



Creative Europe Programme (CREA)

Call for proposals

Music Moves Europe
(CREA-CULT-2022-MME)

Version 1.0
15 September 2022

HISTORY OF CHANGES			
Version	Publication Date	Change	Page
1.0	15.09.2022	▪ Initial version (new MFF).	
		▪	
		▪	
		▪	



EUROPEAN EDUCATION AND CULTURE EXECUTIVE AGENCY (EACEA)

EACEA.B - Creativity, Citizens, EU Values and Joint Operations
EACEA.B.1 – Culture

CALL FOR PROPOSALS

TABLE OF CONTENTS

0. Introduction	5
1. Background.....	6
<i>Objective</i>	6
2. Objectives — Themes and priorities — Activities that can be funded — Expected impact	8
CREA-CULT-2022- MME – Music Moves Europe	8
Objectives	8
Themes and priorities (scope)	9
Activities that can be funded (scope).....	9
Expected impact.....	12
3. Available budget	12
4. Timetable and deadlines	12
5. Admissibility and documents	13
6. Eligibility.....	14
Eligible participants (eligible countries).....	14
Consortium composition	15
Eligible activities.....	15
Duration	16
Ethics.....	16
7. Financial and operational capacity and exclusion.....	16
Financial capacity	16
Operational capacity	17
Exclusion	17
8. Evaluation and award procedure	18
9. Award criteria.....	19
10. Legal and financial set-up of the Grant Agreements.....	20
Starting date and project duration	21
Milestones and deliverables.....	21
Form of grant, funding rate and maximum grant amount.....	22
Budget categories and cost eligibility rules.....	23
Reporting and payment arrangements.....	24
Prefinancing guarantees	24
Certificates	25

Liability regime for recoveries	25
Provisions concerning the project implementation	25
Other specificities	26
Non-compliance and breach of contract	26
11. How to submit an application	26
12. Help	27
13. Important	28

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](#)¹).

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



The call covers the following **topic**:

- **CREA-CULT-2022-MME — Music Moves Europe**

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 that 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)
 - 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')

¹ 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).

² 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.

- 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

Objective

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 art (including theatre and dance), 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 will continue 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](#) and the [Council Work Plan for Culture 2019-2022](#). 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**³ and the **European Year of Youth 2022**⁴.

³ https://europa.eu/new-european-bauhaus/index_en

⁴ On 15 September 2021, President von der Leyen announced in her State of the Union Address that the European Commission will propose to make 2022 the Year of European Youth, “a year dedicated to empowering those who have dedicated so much to others” and to provide them with a post-pandemic perspective. This includes quality employment, quality learning, well-being but also cultural participation. The Creative Europe programme will contribute to that objective through a multitude of actions and projects supported under the Culture strand which target also young people and promote their personal, social and professional development through creativity.

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, the EU is dedicated to use 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 will mainstream through its actions the cross-cutting issues of **inclusion** and **diversity**, notably **gender balance**, and **greening of Creative Europe** (i.e. contributing to the achievement of an overall target of 30% of the Union budget expenditures supporting climate objectives).

Creative Europe is also in line with the objectives of **Europe's Digital Decade**⁵ and plays a key role within the updated industrial strategy⁶ as regards the cultural and creative industries ecosystem.

In accordance with the European Pillar of Social Rights Action Plan, the Programme supports the 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.

Culture strand 2022 priorities

The 2022 priorities of the CULTURE strand are defined in the [Creative Europe Annual work-programme 2022](#).

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

⁵ Communication from the Commission on the 2030 Digital Compass: the European way for the Digital Decade COM(2021) 118 final

⁶ Annual Single Market Report 2021 accompanying the Communication from the Commission Updating the 2020 New Industrial Strategy: Building a stronger Single Market for Europe's recovery SWD(2021) 351 final

empowerment of women and men, ensuring that they achieve their full potential and benefit from the same rights.

- **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.

Music Moves Europe

[Music Moves Europe](#) (MME) is the European Commission's framework to support the European music sector based on stakeholder dialogue, political coordination, legal provisions and funding. This includes a Preparatory action (2018-2020) to test and prepare support under EU programmes, in particular the Creative Europe programme (2021-2027). The latter notably includes “sectorial support for music” in addition to existing funding opportunities under Creative Europe (i.e. European cooperation projects, European networks of cultural and creative organisations, European platforms for the promotion of emerging artists, Pan-European cultural entities). Under MME, seven targeted calls for proposals and five calls for tenders (studies) were launched to implement this Preparatory action.

