



# **Creative Europe Programme (CREA)**

## **Call for proposals**

**Perform Europe**  
(CREA-CULT-2022-PERFORM-EU)

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EUROPEAN EDUCATION AND CULTURE EXECUTIVE AGENCY (EACEA)

EACEA.B – Creativity, Citizenship and Joint Operations  
**EACEA.B.1 – Culture**

## CALL FOR PROPOSALS

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## 0. Introduction

This is a call for proposals for EU **action grants** in the field of Culture under the **Creative Europe Programme**.

The regulatory framework for this EU Funding Programme is set out in:

- Regulation 2018/1046 ([EU Financial Regulation](#))
- the basic act (Creative Europe Regulation [2021/818](#)<sup>1</sup>).

The call is launched in accordance with the [2022 Work Programme](#)<sup>2</sup> and will be managed by the **European Education and Culture Executive Agency (EACEA)** ('Agency').

The call covers the following **topics**:

- **CREA-CULT-2022-PERFORM-EU - Perform EU**

Applicants cannot submit more than one proposal under this call.

We invite you to read the **call documentation** carefully, and in particular this Call Document, the Model Grant Agreement, the [EU Funding & Tenders Portal Online Manual](#) and the [EU Grants AGA – Annotated Grant Agreement](#).

These documents provide clarifications and answers to questions you may have when preparing your application:

- the [Call Document](#) outlines the:
  - background, objectives, scope, activities that can be funded and the expected results (sections 1 and 2)
  - timetable and available budget (sections 3 and 4)
  - admissibility and eligibility conditions (including mandatory documents; sections 5 and 6)
  - criteria for financial and operational capacity and exclusion (section 7)
  - evaluation and award procedure (section 8)
  - award criteria (section 9)
  - legal and financial set-up of the Grant Agreements (section 10)

<sup>1</sup> Regulation (EU) 2021/818 of the European Parliament and of the Council of 20 May 2021 establishing the Creative Europe Programme (2021 to 2027) (OJ L 189, 28.5.2021, p. 34).

<sup>2</sup> Commission Implementing Decision C(2022)36 final of 13.01.2022 concerning the adoption of the work programme for 2022 and the financing decision for the implementation of the Creative Europe Programme.

- how to submit an application (section 11)
- the [Online Manual](#) outlines the:
  - procedures to register and submit proposals online via the EU Funding & Tenders Portal ('Portal')
  - recommendations for the preparation of the application
- the [AGA — Annotated Grant Agreement](#) contains:
  - detailed annotations on all the provisions in the Grant Agreement you will have to sign in order to obtain the grant (*including cost eligibility, payment schedule, accessory obligations, etc.*).

You are also encouraged to visit the [Creative Europe Project Results](#) website to consult the list of projects funded previously.

## 1. Background

### THE CREATIVE EUROPE PROGRAMME

#### *Objectives*

Creative Europe brings together actions supporting the European cultural and creative sectors.

The term 'Cultural and creative sectors' means all sectors whose activities are based on cultural values or artistic and other individual or collective creative expressions. The activities may 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 education or management, related to these activities. The 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 (including fashion design), festivals, music, literature, performing arts, books and publishing, radio, and visual arts.

The general objectives of the Programme are:

- to safeguard, develop and promote European cultural and linguistic diversity and heritage;
- to increase the competitiveness and the economic potential of the cultural and creative sectors, in particular the audiovisual sector.

#### *Policy framework*

In 2022, the CULTURE strand of Creative Europe continues to be anchored to policy development and EU policy cooperation in the field of culture, notably in line with the objectives of the **2018 New European Agenda for Culture**<sup>3</sup> and the **Council Work Plan for Culture 2019-2022**<sup>4</sup>. Policy cooperation and actions of the programme will also cover emerging priorities – such as the contribution to the EU Strategy on combating antisemitism and fostering Jewish life - and high-level initiatives such as the **New European Bauhaus**<sup>5</sup> and the **European Year of Youth 2022**<sup>6</sup>.

<sup>3</sup> <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52018DC0267>

<sup>4</sup> [https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52018XG1221\(01\)](https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52018XG1221(01))

<sup>5</sup> [https://europa.eu/new-european-bauhaus/index\\_en](https://europa.eu/new-european-bauhaus/index_en)

In light of the dramatic situation in Ukraine, Creative Europe stands for promoting the key value of culture and creativity in building inclusive and cohesive societies founded on the European values of respect for human dignity, freedom, democracy, equality, the rule of law and the respect for human rights. Therefore, Creative Europe will provide support to Ukrainian artists and cultural operators as well as to Ukrainian cultural and creative organisations in these extremely challenging times. In line with the exchanges at Council level and the [declaration](#) adopted by the European ministers responsible for culture, audiovisual and media in March 2022<sup>7</sup>, the EU is dedicated to using any available European programme and framework relevant in the fields of culture, audiovisual and media, and in particular Creative Europe, for artists, journalists, and cultural and media professionals that are affected by the military aggression against Ukraine and its consequences.

The Programme is also in line with the 2016 Joint Commission/High Representative Communication "Towards an EU strategy for international cultural relations"<sup>8</sup> and the 2014 Commission Communication "Towards an integrated approach to cultural heritage for Europe"<sup>9</sup>, which all plead for a stronger role for culture in the further social, economic and international development of our Union.

In accordance with the European Pillar of Social Rights Action Plan<sup>10</sup>, the Programme supports promotion of **fair working conditions, including fair remuneration for all cultural and creative professionals**. The Study on the working conditions of artists, cultural and creative professionals, including initiatives for the fair remuneration of artists and cultural professionals, recently published by the European Commission and stakeholders, deserves special attention<sup>11</sup>.

#### Culture strand 2022 priorities

The 2022 priorities of the CULTURE strand are defined in the **Creative Europe Annual work-programme 2022**<sup>12</sup>.

#### Cross-cutting issues

As cross-cutting issues, the Programme will support effective mechanisms to ensure the cultural sectors offer diversity, inclusion and equality for all and contribute to the fight against climate change.

**Inclusion, diversity, and gender equality.** Projects should facilitate access to European cultural and creative content for all groups and audiences, especially for professionals and participants with disadvantaged backgrounds and fewer opportunities related to disability or health problems, economic, social or geographical obstacles or cultural differences. Particular attention will be paid to fostering gender equality, in particular as a driver of creativity, economic growth and innovation. Projects must seek to promote gender equality and non-discrimination mainstreaming in accordance with the [Gender Mainstreaming Toolkit](#). All activities funded under the programme must incorporate a gender equality perspective and contribute to the equal empowerment of women and men, ensuring that they achieve their full potential and benefit from the same rights.

