



**CALL FOR PROPOSALS
EACEA/12/2016**

**Creative Europe Programme
Cross-sectoral Strand**

SUPPORT FOR REFUGEE INTEGRATION

Guidelines

March 2016

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INTRODUCTION – BACKGROUND

One of the main objectives of the Creative Europe programme is to foster, safeguard and promote European cultural and linguistic diversity. At a time when Europe is receiving an extraordinary number of refugees, supporting European Union Member States in tackling this situation is a key priority of the EU. In November 2015, the Education, Youth, Culture and Sports Council of Ministers have reaffirmed that intercultural dialogue through culture and the arts plays an important role to integrate refugees. Culture and cinema can bridge gaps and improve mutual understanding between the population of the host country and the refugees.

In this context, the European Commission has revised its work programme for 2016 to include specific measures supporting the integration of refugees and encouraging mutual understanding between refugees and host populations in Europe. For the purposes of this call for proposals, the key protagonists will be creative and cultural operators.

1. OBJECTIVES AND TARGETED PROJECTS

1.1. Objectives of the call

The general objective of this call for proposals is to support cultural, audio-visual and cross-sectorial projects aiming at facilitating the integration of refugees in the European environment, enhancing mutual cultural understanding and fostering intercultural and inter-religious dialogue, tolerance and respect for other cultures.

The specific objectives of this call are to establish transnational cultural and audiovisual projects that can:

- help refugees socialise and express themselves without necessarily speaking immediately the host country language.
- be learning platforms in a wider sense, fostering respect and understanding for diversity, intercultural and civic competencies, democratic values and citizenship.
- give EU citizens the opportunity to discover, learn from and understand the values and cultures of refugees and - in the process rediscover and enrich their own.
- support the showcasing and co-creation of cultural and/or audiovisual works across Europe.
- offer the possibility of collaboration with organisations in other sectors in order to stimulate a more comprehensive, rapid, effective and long-term response to this global challenge.

The Commission is seeking to select a small number of high quality applications – as assessed against the award criteria provided in section 9 of this Guide - that fully integrate the spirit and the detail of these objectives. As with all Creative Europe applications, it is essential that the added value of working at a European, rather than a local or national level, be clear within

the application. Therefore the choice of partners and their role in the project are very important.

There are no specified priorities. Potential applicants should therefore ensure that the project and activities they envisage sits clearly in the framework of at least one of the published objectives.

1.2. Targeted projects

The expected output is a limited number of high quality consortia, formed by bodies working in the creative and cultural sectors that will create and test initiatives designed to support the integration of refugees in the participating countries and share their results.

The scope of this call is rather open. The call seeks to ensure however that certain concepts are promoted through the projects:

1.2.1. Creative partnerships

Through this call, the Commission seeks to encourage activity at the level of the Creative Europe Programme (therefore encapsulating both Media and Culture sub programmes) via what has been termed “creative partnerships”. These are consortia established to encourage creative and cultural organisations to consider working with organisations in other sectors, with a view to meeting the objectives of the call. Although this is not a firm requirement, the Commission is interested to view new models of collaboration that include sectors directly involved in supporting refugees, such as humanitarian aid, education and training at all levels, health, youth etc..

Projects must be submitted by a partnership of no fewer than 3 organisations covering at least 2 countries eligible to participate in the Culture sub-programme (see section 6). The lead applicant (coordinator) as well as 1 partner organisation must be established in the creative and cultural sectors. A minimum of 1 further organisation must be involved; the additional partner may also come from the creative and cultural sectors, but could also be an organisation that is active in sectors such as the public, social, healthcare, educational, youth spheres or any other field that could support the integration of refugees.

1.2.2. Scale of projects

This call seeks to ensure that the very limited funds available make the maximum impact possible and inspire further projects of this nature in the future. Equally the European Commission services seek to simplify the management of the call and also to have results quickly. As a result the scope of the call is focussed on projects that correspond to the following framework:

- Maximum duration 24 months
- Minimum grant 100.000€representing not more than 80% of the eligible costs
- Maximum grant 200.000€representing not more than 80% of the eligible costs

Please note:

- Applications presented for a duration of longer than 24 months and those which request a grant of less than 100.000€will not be considered.
- Under no circumstances will a grant be made that exceeds the upper limit of 200.000€
- Eligible costs are specified in section 11.2

Under no circumstances will applications be successful if they do not fit into the scale summarised in this section.