In general terms, this support targets European diversity and talent, the competitiveness of the European music sector and increased access of citizens to music in all its diversity.

The Preparatory Action “Music Moves Europe: Boosting European Music diversity and talent” 2018-2020 confirmed that there is a strong need to support the live music sector at European level and to enhance its competitiveness. This is especially true in light of the impact of the COVID-19 crisis and the need for measures supporting the sector’s recovery. The recovery is also an opportunity for the sector to become more sustainable and to adapt to emerging trends, e.g. to foster the green, digital, fair and resilient recovery of the European music sector, in particular the live sector.

Taking into consideration the above, this call will focus on sustainable music distribution focusing on three topics relevant for the business development in the live music sector: livestreaming, music venues’ cooperation and music export. It will provide for financial support to third parties active in the field of live music and include targeted capacity building activities.

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

CREA-CULT-2022- MME – Music Moves Europe

Objectives

Music Moves Europe will support **sustainable music distribution, with a focus on live music**. In line with MME’s overall objectives, **the action will aim to enhance the competitiveness, innovation and diversity of Europe’s music sector**.

The purpose of this call is to select one consortium capable of promoting competitiveness, innovation and diversity within a large number of European music sector organisations, including providing them with financial support.

Applications need to include provision for two separate, but linked activities:

1. A financial support scheme redistributing funds to third parties active in the music sector
2. A programme of capacity-building activities benefitting the live music sector

Applicants must describe in the application form (section 1.1 of the Technical Description - Part B), how the project addresses the objectives. The extent to which the objectives are addressed by the project will be assessed under the award criterion "Relevance". See Section 9 of this document.

Themes and priorities (scope)

The activities specified in the objectives must focus on **three business development topics**:

- livestreaming;
- music venue cooperation;
- music export.

The support scheme must consist of at least 3 calls for proposals (financial support to third parties), ideally one per year, covering each time one or a combination of those business development topics.

Applicants must describe in the application form (section 1.1 of the Technical Description - Part B), how the project will contribute to the three business development topics. The extent to which the topics are addressed by the project will be assessed under the award criterion "Relevance". See Section 9 of this document.

Cross-cutting issues

All proposals must take into consideration the cross-cutting issues of **inclusion, diversity, gender equality**, as well as **environment and fight against climate change** in the design and the implementation of their project (please refer to part 1 of this document).

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 cover two types of activity as specified below:

1. Financial support to third parties active in the music sector

Applications should include the design, implementation and monitoring of a **single financial support scheme** that redistributes funds in the form of grants ('financial support to third parties') to final recipients within Europe's music sector through **open calls for proposals**.

The support scheme must consist of at least three **calls for proposals (ideally at least one per year)** that provide grants to enable final recipients in the music sector to explore **3 business development topics**:

- livestreaming;
- music venue cooperation;
- music export.

All three of these topics must be implemented in the calls published during the three-year period of the grant agreement, resulting in at least **60 grant recipients**. Applicants are free to propose single - or multiple-topic calls, but the calls must result in a balance across all three topics.

The financial support scheme should reach representatives of the music sector looking to develop (further) one or more of the three business development topics. Music sector businesses and organisations must be reached directly and in a representative manner, ensuring a balance across music sub-sectors and a geographical spread.

The successful applicant will be responsible for the overall administration of the financial support scheme, starting with the design and publication of the call(s), communication activities to ensure the visibility of the call(s), the evaluation and selection of applications, contracting and administrative/financial management, and monitoring and evaluation of projects funded.

Applicants must define and describe in their proposal:

- the objectives and the results that the grant recipients (third parties) should achieve with the financial support, and which must be in line with the objectives and themes of this call for proposals;
- how the financial support to third parties will be managed, including:
 - the maximum amount which may be granted to each third party and the criteria for determining the exact amount of financial support for third parties awarded through open calls for proposals;
 - the type of organisations and activities which may receive financial support to third parties;
 - the procedure for evaluating the proposals received in the frame of the call for proposals and for providing financial support, the selection and award criteria;
 - the communication tools and channels through which outreach of the calls for proposals to third parties will be ensured.

