

PROJ

Information on Cooperation Projects

(strands 1.1, 1.2.1, 1.3 – not strand 1.2.2 for translation projects – see LIT)

Note that **IV.1** at the end of each heading refers to the relevant chapter in the official *Programme Guide*

Introduction **IV.1**

Multi-annual Cooperation projects (*strand 1.1*), Cooperation projects (*strand 1.2.1*) and Cultural Cooperation projects with Third Countries (*strand 1.3*) can be realised in all sectors of culture. They should enhance the cultural area shared by Europeans with a view to encouraging the emergence of a sense of European citizenship. The Cultural Cooperation projects with *Third Countries* should in addition create understanding between the European and *Third Countries* cultures.

1. What is meant by: **IV.1**

- **Coordinator**
- **Co-organiser**
- **Associated Partner**
- **Partner in the Third Countries**

Cultural operators may be involved in the implementation of Multi-annual Cooperation projects and Cooperation projects in the following capacities:

- **Coordinator:** a cultural operator from an *eligible country*, who undertakes a coordinating role during the implementation of the project. This role is translated into an overall responsibility for carrying out the action in accordance with the *Grant Agreement*, as well as a concrete and essential involvement in the design, implementation and financing of the project. The coordinator acts as the legal co-signatory for the *Grant Agreement*, or the person to whom the *Grant Decision* is addressed.
- **Co-organiser:** a cultural operator from an *eligible country* with a concrete and essential involvement in the design, implementation and financing of the project. The involvement of each *co-organiser* must be clearly indicated in the application form. Sole delivery of either services or goods with respect to the project, whether on a contractual basis or not, is not considered in-line with the definition of *co-organiser*.

In case the project is selected for co-financing, each *co-organiser* must sign a *mandate* by which the signatory grants power of attorney to the coordinator to act in their name and for their account during the implementation of the project. A model *mandate* is provided by the Executive Agency. Signed *mandates* of all *co-organisers* are annexed to the *Grant Agreement / Grant Decision*.

- **Associated Partner:** a cultural operator from an *eligible country* or a *Third Country*, who takes part in the implementation of the proposed activities of a project, but not the same extent and level of participation of a *co-organiser*. Costs incurred by *Associated Partners* are not eligible, unless they are directly paid or refunded by the *coordinator* and/or *co-organisers*.

- **Partner in the Third Country (strand 1.3):** to be considered as a *Partner in the selected Third Country*, a cultural operator must have its legal registered seat in the selected *Third Country*, should participate in the design and implementation of the proposed activities and sign the *cooperation agreement*. Costs incurred by partner(s) in the *Third Country* are not eligible, unless they are directly paid or refunded by the *coordinator* and/or the *co-organisers*.

2. Deadlines **IV.2**

The deadlines are:

- **Strands 1.1 and 1.2.1 – 1 October** each year
- **Strand 1.3 – 1 May** each year

3. Who is eligible to apply ? **IV.3**

Eligible applicants must...

- be a *public* or *private* organisation with legal status, whose principal activity is in the cultural sphere (cultural and creative sectors);
- have their registered legal seat in one of the *eligible countries*;

They must have the professional competencies and qualifications required to complete the proposed action and have stable and sufficient sources of funding to maintain the proposed activities throughout the period during which the action is being carried out and to participate in its financing (see *Info-Sheet FIN*).

Natural persons are not eligible to apply for a grant under this Programme.

4. What projects are eligible ? **IV.4**

Multi-annual Cooperation Projects (strand 1.1)

Eligible multiannual co-operation projects must ...

- correspond to the specific objectives of the Programme (promote trans-national mobility of people working in the cultural sector; encourage trans-national circulation of cultural and artistic works and products; or encourage intercultural dialogue);
- have a duration of between three and five years;
- involve a minimum of six cultural operators from six different *eligible countries*;
- be based on a *Cooperation Agreement* between the cultural operators involved. This document is signed by the *coordinator* and *co-organisers* and describes their cooperation;
- request a grant between EUR 200.000 and EUR 500.000 for each year of activity;
- present a balanced budget (expenditure = income) and comply with the maximum ceiling EU co-funding set at 50% of the total *eligible budget*.

Cooperation Projects (strand 1.2.1)

Cooperation projects must...

- correspond to the specific objectives of the Programme (promote trans-national mobility of people working in the cultural sector; encourage trans-national circulation of cultural and artistic works and products; or encourage intercultural dialogue);
- have a duration of maximum 24 months;
- involve a minimum of three cultural operators from three different *eligible countries*;
- request a grant between EUR 50.000 and EUR 200.000
- present a balanced budget (expenditure = income) and comply with the maximum ceiling of EU co-funding set at 50% of the total *eligible budget*.

