, they will be reviewed downwards and capped at the scales annually approved by the European Commission;
- the **rental or purchase cost of durable equipment** (new or second-hand), provided that the equipment concerned is depreciated in accordance with the tax and accounting rules applicable to the beneficiary and generally accepted for equipment of the same type. Only the proportion of the equipment's depreciation corresponding to the duration of the project and its rate of actual use for the purposes of the project may be taken into account, except where the nature and/or the context of its use justifies different treatment;
- costs of **consumables and supplies**, provided that they are identifiable and assigned to the action;
- costs arising from **other contracts** (i.e. sub-contracting) awarded by the co-ordinator or the co-organisers for the purposes of carrying out the action, provided that competitive tenders are obtained from potential contractors and the contract is awarded to the bid offering best value for money, observing the principles of transparency and equal treatment of potential contractors and taking care to avoid conflicts of interests – for **sub-contracting over 25,000 euros**, the tendering procedure must be clearly documented and this information submitted with the final report (and kept in case of an audit)
- for actions involving **costs relating to a country not participating in the Programme – a "third country"** – i.e. costs related to natural persons citizens of a third country, organisations based in a third country, and activities taking place in a third country – the relevant costs incurred by the co-ordinator and/or the co-organisers cannot exceed 15% of the total eligible budget;
- costs arising directly from requirements imposed by the implementation of the project (distribution of information, specific evaluation of the project, audits, translations, reproductions, etc.), including the costs of any financial services (especially the cost of financial guarantees).

8.4 What are the "eligible indirect (general administrative) costs" ?

A flat-rate amount, **not exceeding 7%** of the eligible direct costs of the project, is eligible under indirect costs. This represents the general administrative / operational costs incurred by the co-ordinator or co-organisers and which can be regarded as chargeable to the project.

Indirect costs do **not** include costs accounted for under another heading in the budget. Indirect costs are **not eligible** where the co-ordinator or co-organiser also benefits from an operating grant awarded by the European Commission.

8.5 What costs are ineligible ?

The following costs shall not be considered eligible:

- return on capital,
- debts and debt service charges,
- provisions for losses or potential future liabilities,
- interest owed,
- doubtful debts,
- exchange rate losses,
- VAT, unless the beneficiary justifies that it cannot recover it;

- costs declared and covered by another action or work programme receiving the Community financial aid;
- excessive / reckless / inordinate / ill-considered expenditure;
- the costs of replacing staff participating in the action;
- expenditure incurred by associate partners, unless these costs are directly paid by the co-ordinator or co-organisers

Actions for which grants are awarded cannot benefit from any other Community financing **for the same activity**.

8.6 Other Financial Conditions

- The amount finally awarded cannot exceed that requested.
- Acceptance of an application by the Agency does not constitute an undertaking to award a financial contribution equal to the amount requested by the beneficiary.
- The awarding of a grant does not establish an entitlement for subsequent years.
- The applicant shall indicate the sources and amounts of any other funding received or applied for in the same financial year for the same action or for any other action and for routine activities.
- The grant may not have the purpose or effect of producing a profit for the beneficiary. Profit is defined as a surplus of receipts over costs. Any surplus will result in a proportional reduction of the amount of the grant.
- The bank account or sub-account indicated by the beneficiary must make it possible to identify the funds transferred by the EC. If the funds paid into this account give rise to interest or equivalent profits in accordance with the legislation of the country where the account is held, such profit or interest will be recovered by the EC where it results from the pre-financing payment.

8.7 Is there a "start date" for eligible expenditure ?

The period of eligibility of expenditure resulting from the performance of an action will be specified in the grant agreement. This period will not start before the signing of the agreement by the last party. Expenditure agreed to before the signing of the agreement will not be taken into account.

If a beneficiary is able to establish the need for the action to be started before the signing of the agreement, expenditure may be authorised before this signing. The starting date for the eligibility of expenditure may under no circumstances be before 1 Jan 2008.