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<sup>6</sup> [https://europa.eu/youth/year-of-youth\\_en](https://europa.eu/youth/year-of-youth_en)

<sup>7</sup> [Declaration of the European ministers responsible for culture and media on the situation in Ukraine - French Presidency of the Council of the European Union 2022 \(europa.eu\)](#)

<sup>8</sup> [JOIN/2016/029](#)

<sup>9</sup> [COM/2014/0477 final](#)

<sup>10</sup> [https://ec.europa.eu/info/strategy/priorities-2019-2024/economy-works-people/jobs-growth-and-investment/european-pillar-social-rights/european-pillar-social-rights-action-plan\\_en](https://ec.europa.eu/info/strategy/priorities-2019-2024/economy-works-people/jobs-growth-and-investment/european-pillar-social-rights/european-pillar-social-rights-action-plan_en)

<sup>11</sup> <https://culture.ec.europa.eu/news/study-on-artists-working-conditions-published>

<sup>12</sup> <https://culture.ec.europa.eu/document/2022-annual-work-programme-creative-europe-programme>

**Environment and the fight against climate change.** The cultural and creative sectors should contribute to the European Green Deal, in particular, by encouraging its operators to adopt more environmentally sustainable practices and, by this, to contribute to the achievement of the overall target of 30% of the Union budget expenditures supporting climate objectives. Culture can play an important role in the green transition through awareness-raising, learning, communication and in the sharing of knowledge and good practices, and has the potential to develop innovative ways of tackling environmental challenges.

## PERFORM EUROPE BACKGROUND

Cross-border mobility of people and distribution of art works, as well as the free flow of ideas, are central to the European project. They contribute to the two overarching objectives of the Creative Europe programme as they are major drivers of cultural diversity and it reinforces the competitiveness of the cultural and creative sectors by reaching out to new audiences and new markets.

As announced in the **New European Agenda for Culture**<sup>13</sup> *“To increase [cultural] participation, greater circulation of European artworks and of professionals in the European cultural and creative sectors is required.”*

Following and complementing the successful implementation of the pilot for a new mobility scheme for artists and culture professionals (i-portunus<sup>14</sup>), another pilot called *Perform Europe* was launched in 2020 to test the cross-border distribution of European performing art works (physical and digital)<sup>15</sup>.

In line with the sectorial approach adopted by the Creative Europe programme and considering that the performing arts sector has been among the worst hit by the Covid-19 pandemic the focus of this call is on performing arts works. Under this call, **performing arts will include the following sub-sectors: theatre, dance, performance, circus, outdoor arts and puppetry.**

It is complementary to the Music Moves Europe<sup>16</sup> initiative that is entirely dedicated to music, therefore **live music performances are not to be considered within this call.**

While the rich diversity of the performing arts sector in Europe is a major asset for European societies, a number of critical obstacles prevent performing arts works from circulating beyond national borders: market and sector fragmentation, linguistic barriers for theatre, travel costs, logistics issues, insurance, copyright, etc. Beyond the negative impact on the performing arts companies and hosting venues, these obstacles to cross-border distribution are hampering the potential of the sector to contribute to the EU's social, economic and integration ambitions, and to the building of a strong internal market and of a European society rooted in shared values and common cultural heritage.

Investing in a dedicated and flexible distribution scheme at EU level to help performing arts works cross borders (physically and digitally) shall usefully supplement other existing distribution and support schemes. It shall thereby sustain the resilience and the recovery of the sector in the aftermath of the Covid-19 crisis as well as reinforce its potential to contribute to the European project and values.

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<sup>13</sup> <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52018DC0267>.

<sup>14</sup> Now a permanent action of the Creative Europe Culture strand, called “Culture Moves Europe”.  
<https://culture.ec.europa.eu/news/culture-moves-europe-commission/>

<sup>15</sup> <https://performeurope.eu/>

<sup>16</sup> <https://culture.ec.europa.eu/cultural-and-creative-sectors/music/music-moves-europe>.

## **2. Objectives — Themes and priorities — Activities that can be funded — Expected impact**

### **CREA-CULT-2022-Perform Europe**

#### Objectives

Applications have to address the following objective:

- to support cross-border touring and digital distribution of performing arts works, in a sustainable, inclusive, fair and innovative way.

To achieve this, applications need to demonstrate that they are building on the pilot project implemented between December 2020 and June 2021, by providing touring opportunities for artists and companies as well as festivals and venues in diversifying and internationalising their programmes.

Applications will also need to address the challenges and the needs in the performing arts sectors (excluding live music performances) and strive to reduce inequalities and imbalances in cross-border touring and digital distribution of performing arts works.

#### Themes and priorities (scope)

Applications must address the following two cross-cutting issues (please refer to section 1 of this document):

1. Inclusion, diversity, and gender equality.
2. Environment and the fight against climate change.

Additionally, applications must show how the activities (work-packages) take into account the following dimensions:

- contributing to the creation of conditions that help the sector to 'grow' in a social, human, artistic, economic and environmental sense, with a long-term perspective.
- incorporating activities that proactively reach out to people, both performing arts professionals and audiences, from different geographical and socio-economic backgrounds, in order to ensure their equal access to distribution opportunities and a diverse artistic offer.
- incorporating specific support to Ukrainian artists, cultural professionals and organisations working in the performing arts sector. (*See section 1 background – Policy Framework*).
- working towards a solid framework with an equal representation of various players in the performing arts ecosystem: the sub-sectors, the artistic disciplines, the size and type of the organisations, the balance between emerging and established artists, gender balance, and geographic location, the balance between urban and rural touring destinations.



Applicants must describe in the application form (section 1.4 of the Technical Description - Part B) how the project will contribute to the cross-cutting issues. The extent to which the cross-cutting issues are addressed in the project will be assessed under the award criterion "Relevance". (See Section 9 of this document).

### *Activities that can be funded (scope)*

Applications must present a programme of activities that will develop, implement and maintain sustainable models for cross-border touring and digital distribution in the performing arts sector.

In line with Section 6 Eligibility, Consortium composition (below), the application must be submitted by a single applicant organisation or a consortium of partner organisations. This applicant (single organisation or consortium) may work with other organisations to implement the work programme, and these arrangements must be described in detail in the relevant sections of the application form (i.e. outside resources, subcontracting, associated partners and / or affiliated entities).