Cooperation Projects with Third Countries (strand 1.3)

Cultural Cooperation projects with Third Countries must:

- generate a real European added value as well as an international cooperation dimension;
- have a duration of maximum 24 months;
- involve a minimum of three cultural operators from three different *eligible countries*;
- involve cultural cooperation with at least one organisation from the selected *Third Country*. At least 50% of the action should take place in the *Third Country*;
- be based on a *Cooperation Agreement* between the cultural operators involved (*coordinator, co-organiser and partner(s) in the Third Country*). This document is signed by the *coordinator and co-organisers* and describes their cooperation;
- request a grant between EUR 50.000 and EUR 200.000;
- present a balanced budget (expenditure = income) and comply with the maximum ceiling EU co-funding set at 50% of the total *eligible budget*.

Attention I:

The projects referred to above must not consist fully and exclusively in the production and maintenance of websites, the production of magazines and newspapers, the organisation of conferences and meetings and the production of studies and reports. Projects of this type are not eligible.

Attention II:

Proposals for projects submitted by cultural operators who, in their capacity as coordinators (beneficiaries), receive funding for an ongoing Multi-annual Cooperation project in the framework of the Programme are not eligible.

Explanation: This means that a coordinator of an ongoing Multi-annual Cooperation project is not eligible to become the coordinator of another Multi-annual Cooperation project (strand 1.1) or a cooperation project (strand 1.2.1) nor a Cooperation project in Third Countries (strand 1.3) unless the eligibility period of the Multi-annual Cooperation projects is over at the moment of the beginning of the new eligibility period of the other projects.

6. Selection Criteria **IV.5**

Operational and Financial capacity

(please also see separate *Info-Sheet FIN*)

What are the Award Criteria ? **IV.6**

Awarding of a grant is not only dependent on the examination of the eligibility and exclusion criteria and the *operational and financial capacity* of the organisation(s). The final selection decision will be determined in particular on the basis of the *award criteria*.

The *award criteria* comprise qualitative and quantitative indicators and can be outlined as follows:

- 1) the extent to which the project can generate real **European added value**
- 2) the relevance of the activities to the **specific objectives** of the Programme
- 3) the extent to which the activities proposed are designed and can be carried out successfully with a high **level of excellence**
- 4) the **quality of partnership** between coordinator and co-organisers
- 5) the extent to which the activities can produce **outputs** which achieve the objectives of the Programme
- 6) the extent to which the results of activities proposed will be appropriately **communicated and promoted**
- 7) the extent to which the activities can generate a long lasting impact (**sustainability**)
- 8) **international cooperation** dimension (only for cooperation projects in Third Countries, *strand 1.3*)

Projects will be assessed on a scale from 0 to 35 points. For **strand 1.3** projects will be assessed on a scale from 0 to 40 points. A ranked list of the projects, which receive, at least, 3,5 points for each award criterion from 1) to 3) - and 8) for *strand 1.3* projects - and, at least, 75% scoring in total, will be compiled.

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

Pursuant to the general objectives of the Programme, the activities proposed should enhance the cultural area shared by Europeans through the development of **cultural cooperation** between artists, stakeholders and cultural institutions in the *eligible countries*. 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 **cooperation involving organisations** that have not previously received any EU funding or cooperations that have been specifically designed to carry out the project in question.

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

The extent to which the activities proposed can promote the specific objectives of the Programme will be assessed. These are:

- supporting the **trans-national mobility of people** working in the cultural sector;
- encouraging the **transnational circulation of artistic and cultural works and products**;
- encouraging **intercultural dialogue**.

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 activities of a "high quality level".

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 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**, which might benefit directly and indirectly from the results of the activities proposed;
- The level of the **trans-sectoral dimension** 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 logos. 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.) to be used.

7) Long-term impact - Sustainability (0-5 pts)

Projects are supposed to generate long-term results and cooperation, and also to act as multipliers for other possible promoters. In this respect, the following factors 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 long-term 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 infra-European level.

Preference will be given to projects involving a number of partners higher than the minimum level indicated above.

Only for *strand 1.3*: Cooperation Projects with Third Countries:

8) International Cooperation Dimension (0-5 total pts)

Particular attention will be given to projects which demonstrate a concrete dimension of international cooperation. To this effect, the projects shall involve the active cooperation of at least one partner in the selected *Third Country*.