1.2.3. *Contributions to third parties*

While the projects envisaged under this call are relatively large, the provisions also allow for a number of small activities to be regrouped and managed within a project via contributions to third parties. These contributions to third parties are not obligatory, but consortia that wish to include them need to take into account the following issues:

- they must be managed through the lead applicant (coordinator);;
- each activity funded in this way must promote the objectives of project (selection from the objectives of the call);
- the application must include a detailed strategy and the criteria that the lead applicant and partners will use to grant financial support to third parties;
- if the application is successful the third parties responsible for funded applications must comply with the same contractual conditions and reporting obligations as the partnership.
- each contribution to third parties cannot exceed 60.000€

See section 11.1.f for details

1.2.4. *About the partnership*

The lead applicant (coordinator):

The lead applicant will represent the consortium in any contractual relationship with the Agency.

The lead applicant must be a company, association or organisation active in 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 Programme¹. The application form includes a section in which applicants must provide information regarding the statutes and objectives of the lead applicant's organisation.

The lead applicant must establish a written agreement with all of the partners defining their respective roles in the project. The text of this agreement will be part of the application. The original, signed version will be required in the event of a successful application, and must be provided to the Agency before the signature of a grant agreement.

The lead applicant will submit the application to the Agency on behalf of all partners. Consequently, applications must include mandates from partner organisations confirming their participation (original signatures or equivalent required).

The partners:

At least one of the partners of the project must be active in 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 Programme². Proof of this activity will be required.

¹ <http://data.consilium.europa.eu/doc/document/ST-14443-2015-INIT/en/pdf>

² <http://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=CELEX:32013R1295&from=EN>

The partnership **may** also include organisations which are not active in the cultural and creative sectors but which nonetheless will actively participate in the aims pursued. The partners must be active in the public, social, healthcare or educational fields or any other sector that could support the social and cultural integration of refugees and/or generate inter-cultural dialogue.

The partners are companies, associations or organisations established in eligible countries. The partners must be fully active in the implementation of the project. Proof of this compliance will be required in the detailed description of the project.

Natural persons may not apply for a grant.

2. TIMETABLE

	Stages	Indicative period
a)	Publication of the call	early March 2016
b)	Deadline for submitting applications	Thursday, 28 April 2016 – 12.00 (noon) Brussels time
c)	Evaluation period	3 months
d)	Information to applicants	Beginning of August 2016
e)	Signature of grant agreement	September 2016
f)	Starting date of the action (project)	September – December 2016

3. BUDGET AVAILABLE

The total budget earmarked for the co-financing of projects is estimated at EUR 1,6 million.

Each grant will amount to between EUR 100.000 and EUR 200.000 representing maximum 80% of the eligible budget. The remaining amount of at least 20% of eligible costs must be secured by the applicants (partnership).

The Agency expects to fund around 8 to 12 projects. The Agency reserves the right not to distribute all the funds available.

4. ADMISSIBILITY REQUIREMENTS

Applications must comply with the following requirements:

- they must be submitted electronically no later than the deadline for submitting applications presented in section 3 of this guide;
- they must be submitted in writing using the online application documents (eForm and annexes) described in section 14 of this Guide;
- all questions in the form and annexes must be answered and all tables must be completed except where they relate to optional provisions (such as contributions to third parties)
- they must be submitted in one of the EU official languages and the language used must be a language of communication for the partnership on behalf of which the application is made (i.e. all partner contact people must be able to understand the content of the application form);
- they must meet the framework of the *scale of projects* presented in paragraph 2.2.2 above.

Please note that only typed applications will be considered.

The application form must be accompanied by a **balanced budget and all other mandatory documents (see list in annex 2)**.

Failure to comply with these requirements will lead to the rejection of the application.