This call for proposals is open to a wide variety of activities, but applications must include the 5 following types of activities:

1. The design, implementation and management of open call(s) to select and grant (cascading grants) at least 35 projects to support cross-border touring and digital distribution of performing arts works. These cascading grant projects will be managed under the provisions of "financial support to third parties" (see section 6 below - Eligible activities) and implemented in the countries participating in the Creative Europe programme (see section 6 below - Eligible applicants). At least 70% of the total EU grant awarded to the successful applicant must be devoted to these cascading grants.
2. The development of a programme of support and assistance to the grant recipients including training, mentorship and capacity building.
3. The maintenance and the development of the **Perform Europe** digital platform<sup>17</sup> in order to:
  - a. collect data, explore, map and analyse how performing arts works are presented across borders
  - b. foster networking and matchmaking and bring visibility to performing and distribution opportunities

This **Perform Europe** digital platform has been developed by the consortium of the current pilot project. It will be handed over to the successful applicant once the Grant Agreement will be signed.

4. The development and the implementation of a communication, dissemination and branding strategy.
5. The management and the coordination of the overall project.

The activities need to be formulated within a solid strategic framework and be structured in work packages. A work package is a major sub-division of the project. Each work package must specify its objective (expected outcome)

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<sup>17</sup> <https://performeurope.eu/>

and must list the activities, milestones and deliverables that belong to it. Each work package should have at least 1 deliverable, but it is highly recommended to have more than 1 deliverable. All deliverables must illustrate the scope, reach, progress and success of the proposed activities. (See section 10 - Milestones and Deliverables)

Under this call for proposals, financial support to third parties is essential to address the type of activity 1 (above). For more details see section 6 (Eligible activities).

The quality of the proposed activities, work packages, milestones and deliverables will be assessed under the award criterion 'Quality of content and activities'. For more details, please see section 9 of this document.

### *Expected impact*

This call for proposals will select one single project which will support a minimum of 35 projects from all performing arts sectors, sub-sectors and disciplines (excluding live music performances). At least 70% of the grant amount should be spent in implementing the support to the projects selected through the open call(s).

### **3. Available budget**

The available call budget is **EUR 3 000 000**.

Specific budget information per topic can be found in the table below.

Topic	Topic budget
CREA-CULT-2022-PERFORM-EU Perform EU	- <b>EUR 3 000 000</b>

We reserve the right not to award all available funds.

### **4. Timetable and deadlines**

<b>Timetable and deadlines (indicative)</b>	
Call opening:	7 September 2022
<u>Deadline for submission:</u>	<u>08 November 2022 – 17:00:00 CET (Brussels)</u>
Evaluation:	November 2022 - December 2022
Information on evaluation results:	January 2023
GA signature:	January – February 2023

## 5. Admissibility and documents

Proposals must be submitted before the **call deadline** (see *timetable section 4*).

Proposals must be submitted **electronically** via the Funding & Tenders Portal Electronic Submission System (accessible via the Topic page in the [Search Funding & Tenders](#) section. Paper submissions are NOT possible.

Proposals (including annexes and supporting documents) must be submitted using the forms provided *inside* the Submission System (⚠ NOT the documents available on the Topic page — they are only for information).

Proposals must be **complete** and contain all the requested information and all required annexes and supporting documents:

- Application Form Part A — contains administrative information about the participants (future coordinator, beneficiaries and affiliated entities) and the summarised budget for the project (*to be filled in directly online*)
- Application Form Part B — contains the technical description of the project (*to be downloaded from the Portal Submission System, completed and then assembled and re-uploaded*)
- **mandatory annexes and supporting documents** (*to be uploaded*):
  - detailed budget table/calculator: not applicable
  - **CVs of the core project team** (*to be uploaded*)
  - activity reports of last year: not applicable
  - **list of previous projects** (key projects for the last 4 years) (*template available in Part B*)

At proposal submission, you will have to confirm that you have the **mandate to act** for all applicants. Moreover, you will have to confirm that the information in the application is correct and complete and that the participants comply with the conditions for receiving EU funding (especially eligibility, financial and operational capacity, exclusion, etc.). Before signing the grant, each beneficiary and affiliated entity will have to confirm this again by signing a declaration of honour (DoH). Proposals without full support will be rejected.

Your application must be **readable, accessible and printable**.

Proposals are limited to maximum **70 pages** (Part B). Evaluators will not consider any additional pages.

You may be asked at a later stage for further documents (*for legal entity validation, financial capacity check, bank account validation, etc.*).

 For more information about the submission process (including IT aspects), consult the [Online Manual](#).

## 6. Eligibility

### Eligible participants (eligible countries)

In order to be eligible, the applicants (beneficiaries and affiliated entities) must:

- be legal entities (public or private bodies)

- be established in one of the eligible countries, i.e.:
  - Creative Europe Participating Countries:
    - EU Member States (including overseas countries and territories (OCTs))
    - non-EU countries:
      - listed EEA countries and countries associated to the Creative Europe Programme or countries which are in ongoing negotiations for an association agreement and where the agreement enters into force before grant signature ([list of participating countries](#))

Beneficiaries and affiliated entities must register in the [Participant Register](#) — before submitting the proposal — and will have to be validated by the Central Validation Service (REA Validation). For the validation, they will be requested to upload documents showing legal status and origin.

Other entities may participate in other consortium roles, such as associated partners, subcontractors, third parties giving in-kind contributions, etc. (*see section 13*).


### *Specific cases*

Natural persons — Natural persons are NOT eligible (with the exception of self-employed persons, i.e. sole traders, where the company does not have legal personality separate from that of the natural person).

International organisations — International organisations are eligible. The rules on eligible countries do not apply to them.

Entities without legal personality — Entities which do not have legal personality under their national law may exceptionally participate, provided that their representatives have the capacity to undertake legal obligations on their behalf, and offer guarantees for the protection of the EU financial interests equivalent to that offered by legal persons<sup>18</sup>.

EU bodies — EU bodies (with the exception of the European Commission Joint Research Centre) can NOT be part of the consortium.

Associations and interest groupings — Entities composed of members may participate as 'sole beneficiaries' or 'beneficiaries without legal personality'<sup>19</sup>.  Please note that if the action will be implemented by the members, they should also participate (either as beneficiaries or as affiliated entities, otherwise their costs will NOT be eligible).

Countries currently negotiating association agreements — Beneficiaries from countries with ongoing negotiations (*see list above*) may participate in the call and can sign grants if the negotiations are concluded before grant signature (with retroactive effect, if provided in the agreement).