Financial Conditions **IV.7**

The budget shall include *eligible costs* incurred by the *coordinator* and/or the *co-organisers* in connection with the management and implementation of the project.

For more information on financial rules applicable, including a detailed description of the budget and an account of eligible and non *eligible costs*, please refer to **Info-Sheet FIN**.

The awarded grant is calculated on the basis of the estimated budget and can cover up to 50% of the *eligible costs*.

Use of Grant Agreement / Grant Decision **IV.8**

For Cooperation projects (*strand 1.2.1*) if the *co-ordinator* is legally established in the EU, *Grant Decisions* are used. For all the other projects, *Grant Agreements* are used (see **Info-Sheet FIN**).

8. Payment Arrangements **IV.9**

Pre-financing **IV.9.1**

NB. If a bank guarantee is required, the conditions associated with the payment arrangements here below are not the same (for more information on Guarantee, see **Info-Sheet FIN**).

Pre-financing is intended to provide the *beneficiary* with a float and may be provided in a number of installments according to the duration of the project co-financed.

Requests for further pre-financing payments (if applicable) or the interim payment should be accompanied by the submission of interim reports. The interim report should contain an interim technical implementation report and interim financial statements (ie. financial accounts, list of invoices), thereby providing an overview of the progress of the project from an implementation and financial point of view.

The possibility of several pre-financing payments exists¹ only for Multi-annual Cooperation projects (*strand 1.1*).

For cooperation projects (strand 1.2.1) and cultural cooperation projects with Third Countries (strand 1.3), a pre-financing payment shall be made in the following way:

A pre-financing payment corresponding to 70% of the awarded grant following the procedure in **Info-Sheet FIN**.

For Multi-annual Cooperation projects (strand 1.1) lasting 36 months (3 years), pre-financing payments shall be made in the following way:

- ❖ an initial pre-financing payment representing 40% of the awarded grant will be made within 45 days of the date of signature of the *Grant Agreement* by the Executive Agency, on the condition that all the requested guarantees have been received (if applicable);

¹ Remember that Multi-annual Cooperation projects must have a duration of minimum 3 (36 months) and maximum 5 years (60 months).

- ❖ a second pre-financing payment representing 40% of the awarded grant will be made within 45 days of the date of approval by the Executive Agency of the payment request by the *coordinator*, accompanied by the interim report.

For Multi-annual Cooperation projects (strand 1.1) lasting 37 months to 60 months (5 years), pre-financing payments shall be made in the following way:

- ❖ an initial pre-financing payment representing 30% of the awarded grant shall be made within 45 days of the date of signature of the *Grant Agreement* by the Executive Agency, on the condition that all the requested guarantees have been received (if applicable);
- ❖ a second pre-financing payment representing 30% of the awarded grant shall be made within 45 days of the date of approval by the Executive Agency of the payment request by the coordinator, accompanied by the interim report;
- ❖ a third pre-financing payment representing 20% of the awarded grant shall be made within 45 days of the date of approval by the Executive Agency of the payment request by the co-ordinator, accompanied by the interim report.

Attention

The second and third pre-financing payment shall be made when at least 70% of the previous pre-financing instalments have been consumed. In case the consumption of the pre-financings is less than 70%, the amount of the new pre-financing payment shall be reduced by the unused amounts of the previous pre-financing payment.

Final Payment

The Executive Agency shall establish the amount of the final payment, on the basis of the final report.

In order to receive the final payment, a final report shall be submitted in line with the deadline specified in the *Grant Agreement* / *Grant Decision*. The final report shall contain a final technical implementation report and final financial statement (including list of invoices and certificate on the financial statement, see **Info-Sheet FIN**), thereby providing a full account of the project's results and costs incurred. Copies of the project products (i.e. publication, poster, invitation, DVD, CD-rom, T-shirt, etc.), as well as any publicity material, shall be submitted together with the final report.

A pre-formatted document for the technical implementation report which helps structure and target the relevant information, as well as an automatic tool which links up the final financial statement with the list of invoices and facilitates the calculation of costs, are provided for the use of *beneficiaries*.

These documents are available on the website of the Executive Agency.

If the *eligible costs* actually incurred by the coordinator/co-organisers during the project are lower than anticipated, the Executive Agency shall apply the rate of co-financing, quoted in the *Grant Agreement* / *Grant Decision*. This may lead to a reduction of the final payment in respect of the awarded grant.

Where applicable, the *beneficiary* will be required to reimburse any excess amounts paid by the Executive Agency.

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