8.8 What are the grant payment arrangements ?

If an application is finally approved, a financing agreement, made out in euro and laying down the conditions and the level of financing, will be concluded with the co-ordinator. This agreement (the original) must be signed and returned as soon as possible. The agreement shall enter into force on the day on which it is signed by the last of the two parties, i.e. the EC.

For 1-2 year projects, a pre-financing payment of 70% will be made to the co-ordinator within 45 days of the date when the agreement has been signed by the two parties, and provided all the necessary guarantees have been received. Pre-financing is intended to provide the project with a float. If a bank guarantee is required, the conditions associated with the terms of payment are slightly different. The arrangements are **different** for multiannual projects.

The EC will establish the amount of the final payment to be made to the beneficiary on the basis of the final reports. If real eligible expenditure incurred by the beneficiary during the action is less than anticipated expenditure, the EC will apply the rate of financing to expenditure actually incurred, and the beneficiary is required, if applicable, to reimburse excess amounts paid by the EC during pre-financing.

An external audit of the accounts, produced by an approved auditor, may be required in support of any payments on the basis of an analysis of risks. This audit report must be attached to the payment request, its purpose being to certify that the costs declared by the beneficiary in the financial statements on which the request for payment is based are real, exact and eligible in accordance with the grant agreement.

8.9 How does an applicant demonstrate they are a "legal entity" ?

The EC can offer a grant only on the basis of acceptance of documents which make it possible to define the beneficiary's legal personality – Legal Entity. The applicant must submit the following documents (see section 1 above re EU definitions of public / private):

For legal persons governed by private law:

- the Legal Entity identification form duly completed and signed;
- an extract from the official gazette/trade register, and certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required).

For legal persons governed by public law:

- the Legal Entity identification form duly completed and signed;
- the legal resolution or decision established in respect of the public company, or other official document established for the legal person governed by public law.

Applicants can find the appropriate forms on the Europa website at the following address:

http://www.ec.europa.eu/budget/execution/legal_entities_en.htm

8.10 Do applications require an Audit Statement ?

For grants of more than EUR 750,000 a certificate on the financial statements and underlying accounts, produced by an approved external auditor or, for public bodies, by a competent & independent public officer, shall be produced and attached to the request for the final payment.

8.11 Is a Guarantee always required ?

No, but the EC **may** require any organisation which has been awarded a grant to provide a guarantee first, in order to limit the financial risks linked to the pre-financing payment. The purpose of this guarantee is to make this body, third party or other beneficiaries, stand as irrevocable collateral security for, or first-call guarantor of, the grant beneficiary's obligations. The guarantee shall be provided by an approved bank or financial institution established in the country of the organisation concerned.

At the request of the beneficiary, this guarantee may be replaced by a joint guarantee by a third party or by an irrevocable and unconditional joint guarantee of the beneficiaries of an action who are parties to the same grant agreement, after acceptance by the authorising officer responsible. The authorising officer can also propose dividing pre-financing payments into a number of instalments. 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.

Exempt from this provision are public bodies and organisations under international public law and specialist agencies that have been created by inter-governmental agreements.

9. Publicity and promotion

Beneficiaries have the legal obligation to clearly acknowledge the European Union's contribution in all publications or in conjunction with all activities for which the Community grant is used and to publicise the results of the activities implemented by means of the Community grant.

Publications – Promotion material (i.e. catalogues, programmes, brochures, leaflets, posters, banners, other products). It is required to give prominence to the name and logo of the European Union and the name and logo of the Programme financing the action. Evidence of this publicity must be included in the final reports.

10. Additional sources of information

EC: http://ec.europa.eu/culture/eac/index_en.html

EACEA (with Application Forms):

http://eacea.ec.europa.eu/culture/calls2007/index_en.htm

UK CCP: www.culturefund.eu (info and links)

UK CCP email: tim@euclid.info