EU restrictive measures — Special rules apply for certain entities (*e.g. entities subject to [EU restrictive measures](#) under Article 29 of the Treaty on the European Union (TEU) and Article 215 of the Treaty on the Functioning of the EU (TFEU)*<sup>20</sup> and entities

<sup>18</sup> See Article 197(2)(c) EU Financial Regulation [2018/1046](#).

<sup>19</sup> For the definitions, see Articles 187(2) and 197(2)(c) EU Financial Regulation [2018/1046](#).

<sup>20</sup> Please note that the EU Official Journal contains the official list and, in case of conflict, its content prevails over that of the [EU Sanctions Map](#).

covered by Commission Guidelines No [2013/C 205/05<sup>21</sup>](#)). Such entities are not eligible to participate in any capacity, including as beneficiaries, affiliated entities, associated partners, subcontractors or recipients of financial support to third parties (if any).

 For more information, see [Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#).

### Consortium composition

Proposals must be submitted either by a single applicant organisation or by a consortium of partner organisations which complies with the following conditions:

- must be legal entities established and officially registered in a country participating in the Creative Europe Programme
- must have had a legal existence for at least 2 years on the date of the deadline for submission of applications.

### Eligible activities

Eligible activities are the ones set out in section 2 above.

Under this Call, financial support to third parties is considered essential to achieve the objectives of the action.

Projects must comply with EU policy interests and priorities.

Financial support to third parties is allowed for grants under the following conditions:

- the calls must be open, published widely and conform to EU standards concerning transparency, equal treatment, conflict of interest and confidentiality
- the calls must remain open for at least two months
- the outcome of the call(s) must be published on the participants' websites, including a description of the selected projects, award dates, project durations, and final recipient legal names and countries
- the calls must have a clear European dimension.

In addition,

- The proposal must clearly specify how financial support to third parties will be managed and provide a list of the different types of activities for which a third party may receive financial support.
- Financial support to third parties will be accepted in proposals which use at least 70% of the grant available (= 70% of 3 million euro) to implement the call(s) and the selection of projects described under the type of activities 1 (*see section 2 - Activities that can be funded (scope)*)
- maximum amount per third party is EUR 60 000 unless a higher amount is required because the objectives of the action would otherwise be impossible or overly difficult to achieve and this is duly justified in the Application Form.

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<sup>21</sup> Commission guidelines No [2013/C 205/05](#) on the eligibility of Israeli entities and their activities in the territories occupied by Israel since June 1967 for grants, prizes and financial instruments funded by the EU from 2014 onwards (OJEU C 205 of 19.07.2013, pp. 9-11).

- The proposal must also clearly describe the results to be obtained (*see section 2 - Activities that can be funded (scope)*).
- The proposal should demonstrate that the applicant will put in place a solid management and control system to ensure that the principles of economy, efficiency and effectiveness are respected.
- **Activities carried out by third parties must be completed during the period covered by the grant Agreement.** Only costs incurred during that period can be considered eligible.

### Duration

Projects should not normally exceed 36 months (extensions are possible, if duly justified and through an amendment).

### Ethics

Projects must comply with:

- the highest ethical standards and
- the applicable EU, international and national law.

They may not include pornographic or racist material or advocate violence.

## **7. Financial and operational capacity and exclusion**

### Financial capacity

Applicants must have **stable and sufficient resources** to successfully implement the projects and contribute their share. Organisations participating in several projects must have sufficient capacity to implement all these projects.

The financial capacity check will be carried out on the basis of the documents you will be requested to upload in the [Participant Register](#) during grant preparation (*e.g. profit and loss account and balance sheet, business plan, audit report produced by an approved external auditor, certifying the accounts for the last closed financial year, etc*). The analysis will be based on neutral financial indicators, but will also take into account other aspects, such as dependency on EU funding and deficit and revenue in previous years.

The check will normally be done for all beneficiaries, except:

- public bodies (entities established as public body under national law, including local, regional or national authorities) or international organisations
- entities active in cultural and creative sectors that have received over 50% of their annual revenue from public sources over the last two years
- if the individual requested grant amount is not more than EUR 60 000.

If needed, it may also be done for affiliated entities.

If we consider that your financial capacity is not satisfactory, we may require:

- further information
- an enhanced financial responsibility regime, i.e. joint and several responsibility for all beneficiaries or joint and several liability of affiliated entities (*see below*,

*section 10)*

- prefinancing paid in instalments
- (one or more) prefinancing guarantees (*see below, section 10*)

or

- propose no prefinancing
- request that you are replaced or, if needed, reject the entire proposal.



For more information, see [Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#).

*Operational capacity*

Applicants must have the **know-how, qualifications** and **resources** to successfully implement the projects and contribute their share (including sufficient experience in projects of comparable size and nature).

If the evaluation of the award criterion is positive, the applicants are considered to have sufficient operational capacity.

Applicants will have to show their capacity via the following:

- general profiles (qualifications and experiences) of the staff responsible for managing and implementing the project
- description of the consortium participants
- list of previous projects (key projects for the last 4 years).
- the CVs of the core project team (*to be uploaded*)

Additional supporting documents may be requested, if needed to confirm the operational capacity of any applicant.

Public bodies, Member State organisations, international organisations and entities active in cultural and creative sectors that have received over 50% of their annual revenue from public sources over the last two years are exempted from the operational capacity check.

*Exclusion*

Applicants which are subject to an **EU exclusion decision** or in one of the following **exclusion situations** that bar them from receiving EU funding can NOT participate<sup>22</sup>:

- bankruptcy, winding up, affairs administered by the courts, arrangement with creditors, suspended business activities or other similar procedures (including procedures for persons with unlimited liability for the applicant's debts)
- in breach of social security or tax obligations (including if done by persons with unlimited liability for the applicant's debts)
- guilty of grave professional misconduct<sup>23</sup> (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)

<sup>22</sup> See Articles 136 and 141 of EU Financial Regulation [2018/1046](#).

<sup>23</sup> Professional misconduct includes: violation of ethical standards of the profession, wrongful conduct with impact on professional credibility, false declarations/misrepresentation of information, participation in a cartel or other agreement distorting competition, violation of IPR, attempting to

- committed fraud, corruption, links to a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- shown significant deficiencies in complying with main obligations under an EU procurement contract, grant agreement, prize, expert contract, or similar (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- guilty of irregularities within the meaning of Article 1(2) of Regulation No [2988/95](#) (including if done by persons having powers of representation, decision-making- or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin or created another entity with this purpose (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant).