Please note: In order for the application documents to be completed and the electronic application form (eForm) to be submitted, a certain number of preparatory activities are required. In addition to the detailed planning of who does what, and the detailed budget for each organisation participating in the project, each organisation must provide a Participant Identification Code (PIC); without the PIC the eForm cannot be submitted. The PIC can be obtained by registering the organisations in the Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal. If the lead applicant or any of the other partners already has a PIC that has been used for other programmes or calls (for example if they have been involved in previous calls under the Creative Europe Programme or Erasmus + or the Research programmes), the same PIC is to be used for this call for proposals (see section 14.2 for further information).

5. ELIGIBILITY CRITERIA

5.1. General eligibility criteria

The eligibility criteria are presented in paragraphs 1 and 2 of the Call for Proposals and concern eligible applicants, countries, partnership composition, financial support to third

parties, eligibility period. Applications that fail to comply with these criteria will not be considered. A checklist of these criteria is presented in Annex 2 of this Guide for Applicants.

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

5.2. Eligible projects

Eligible projects are implemented by creative partnerships that will involve a lead applicant (coordinator) and at least two other partners having their legal seat in at least two different countries taking part in the Creative Europe.

5.3. Eligible partnership

The minimum partnership is at least 3 organisations covering at least 2 eligible countries. The specific partnership criteria are laid out below.

The lead applicant and at least 1 of the partners must be active in the cultural and creative sectors. The additional partner may be active in relevant sectors such as the public services, humanitarian aid, social / welfare sectors, healthcare, education and training at all levels, youth, sport or any other field that could support the integration of refugees.

I. The lead applicant and at least one of the partners must

- a) have its legal seat in one of the following countries
 - a. the 28 Member States of the European Union,
 - b. the EFTA/EEA countries: Iceland and Norway,
 - c. EU candidate countries: Turkey, Albania, Serbia, Montenegro and the former Yugoslav Republic of Macedonia,
 - d. Potential candidate country: Bosnia-Herzegovina

- b) be a company, association or organisation active in 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. Proof of this activity will be required.

II. There must be at least 1 partner organisation in addition to the two mentioned above (i.e. a lead partner and at least 2 partner organisations in total). The remaining partner organisation(s) must conform with the following criteria

- a. be registered in one of the following countries:
 - 1. the 28 Member States of the European Union,
 - 2. the EFTA/EEA countries: Iceland and Norway,
 - 3. EU candidate countries: Turkey, Albania, Serbia, Montenegro and the former Yugoslav Republic of Macedonia,
 - 4. Potential candidate: Bosnia and Herzegovina,
 - 5. Other countries participating in the Culture Sub-programme: Georgia, Moldova and Ukraine.

- b. be a company, association or organisation active in 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

OR

the remaining partner(s) **may** be organisations which are not active in the cultural and creative sectors but which nonetheless will actively participate in the aims pursued in the project. They may be active in relevant sectors such as the public services, humanitarian aid, social / welfare sectors, healthcare, education and training at all levels, youth, sport or any other field that could support the integration of refugees

In either case proof of this activity will be required.

5.3.1. *Specific obligations of the lead applicant*

The lead applicant will submit the application to the Agency on behalf of all partners. Consequently, applications must include mandates from partner organisations confirming their participation (original signatures or equivalent required). The original, signed version will be required in the event of a successful application, and must be provided to the Agency before the signature of the grant agreement.

The lead applicant must establish a written agreement with all of the partners defining their respective roles in the project. The text of this agreement will be part of the application. The original, signed version will be required in the event of a successful application, and must be provided to the Agency before the signature of the grant agreement.

Natural persons are not eligible to apply for a grant or fulfil the role of a partner organisation.

5.4. Eligible countries

The partnership may cover the following countries, subject to the conditions specified in paragraph 6.2 above

1. the 28 Member States of the European Union,
2. the EFTA/EEA countries: Iceland and Norway,
3. EU candidate countries: Turkey, Albania, Serbia, Montenegro and the former Yugoslav Republic of Macedonia,
4. Potential candidate: Bosnia and Herzegovina,
5. Other countries participating in the Culture Sub-programme: Georgia, Moldova and Ukraine.