Applicants will also be refused if it turns out that<sup>24</sup>:

- during the award procedure they misrepresented information required as a condition for participating or failed to supply that information
- they were previously involved in the preparation of the call and this entails a distortion of competition that cannot be remedied otherwise (conflict of interest).

## 8. Evaluation and award procedure

The proposals will have to follow the **standard submission and evaluation procedure** (one-stage submission + one-step evaluation).

An **evaluation committee** (assisted by independent outside experts) will assess all applications. Proposals will first be checked for formal requirements (admissibility, and eligibility, *see sections 5 and 6*). Proposals found admissible and eligible will be evaluated (for each topic) against the operational capacity and award criteria (*see sections 7 and 9*) and then ranked according to their scores.

For proposals with the same score (within a topic) a **priority order** will be determined according to the following approach:

Successively for every group of *ex aequo* proposals, starting with the highest scored group, and continuing in descending order:

- 1) The *ex-aequo* proposals within the same topic will be prioritised according to the scores they have been awarded for the award criterion 'Relevance'. When these scores are equal, priority will be based on their scores for the criterion 'Dissemination'. When these scores are equal, priority will be based on their scores for the criterion 'Quality of content and activities'.

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influence decision-making processes or obtain confidential information from public authorities to gain advantage.

<sup>24</sup> See Article 141 EU Financial Regulation [2018/1046](#).



- 2) If this does not allow to determine the priority, a further prioritisation can be done by considering the overall project portfolio and the creation of positive synergies between projects, or other factors related to the objectives of the call. These factors will be documented in the panel report.

All proposals will be informed about the evaluation result (**evaluation result letter**). Successful proposals will be invited for grant preparation; other ones will be put on the reserve list or rejected.

 No commitment for funding — Invitation to grant preparation does NOT constitute a formal commitment for funding. We will still need to make various legal checks before grant award: *legal entity validation, financial capacity, exclusion check, etc.*

**Grant preparation** will involve a dialogue in order to fine-tune technical or financial aspects of the project and may require extra information from your side. It may also include adjustments to the proposal to address recommendations of the evaluation committee or other concerns. Compliance will be a pre-condition for signing the grant.

If you believe that the evaluation procedure was flawed, you can submit a **complaint** (following the deadlines and procedures set out in the evaluation result letter). Please note that notifications which have not been opened within 10 days after sending are considered to have been accessed and that deadlines will be counted from opening/access (see also [Funding & Tenders Portal Terms and Conditions](#)). Please also be aware that for complaints submitted electronically, there may be character limitations.

## 9. Award criteria

### Relevance (30 points):

This criterion will take into account the extent to which the proposal:

- is relevant to the objectives and themes and priorities of the call;
- is based on a sound and adequate needs analysis;
- addresses the cross-cutting issues;
- is innovative, complements other actions and has a strong European added value.

### Quality of content and activities (30 points):

This criterion will take into account the extent to which:

- the proposed concept and methodologies are appropriate for achieving the project's objectives;
- the project involves an appropriate and complementary mix of organisations collaborating with the applicant on the implementation of the project (if required), and ensures an active contribution of all of them;
- the target groups and audiences will benefit concretely from the project;
- the project design is consistent and coherent, notably with the proposed time-frame.

### Project management (20 points):

This criterion will take into account the extent to which:

- the project involves the appropriate project teams, staff and outside resources (including know-how, qualifications and resources), to successfully implement the project;

- the proposal includes effective mechanisms for coordination and for communication between the applicant(s) and other participating organisations and proposes an appropriate governance structure;
- the project's budget is cost effective and allocates appropriate resources to each activity (sufficient/appropriate budget for proper implementation; best value for money);
- the measures planned to ensure project implementation are of high quality (including management, risk management, quality assurance and control, planning, monitoring and evaluation).

### **Dissemination (20 points):**

This criterion will take into account the extent to which:

- the project generates short, medium and long term effects;
- the communication and dissemination strategies have the potential to reach and positively impact the target groups and the relevant stakeholders, as well as the general public; and guarantee the visibility of the Creative Europe Programme and the EU support;
- the project proposal includes concrete and effective steps to ensure the sustainability of the project, its capacity to continue having an impact and producing results after the end of the action.

<b>Award criteria</b>	<b>Minimum pass score</b>	<b>Maximum score</b>
Relevance	15	30
Quality of content and activities	15	30
Project management	10	20
Dissemination	10	20
<b>Overall (pass) scores</b>	<b>70</b>	<b>100</b>

Maximum points: 100 points.

Individual thresholds per criterion: 15/30, 15/30, 10/20 and 10/20 points.

Overall threshold: 70 points

Proposals that pass the individual thresholds AND the overall threshold will be considered for funding — within the limits of the available call budget. Other proposals will be rejected.

## **10. Legal and financial set-up of the Grant Agreements**

If you pass evaluation, your project will be invited for grant preparation, where you will be asked to prepare the Grant Agreement together with the EU Project Officer.

This Grant Agreement will set the framework for your grant and its terms and conditions, in particular concerning deliverables, reporting and payments.

The Model Grant Agreement that will be used (and all other relevant templates and guidance documents) can be found on [Portal Reference Documents](#).

### Starting date and project duration

The project starting date and duration will be fixed in the Grant Agreement (*Data Sheet, point 1*). Normally the starting date will be after grant signature. Retroactive application can be granted exceptionally for duly justified reasons — but never earlier than the proposal submission date.

Project duration: normally 36 months (extensions are possible, if duly justified and through an amendment).

### Milestones and deliverables

The milestones and deliverables for each project will be managed through the Portal Grant Management System and will be reflected in Annex 1 of the Grant Agreement.

The project activities must be organised in the following work packages:

- WP 1 - Project management and coordination (mandatory)
- WP 2 - The development of a programme of support and assistance to recipients of the grants. (mandatory)
- WP 3 - Design, implementation and management of the call(s) for projects for cross-border touring and digital distribution of performing arts works in countries participating in Creative Europe (mandatory)
- WP 4 – Maintenance and development of the **Perform Europe** digital platform<sup>25</sup> (mandatory)
- WP 5 – Communication, dissemination and branding (mandatory)

Examples of WP's activities and deliverables:

#### **WP1 - Project management and coordination for the coordinating organisation (mandatory)**

This work package should include the management, planning, administration, and evaluation activities of the project.

**Activities** of this work package might include meetings, evaluation, coordination and quality control activities, strategy development, preparation of reports, etc.

**Deliverables** of this work package might include agendas or minutes of meetings, evaluation and/or quality control reports, a set of indicators for the assessment of activities and their impact, conception/planning reports, etc.

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<sup>25</sup> <https://performeurope.eu/>

## **WP2 - Design, implementation and management of a call or calls for projects for cross-border touring and digital distribution of performing arts works in Creative Europe countries (mandatory)**

This work package should include activities of design, implementation and management of call(s) for projects for cross-border touring and digital distribution of performing arts works in Creative Europe countries and help reach new and wider audiences. The open call(s) for projects must select minimum 35 projects.

**Activities** of this work package might include design of the call(s) for projects, publication of the call(s), the evaluation and selection of projects applications, and monitoring.

**Deliverables** of this work package might include agenda or minutes of meetings, evaluation and/or quality control reports, evaluation criteria for the consideration of the cross-cutting issues, evaluation process and rules, webpage with information on the call(s) for projects and notably the selection of the projects, funded projects performance report(s), audience development report(s), feedback from participants, report(s) on the impact on the career of the participants and the works, etc.

## **WP3 – The development of a programme of support and assistance to recipients of the grants (mandatory).**

This work package should include **activities** of training, mentorship and capacity building.

**Deliverables** of this work package might include agendas or minutes of meetings, training and mentorship programmes, and/or workshops, masterclasses, tutorials, feedback from participants, evaluation report of the support and assistance programmes/activities, etc.

## **WP4 – Development of the *Perform Europe* digital platform for performing arts professionals in the context of cross-border touring and digital distribution of works (mandatory)**

This work package should include **activities** of maintenance and development of the ***Perform Europe*** digital platform with technical features enabling collection of data, networking and matchmaking. The platform should be dynamic, user friendly and support collaboration and engagement.

**Deliverables** of this work package might include agenda or minutes of meetings, requirements specifications, reports on the implementation, evaluation and/or quality control reports, analytics and infographics reports, feedback from the platform users and administrators (interaction with content, perspectives for further improvements and developments...), etc.

## **WP5 – Communication, dissemination and branding (mandatory)**

This work package should group the activities aiming at ensuring adequate visibility of the activities of the project and the ***Perform Europe*** branding.

**Activities** of this work package might include communication activities to ensure the visibility of **Perform Europe** as well as the call(s) for projects and the projects selected with a wide dissemination of the results beyond local, regional and national levels.

In addition to the communication and dissemination regular **activities**, this work package could group **activities** aiming at developing, implementing and establishing the brand of **Perform Europe** through narratives and storytelling involving performing arts artists and professionals.

**Deliverables** of this work package might include a communication and dissemination strategy, communication/dissemination campaigns, promotion of projects, production of communication/dissemination material, advertising and branding strategy and materials (concept paper, brochures, programmes, posters, banners, tag lines, mission statements, graphic design specifications, logo, etc.), press reviews, etc.

Additional work packages may be added, such as:

### **WP6 - Networking and sharing of knowledge and practices**

The activities under this work package should target organisations, artists and professionals from the performing arts sector that can meet, exchange and network.

This work package could group networking and knowledge sharing **activities**, including policy/research/innovation activities for the performing arts sector.

**Activities** of this work package might include conferences, workshops, symposia, seminars, research, studies, policy analysis, surveys, laboratories, market access activities, etc.

**Deliverables** of this work package might include networking development strategies; Europe-wide and sector(s)-specific online/on-site conferences reports; report(s) on exchange programmes across organisations, report(s) on the development, testing and production of networking or matchmaking tool, report(s) on touring and programming /brokerage and market-access events (matchmaking events, pitching sessions or B2B meetings), reports on laboratories, festivals and fairs, analysis of surveys, study papers, policy papers etc.

#### Form of grant, funding rate and maximum grant amount

The grant parameters (*maximum grant amount, funding rate, total eligible costs, etc*) will be fixed in the Grant Agreement (*Data Sheet, point 3 and art 5*).

Project budget (maximum grant amount): EUR 3 000 000 per project. The grant awarded may be lower than the amount requested.

The grant will be a budget-based (actual costs, with unit cost and flat-rate elements). This means that it will reimburse ONLY certain types of costs (eligible costs) and costs that were *actually* incurred for your project (NOT the *budgeted* costs). For unit costs and flat-rates, you can charge the amounts calculated as explained in the Grant Agreement (*see art 6 and Annex 2 and 2a*).

The costs will be reimbursed at the funding rate fixed in the Grant Agreement (**90%**).

Grants may NOT produce a profit (i.e. surplus of revenues + EU grant over costs). For-profit organisations must declare their revenues and, if there is a profit, we will deduct it from the final grant amount (*see art 22.3*).

Moreover, please be aware that the final grant amount may be reduced in case of non-compliance with the Grant Agreement (*e.g. improper implementation, breach of obligations, etc.*).

### Budget categories and cost eligibility rules

The budget categories and cost eligibility rules are fixed in the Grant Agreement (*Data Sheet, point 3, art 6 and Annex 2*).

#### *Budget categories for this call:*

- A. Personnel costs
  - A.1 Employees, A.2 Natural persons under direct contract, A.3 Seconded persons
  - A.4 SME owners and natural person beneficiaries
- B. Subcontracting costs
- C. Purchase costs
  - C.1 Travel and subsistence
  - C.2 Equipment
  - C.3 Other goods, works and services
- D. Other cost categories
  - D.1 Financial support to third parties
- E. Indirect costs

#### *Specific cost eligibility conditions for this call:*

- personnel costs:
  - SME owner/natural person unit cost<sup>26</sup>: Yes
  - volunteers unit cost<sup>27</sup>: No
- travel and subsistence unit cost<sup>28</sup>: Yes
- equipment costs: depreciation
- other cost categories:
  - costs for financial support to third parties: allowed for grants and prizes; maximum amount per third party EUR 60 000 unless a higher amount is

<sup>26</sup> Commission [Decision](#) of 20 October 2020 authorising the use of unit costs for the personnel costs of the owners of small and medium-sized enterprises and beneficiaries that are natural persons not receiving a salary for the work carried out by themselves under an action or work programme (C(2020)7715).

<sup>27</sup> Commission [Decision](#) of 10 April 2019 authorising the use of unit costs for declaring personnel costs for the work carried out by volunteers under an action or a work programme (C(2019)2646).