5.5. Eligible activities

Eligible activities to be taken into consideration are the activities which intend to achieve the objectives referred to under objectives and priorities.

Such activities shall seek to support the integration of refugees from countries not participating in the Creative Europe programme recently arrived to the EU by using cultural and creative activities in all their diversity as well as in their potential, linking them to education wherever possible.

The following types of activities are eligible under this call for proposals:

- creative projects such as exhibitions, festivals, co-creation, touring, film and audiovisual creations;
- conferences, seminars;
- training activities;
- awareness and dissemination actions;
- actions aiming at the creation and improving of networks, exchanges of good practices;
- studies, analysis, mapping projects;
- exchanges, mobilities;
- research activities;

These activities may be undertaken directly by the partnership, or by third parties in accordance with the provisions of section 2.2.3 (above) and 11.1.f (below)

5.6. Eligible period

Activities must start between September 2016 and December 2016.

However, an EU grant may be awarded for a project which has already begun if the applicant can demonstrate the need to start the project before the agreement has been signed. In any case, the Agency will have to approve the justification of the need to start the project before the agreement has been signed and the project cannot start before the date of submission of the application.

No grant may be awarded retroactively for projects already completed.

The maximum duration of a project is 24 months. Applications for projects scheduled to run for a longer period than that specified in these guidelines will not be considered as eligible. However, if after the signing of the agreement and the start of the project it becomes impossible for the beneficiaries, for fully justified reasons beyond their control, to complete the project within the scheduled period, an extension to the eligibility period may be granted. A maximum extension of 6 additional months will be granted, if requested before the deadline specified in the grant agreement. The maximum duration will then be 30 months.

In duly justified cases, costs incurred before the signature of the agreement but after the date of submission may be eligible.

Only applications that fulfil the eligibility criteria will be considered for a grant. If an application is deemed ineligible, a letter indicating the reasons will be sent to the applicant.

6. EXCLUSION CRITERIA

6.1. 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;
 - (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 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 in point (d) of this section.

6.2. 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.

The same exclusion criteria apply to affiliated entities.

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 7.1³:

- (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 judgment 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 judgment, 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.

6.3. Supporting documents

Applicants for a grant exceeding EUR 60.000 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 that must be attached to the application form accompanying the call for proposals.

The declaration on honour is available at : http://eacea.ec.europa.eu/creative-europe/funding_en

³ 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.

7. 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.

7.1. 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 and to participate in its funding.

The applicants' financial capacity will be assessed on the basis of the following supporting documents to be submitted attached to the eForm application:

- a declaration on honour from the lead applicant (http://eacea.ec.europa.eu/creative-europe/funding_en) ;
- the financial statements of the lead applicant (including the balance sheet, the profit and loss accounts and the annexes) of the last two financial years for which the accounts have been closed. Applicants who have closed only one financial year on the date of submission shall provide financial statements for this year only;
- the financial capacity form for the lead applicant, filled in with the relevant statutory accounting figures, in order to calculate the ratios as detailed in the form.

If, on the basis of the documents submitted, the Agency considers that financial capacity is not satisfactory, it may:

- request further information;
- propose a grant agreement without pre-financing;
- propose a grant agreement with pre-financing paid in instalments;
- propose a grant agreement with 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 financial capacity shall not apply to public bodies and to international organisations under public law. It will also not apply to education and training establishments if decided by the competent authorising officer on the basis of his analysis of management risks.

7.2. Operational capacity

Applicants must have the professional competencies as well as appropriate qualifications necessary to complete the proposed action.

The legal representative of the lead applicant organisation (coordinator) will attest to the operational capacity of the partnership in the form of the declaration on their honour. Additionally the operational capacity will be assessed on the basis of the following supporting information:

- curriculum vitae or description of the profile of the people primarily responsible for managing and implementing the operation within each partner institution;
- an exhaustive lists of previous projects and activities performed and connected to the policy field of a given call or to the actions to be carried out.