<sup>28</sup> Commission [Decision](#) of 12 January 2021 authorising the use of unit costs for travel, accommodation and subsistence costs under an action or work programme under the 2021-2027 multi-annual financial framework (C(2021)35).

required because the objective of the action would otherwise be impossible or overly difficult to achieve and this is duly justified in the Application Form

- indirect cost flat-rate: 7% of the eligible direct costs (categories A-D, except volunteers costs and exempted specific cost categories, if any)
- VAT: non-deductible VAT is eligible (but please note that since 2013 VAT paid by beneficiaries that are public bodies acting as public authority is NOT eligible)
- divers:
  - in-kind contributions for free are allowed, but cost-neutral, i.e. cannot be declared as cost
  - kick off meeting: costs for kick off meeting organised by the granting authority are eligible (travel costs for maximum 2 persons, return ticket to Brussels and accommodation for one night) only if the meeting takes place after the project starting date set out in the Grant Agreement; the starting date can be changed through an amendment, if needed
  - project websites: communication costs for presenting the project on the participants' websites or social media accounts are eligible; costs for *separate* project websites are not eligible
  - other ineligible costs: No

### Reporting and payment arrangements

The reporting and payment arrangements are fixed in the Grant Agreement (*Data Sheet, point 4 and art 21 and 22*).


After grant signature, you will normally receive a **prefinancing** to start working on the project (float of normally **80%** of the maximum grant amount; exceptionally less or no prefinancing). The prefinancing will be paid 30 days from entry into force/financial guarantee (if required)— whichever is the latest.

There will be no **interim payments**.

In addition, you will be expected to submit one or more progress reports not linked to payments.

**Payment of the balance:** At the end of the project, we will calculate your final grant amount. If the total of earlier payments is higher than the final grant amount, we will ask you (your coordinator) to pay back the difference (recovery).

All payments will be made to the coordinator.

 Please be aware that payments will be automatically lowered if one of your consortium members has outstanding debts towards the EU (granting authority or other EU bodies). Such debts will be offset by us — in line with the conditions set out in the Grant Agreement (*see art 22*).

Please also note that you are responsible for keeping records on all the work done and the costs declared.

### Prefinancing guarantees

If a prefinancing guarantee is required, it will be fixed in the Grant Agreement (*Data Sheet, point 4*). The amount will be set during grant preparation and it will normally be equal to or lower than the prefinancing for your grant.

The guarantee should be in euro and issued by an approved bank/financial institution established in an EU Member State. If you are established in a non-EU country and would like to provide a guarantee from a bank/financial institution in your country, please contact us (this may be exceptionally accepted, if it offers equivalent security).

Amounts blocked in bank accounts will NOT be accepted as financial guarantees.

Prefinancing guarantees are formally NOT linked to individual consortium members, which means that you are free to organise how to provide the guarantee amount (*by one or several beneficiaries, for the overall amount or several guarantees for partial amounts, by the beneficiary concerned or by another beneficiary, etc*). It is however important that the requested amount is covered and that the guarantee(s) are sent to us in time to make the prefinancing (scanned copy via Portal AND original by post).

If agreed with us, the bank guarantee may be replaced by a guarantee from a third party.

The guarantee will be released at the end of the grant, in accordance with the conditions laid down in the Grant Agreement.

### Certificates

Depending on the type of action, size of grant amount and type of beneficiaries, you may be requested to submit different certificates. The types, schedules and thresholds for each certificate are fixed in the Grant Agreement (*Data Sheet, point 4 and art 24*).

### Liability regime for recoveries

The liability regime for recoveries will be fixed in the Grant Agreement (*Data Sheet point 4.4 and art 22*).

For beneficiaries, it is one of the following:

- limited joint and several liability with individual ceilings — *each beneficiary up to their maximum grant amount*
  - unconditional joint and several liability — *each beneficiary up to the maximum grant amount for the action*
- or
- individual financial responsibility — *each beneficiary only for their own debts*.

In addition, the granting authority may require joint and several liability of affiliated entities (with their beneficiary).

### Provisions concerning the project implementation

IPR rules: *see Model Grant Agreement (art 16 and Annex 5)*:

- different rights of use of the granting authority on materials, documents and information received for policy, information, communication, dissemination and publicity purposes: Yes



Communication, dissemination and visibility of funding: *see Model Grant Agreement (art 17 and Annex 5)*:

- additional communication and dissemination activities: Yes
- special logos: Yes

Specific rules for carrying out the action: *see Model Grant Agreement (art 18 and Annex 5)*: n/a

#### Other specificities

n/a

#### Non-compliance and breach of contract

The Grant Agreement (chapter 5) provides for the measures we may take in case of breach of contract (and other non-compliance issues).



For more information, see [AGA – Annotated Grant Agreement](#).

### **11. How to submit an application**

All proposals must be submitted directly online via the Funding & Tenders Portal Electronic Submission System. Paper applications are NOT accepted.

Submission is a **2-step process**:

#### **a) create a user account and register your organisation**

To use the Submission System (the only way to apply), all participants need to [create an EU Login user account](#).

Once you have an EU Login account, you can [register your organisation](#) in the Participant Register. When your registration is finalised, you will receive a 9-digit participant identification code (PIC).

#### **b) submit the proposal**

Access the Electronic Submission System via the Topic page in the [Search Funding & Tenders](#) section (or, for calls sent by invitation to submit a proposal, through the link provided in the invitation letter).

Submit your proposal in 4 parts, as follows:

- Part A includes administrative information about the applicant organisations (future coordinator, beneficiaries, affiliated entities and associated partners) and the summarised budget for the proposal. Fill it in directly online
- Part B (description of the action) covers the technical content of the proposal. Download the mandatory word template from the Submission System, fill it in and upload it as a PDF file
- Part C containing additional project data. To be filled in directly online.
- Annexes (*see section 5*). Upload them as PDF file (single or multiple depending on the slots). Excel upload is sometimes possible, depending on the file type.

The proposal must keep to the **page limits** (see *section 5*); excess pages will be disregarded.

Documents must be uploaded to the **right category** in the Submission System otherwise the proposal might be considered incomplete and thus inadmissible.

The proposal must be submitted **before the call deadline** (see *section 4*). After this deadline, the system is closed and proposals can no longer be submitted.

Once the proposal is submitted, you will receive a **confirmation e-mail** (with date and time of your application). If you do not receive this confirmation e-mail, it means your proposal has NOT been submitted. If you believe this is due to a fault in the Submission System, you should immediately file a complaint via the [IT Helpdesk webform](#), explaining the circumstances and attaching a copy of the proposal (and, if possible, screenshots to show what happened).