8. AWARD CRITERIA

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

1. Relevance of the project concept and the related strategy(ies) (40 points)

Within the main objectives of the call, this criterion evaluates how the project and the partnership will contribute to helping refugees to integrate into the EU and provide opportunities for EU citizens to be acquainted with and understand the migrant population by way of cultural and creative means including film and audio-visual.

- To what degree does the project proposed address the objectives described in section 2 of this document?
- How clear and convincing is/are the strategy(ies) proposed?
- In what way does the proposed partnership constitute a useful and innovative collaboration across different sectors to achieve the stated objectives?
- To what extent is the project complementary to actions implemented at national, regional or local level?

2. Quality of the content of the project and activities of the Creative Partnership (30 points):

This criterion evaluates how the project will be implemented in practice (quality of the activities and deliverables, and working arrangements including the Creative Partnership).

- How is the project implemented in practice and what practical results does it propose to produce?
- How clear and realistic are the project proposal overall and the set-up of activities?
- How clear and realistic is the time-table for implementing the project activities?
- How appropriate is the allocation of the budget and human resources to the activities undertaken in the framework of the project?
- How clearly defined are the working arrangements of the partnership and the coordination of the tasks of all partners?
- To what degree does the partnership possess the skills, experience and field knowledge to deliver quality results/outputs that will address the objective(s) pursued?
- (For applications including grants to third parties only) How adequate is the framework of criteria for selection and monitoring of grants

3. Dissemination and potential impact of the project (30 points)

This criterion evaluates the project's approach to communicating its activities and results and to sharing knowledge and experiences with other organisations or groupings seeking to address refugee issues. 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.

- To what extent does the project aim to produce results and/or best practices and/or a methodology and/or a new model of action?
- Are there concrete and well defined results foreseen? How appropriate are they to the overall objectives of the project (qualitative and quantitative assessment)?
- Will the project have a measurable impact that is understandable to the target audiences? How convincing is the evidence presented in the application form for the achievement of the impact envisaged?
- To what degree does the project aim to produce results which will have an impact on both the refugee and local populations?
- To what extent could the strategy/ies and results be replicated in other contexts / countries?
- How extensive is the direct short term impact on the target group?
- To what extent does the impact of the project go beyond those directly involved in the project and beyond the project's lifetime? How convincing is the evidence that the potential for medium or long term impact can be achieved?

9. LEGAL COMMITMENTS

In the event of a grant awarded by the Agency, a grant agreement 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.

The 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.

10. FINANCIAL PROVISIONS

10.1. 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 prior to the date of submission of the grant application

c) Co-financing

Co-financing means that the resources which are necessary to carry out the action or the work programme 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 in the Infor-euro website available at

http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm

on the month 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 EUR 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/EC⁴ or contracting entities in the meaning of Directive 2004/17/EC⁵ 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/work programme 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:

⁴ Directive 2004/18/EC on the coordination of procedures for the award of public work contracts, public supply contracts and public service contracts.

c work contracts, public supply contracts and public service contracts.

⁵ Directive 2004/17/EC coordinating the procurement procedures of entities

- 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 may envisage provision of financial support to third parties. In such case the applications must include:

- an exhaustive list of the types of activities for which a third party may receive financial support:
- the definition of the persons or categories of persons which may receive financial support,
- the criteria for awarding financial support,
- the maximum amount to be granted to each third party and the criteria for determining it.

The amount of financial support per third party must not exceed EUR 60.000 and can only be managed by the lead applicant.

10.2. 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.

10.2.1. Maximum amount requested

The EU grant is limited to a maximum co-financing rate of 80% of **eligible costs** taking into account the maximum grant amount referred to in section 4.

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.

10.2.2. 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 the date of submission of the grant application (see section 11.1b).

- they are indicated in the estimated overall budget of the action/work programme;
- they are incurred in connexion with the action which is the subject of the grant and are necessary for the implementation of the action/ work programme;
- 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/project with the corresponding accounting statements and supporting documents.

10.2.3. *Eligible direct costs:*

The eligible direct costs for the action/ work programme 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: this cost must be actual cost incurred by the beneficiaries (coordinator and partners), and staff cost of other organisations is eligible only if it is paid directly or reimbursed by one of the beneficiaries. 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 or grant decision are met;
- costs of financial support to third parties provided that the conditions laid down in the grant agreement are met;
- costs arising directly from requirements linked to the performance of the action/project (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

For actions involving costs relating to a third country (i.e. costs relating to natural persons who are 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 project leader and/or the partners must not exceed 30% of the total eligible budget

10.2.4. *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.

10.2.5. *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;
- contribution in kind;
- excessive or reckless expenditure.

10.2.6. *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 action, including details on third parties activities;
- the final financial statement of costs actually incurred, including detail on "contribution to third parties" if any;

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”: https://eacea.ec.europa.eu/sites/eacea-site/files/annex_iii_guidance_notes_audit_type_i_03-2014_en.pdf.

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.

10.2.7. *Non-profit rule*

EU grants may not have the purpose or effect of producing a profit within the framework of the action or the work programme 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.

10.3. **Payment arrangements**

A pre-financing payment corresponding to 70% of the grant amount will be transferred to the beneficiary within 30 days 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.

10.4. 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.

11. PUBLICITY

11.1. 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 http://eacea.ec.europa.eu/about/eacea_logos_en.php.

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

11.2. By the Agency

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 30th of June of the year following the financial year in which the grants were awarded.

The Agency 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 level⁶ 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.

11.3. 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 the project. The public summary/report must be included in the final report submitted to the Agency. The report may be used by the Commission to provide information on the results of projects.

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 beneficiary's grant will be reduced in accordance with the provisions of the grant agreement.

⁶ Operating in the water, energy, transport and postal services sectors

12. 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 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.⁷

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:

http://eacea.ec.europa.eu/about/documents/calls_gen_conditions/eacea_grants_privacy_statement.pdf

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).

13. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

13.1. Publication

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

⁷ Official Journal L 8, 12.1.2001

13.2. Registration in the Participant Portal

Before submitting an electronic application, lead applicants and partners 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.

13.3. Submission of the grant application

Applications 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.

➤ Electronic submission

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

13.4. Evaluation procedure

13.4.1. *First step of the evaluation procedure: evaluation of the eligibility, exclusion and selection criteria*

Only applications that fulfil the eligibility, exclusion and selection criteria will be considered for a grant and will be assessed by experts against the award criteria. Applications which do not fulfil the eligibility, exclusion and selection criteria will be informed in writing, indicating the reasons.

Applications that fulfil the eligibility, exclusion and selection criteria will be ranked according to the scores obtained in the different award criteria (defined in section 9 of these guidelines). Within the limit of the available budget, applications obtaining the highest scores will be selected.

The assessment will be made solely on the basis of the documents sent by the relevant deadline. Nevertheless, the Agency reserves the right to request additional information from the applicant.

13.4.2. *Second step of the of the evaluation procedure: evaluation of award criteria*

This part of the evaluation will be carried out with the support of external experts that will be appointed by the Agency further to a call for expression of interest (http://eacea.ec.europa.eu/about-eacea/working-expert_en).

a) Individual evaluation

At this stage the experts are acting individually; they do not discuss the application with each other. The experts record their individual opinions in a report, giving scores and also comments against the award criteria as defined in section 9 of these guidelines.

Signature of the report also entails a declaration that the expert has no conflict of interest in evaluating that particular application.

b) Consensus meetings

Once all the experts to whom the same proposal has been assigned have completed their reports, the evaluation progresses to a consensus assessment, representing their common views.

The consensus discussion is moderated by a representative of the Agency and/or the Commission and/or by other experts than those who have assessed the proposal which is being discussed in the consensus meeting.

The signing by the experts of the consensus report completes the consensus step. Signature of the report also entails a declaration that the experts have no conflict of interest in evaluating that particular application.

13.5. Award decision

The reports of the experts and their opinions will be assessed by an Evaluation Committee. The Evaluation Committee, which is composed of staff from the Commission and the Agency, will make a proposal for the selection to the authorising officer. The authorising officer (from the Agency or from the Commission) remains solely in charge of awarding the grants.