Details on processes and procedures are described in the [Online Manual](#). The Online Manual also contains the links to FAQs and detailed instructions regarding the Portal Electronic Exchange System.

## 12. Help

As far as possible, ***please try to find the answers you need yourself***, in this and the other documentation (we have limited resources for handling direct enquiries):

- [Online Manual](#)
- FAQs on the Topic page (for call-specific questions in open calls; not applicable for actions by invitation)
- [Portal FAQ](#) (for general questions).

Please also consult the Topic page regularly, since we will use it to publish call updates. (For invitations, we will contact you directly in case of a call update).

### Contact

For individual questions on the Portal Submission System, please contact the [IT Helpdesk](#).

Non-IT related questions should be sent to the following email address: [FACEA-PERFORM-EUROPE@ec.europa.eu](mailto:FACEA-PERFORM-EUROPE@ec.europa.eu)

Please indicate clearly the reference of the call and topic to which your question relates (see *cover page*).

### 13. Important



#### IMPORTANT

- **Don't wait until the end** — Complete your application sufficiently in advance of the deadline to avoid any last minute **technical problems**. Problems due to last minute submissions (*e.g. congestion, etc.*) will be entirely at your risk. Call deadlines can NOT be extended.
- **Consult** the Portal Topic page regularly. We will use it to publish updates and additional information on the call (call and topic updates).
- **Funding & Tenders Portal Electronic Exchange System** — By submitting the application, all participants **accept** to use the electronic exchange system in accordance with the [Portal Terms & Conditions](#).
- **Registration** — Before submitting the application, all beneficiaries, affiliated entities and associated partners must be registered in the [Participant Register](#). The participant identification code (PIC) (one per participant) is mandatory for the Application Form.
- **Consortium roles** — When setting up your consortium, you should think of organisations that help you reach objectives and solve problems.

The roles should be attributed according to the level of participation in the project. Main participants should participate as **beneficiaries** or **affiliated entities**; other entities can participate as associated partners, subcontractors, third parties giving in-kind contributions. **Associated partners** and third parties giving in-kind contributions should bear their own costs (they will not become formal recipients of EU funding). **Subcontracting** should normally constitute a limited part and must be performed by third parties (not by one of the beneficiaries/affiliated entities). Subcontracting going beyond 30% of the total eligible costs must be justified in the application.

- **Coordinator** — In multi-beneficiary grants, the beneficiaries participate as consortium (group of beneficiaries). They will have to choose a coordinator, who will take care of the project management and coordination and will represent the consortium towards the granting authority. In mono-beneficiary grants, the single beneficiary will automatically be coordinator.
- **Affiliated entities** — Applicants may participate with affiliated entities (i.e. entities linked to a beneficiary which participate in the action with similar rights and obligations as the beneficiaries, but do not sign the grant and therefore do not become beneficiaries themselves). They will get a part of the grant money and must therefore comply with all the call conditions and be validated (just like beneficiaries); but they do not count towards the minimum eligibility criteria for consortium composition (if any).
- **Associated partners** — Applicants may participate with associated partners (i.e. partner organisations which participate in the action but without the right to get grant money). They participate without funding and therefore do not need to be validated.
- **Consortium agreement** — For practical and legal reasons it is recommended to set up internal arrangements that allow you to deal with exceptional or unforeseen circumstances (in all cases, even if not mandatory under the Grant Agreement). The consortium agreement also gives you the possibility to redistribute the grant money according to your own consortium-internal principles and parameters (for instance, one beneficiary can reattribute its grant money to another beneficiary). The consortium agreement thus allows you to customise the EU grant to the needs inside your consortium and can also help to protect you in case of disputes.

- **Balanced project budget** — Grant applications must ensure a balanced project budget and sufficient other resources to implement the project successfully (*e.g. own contributions, income generated by the action, financial contributions from third parties, etc*). You may be requested to lower your estimated costs, if they are ineligible (including excessive).
- **No-profit rule** — Grants may NOT give a profit (i.e. surplus of revenues + EU grant over costs). This will be checked by us at the end of the project.
- **No double funding** — There is a strict prohibition of double funding from the EU budget (except under EU Synergies actions). Outside such Synergies actions, any given action may receive only ONE grant from the EU budget and cost items may under NO circumstances declared to two different EU actions.
- **Completed/ongoing projects** — Proposals for projects that have already been completed will be rejected; proposals for projects that have already started will be assessed on a case-by-case basis (in this case, no costs can be reimbursed for activities that took place before the project starting date/proposal submission).
- **Combination with EU operating grants** — Combination with EU operating grants is possible, if the project remains outside the operating grant work programme and you make sure that cost items are clearly separated in your accounting and NOT declared twice (see [AGA — Annotated Model Grant Agreement, art 6.2.E](#)).
- **Multiple proposals** — Applicants cannot submit more than one proposal under this call. Multiple proposals will be rejected.
- **Resubmission** — Proposals may be changed and re-submitted until the deadline for submission.
- **Rejection** — By submitting the application, all applicants accept the call conditions set out in this this Call Document (and the documents it refers to). Proposals that do not comply with all the call conditions will be **rejected**. This applies also to applicants: All applicants need to fulfil the criteria; if any one of them doesn't, they must be replaced or the entire proposal will be rejected.
- **Cancellation** — There may be circumstances which may require the cancellation of the call. In this case, you will be informed via a call or topic update. Please note that cancellations are without entitlement to compensation.
- **Language** — You can submit your proposal in any official EU language (project abstract/summary should however always be in English). For reasons of efficiency, we strongly advise you to use English for the entire application. If you need the call documentation in another official EU language, please submit a request within 10 days after call publication (for the contact information, see *section 12*).

- **Transparency** — In accordance with Article 38 of the [EU Financial Regulation](#), information about EU grants awarded is published each year on the [Europa website](#).

This includes:

- beneficiary names
- beneficiary addresses
- the purpose for which the grant was awarded
- the maximum amount awarded.

The publication can exceptionally be waived (on reasoned and duly substantiated request), if there is a risk that the disclosure could jeopardise your rights and freedoms under the EU Charter of Fundamental Rights or harm your commercial interests.

- **Data protection** — The submission of a proposal under this call involves the collection, use and processing of personal data. This data will be processed in accordance with the applicable legal framework. It will be processed solely for the purpose of evaluating your proposal, subsequent management of your grant and, if needed, programme monitoring, evaluation and communication. Details are explained in the [Funding & Tenders Portal Privacy Statement](#).