The evaluation procedure will be finalised only after the completion of the above mentioned procedure and the adoption by the authorising officer of the grant award decision.

All applicants will be sent a letter formally informing them of the decision taken by the Agency (award decision), as well as feedback on each award criterion.

A list of the selected applications will then be published on the Agency's website and basic details of the projects and partnerships will be transferred into the Commission's dissemination tool ([Creative Europe Project Results - Landing Page](#)).

Once the award decision is adopted, all the technical, legal and financial issues are verified and agreed upon and a grant agreement is drafted and sent to the selected applicants for signature.

13.6. Rules applicable

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 (OJ L 298, 26.10.2012, p.1) as amended by the Regulation (EU, Euratom) 2015/1929 of the European Parliament and of the Council of 28 October 2015 (OJ L 286, 30.10.2015, p. 1).

Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of 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 (OJ L 362, 31.12.2012, p.1)

Regulation (EU, Euratom) No 1295/2013 of the European Parliament and of the Council of 11 December 2013 establishing the Creative Europe Programme (2014 to 2020) concerning the implementation of a support Programme for the European creative sector (Creative Europe) and its corrigendum of the 27/06/2014⁸.

14. CONTACTS

For any further information and guidance, please contact your Creative Europe desk:
http://ec.europa.eu/culture/creative-europe/creative-europe-desks_en.htm

Contact with the Agency:
EACEA-REFUGEE-INTEGRATION-PROJECTS@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 proposals.

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.

Third parties: an organisation that is not part of the "Creative Partnership agreement" but that is contributing to the implementation of the actions.

Contribution to third parties : a direct contribution to organisations not taking part of the Creative Partnership, managed by the Lead applicant under specific conditions (section 2.2.3 and 11.I.f)

Creative Partnerships: Consortia established between cultural and audiovisual organisations (Culture and creative sector) working with organisations coming from other sectors, with a view to meeting specific objectives generally defined in the call for Proposal.

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/decision.

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.

Refugee : A person who, owing to a well-founded fear of being persecuted for reasons of race, religion, nationality, political opinion or membership of a particular social group, is outside the country of his/her nationality and is unable or, owing to such fear, is unwilling to avail him-/herself of the protection of that country; or who, not having a nationality and being outside the country of his/her former habitual residence as a result of such events, is unable or, owing to such fear, is unwilling to return to it.

(Source: Convention and Protocol Relating to the Status of Refugees)

ANNEX 2 – MANDATORY DOCUMENTS – CHECK LIST

The application eForm must be accompanied by all mandatory documents listed below.

Failure to comply with these requirements will lead to the rejection of the application.

Note: Where documents need to be signed, the signature **has** to be the one of the legal representative of the organisation. Templates, where provided, **MUST** be used. All templates are available at : http://eacea.ec.europa.eu/creative-europe/funding_en

Attached to the e-form:

- | |
|--|
| <input type="checkbox"/> Partnership and Project information document |
| <input type="checkbox"/> Declaration on honour
- Signed declaration on honour on legal status, operational and financial capacity, exclusion criteria |
| <input type="checkbox"/> mandate letters signed by the legal representative of each partner and the legal representative of the lead applicant |
| <input type="checkbox"/> Budget form (Excel) |

Documents which the lead applicant must be able to make available immediately upon request:
--

- | |
|--|
| <input type="checkbox"/> Statutes/articles of association of the lead applicant and each of the partners |
| <input type="checkbox"/> Cooperation agreement signed by the legal representative of each partner and the legal representative of the lead applicant |
| <input type="checkbox"/> Signed budget form* |
| <input type="checkbox"/> Copies of activity reports of the lead applicant and each of the partners of the <u>last two years</u> |
| <input type="checkbox"/> Signed financial identification form* and the required annexes (for lead applicant) |
| <input type="checkbox"/> Financial capacity form* (for lead applicant) (not required for public bodies) |
| <input type="checkbox"/> Financial statements (including balance sheet and profit and loss accounts) of the lead applicant for the last two financial years for which the accounts have been closed (not required for public bodies) |