Selection of third parties for financial support: Award criteria and evaluation procedure

- When launching calls for proposals for the award of financial support to third parties, the consortium may use its own procedures provided these procedures comply with the principles of proportionality, sound financial management, equal treatment and non-discrimination. The consortium should also aim at reducing administrative burden for third parties, while at the same time ensuring sound financial management.
- The consortium must ensure transparency in the publication of calls for proposals, prevent conflict of interests and ensure confidentiality throughout the entire award procedure. It will have to clearly demonstrate this in its application and report on it throughout the project implementation.
- Calls for proposals should be published preferably in English (other EU

languages can be added) and must remain open for at least two months.

- The consortium should provide support to applicants in the process of preparing applications (information sessions, helpdesk etc.) respecting principles of equal treatment and absence of conflict of interest.
- The consortium must ensure visibility and publish the outcome of the call(s) on its websites, including a description of the selected projects, award dates, project durations, final recipients' legal names and countries of establishment.

Financial support to third parties: Budget, duration and location

- The applicant should put in place and describe in their application form a solid management and control system to ensure that the principles of economy, efficiency and effectiveness are respected.
- The **maximum amount** of financial support per third party is **EUR 60 000**.
- **At least 80% of the EU grant should be redistributed to third parties (grant recipients)** in the music sector through open calls for proposals (ideally at least one per year).
- Applicants for financial support to third parties should be able to use simplified funding options and in particular lump sums.
- **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.

2. A programme of capacity-building activities benefitting the live music sector

Applications must include an outline of a programme of capacity building activities covering the three business development topics of this call (as specified above) and addressed to organisations, companies and individuals active in the music sector across the participating countries of the programme.

The programme of activities can include workshops, tutorials, etc. involving music sector representatives and artists to equip them with skills and knowledge relating to future challenges (e.g. digital and green transitions, sustainability). Including the following activities:

- cooperation between music venues in Europe to enhance cross-border circulation of (emerging) artists and to address common challenges,
- development of innovative concepts for sustainable music distribution, with a focus on live music,
- exchanges between music professionals across and beyond Europe to address export-related challenges and opportunities,
- promotion of European music at international fairs.

The application form requires applicants to group their activities in coherent **Work Packages** (i.e. major sub-divisions of the project). Each work package must have an objective, including expected outcome(s), and should list the activities, milestones and deliverables that belong to it (see section 10 – Milestones and Deliverables).

The quality of the proposed activities and Work Packages (as outlined in the Technical Description - Part B) will be assessed under the award criterion “Quality of content and activities”. For more details, please check section 9 of this document.

Expected impact

This call for proposals is expected to select one single project, proposed by a consortium of organisations, in charge of organising activities with a widest possible outreach to stakeholders (organisations and/or individuals) in the music sector across Europe.

Applications must provide for the design, implementation and monitoring of one financial support scheme that redistributes the funds in the form of grants (financial support to third parties) to final recipients through one or more open call(s) for proposals per year and complement them with capacity building activities.

The financial support to third parties must be spread across at least **60** grant recipients who cover between them, all three topics of this call.

Dissemination and exploitation of project results

Dissemination and exploitation of results are crucial areas of the Creative Europe project lifecycle. They give participating organisations the opportunity to communicate and share outcomes and deliverables, thus extending the impact of their projects, improving their sustainability and justifying the European added value. In order to successfully disseminate and exploit project results, organisations involved in Creative Europe projects are asked to give the necessary thought to dissemination and exploitation activities when designing and implementing their project. The level and intensity of such activities should be proportionate to the objectives, the scope and the targets of the different actions of Creative Europe. Results achieved in a particular project may be highly relevant and interesting also in fields not covered by the project, and it is up to the individual projects to develop strategies and methods ensuring that others can easily access what has been developed and produced.

3. Available budget

The available call budget is **EUR 4 500 000**.

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

Topic	Topic budget
Music Moves Europe	EUR 4 500 000

We reserve the right not to award all available funds.

4. Timetable and deadlines

Timetable and deadlines (indicative)	
Call opening:	15 September 2022
<u>Deadline for submission:</u>	<u>12 January 2023 – 17:00:00 CET</u> (Brussels)

Evaluation:	January 2023-March 2023
Information on evaluation results:	April 2023
GA signature:	April/June 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 (standard) of core project team
 - 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*).

- ④ 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 persons⁷.

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'⁸. ⚠ 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). Creative Europe Desks (CEDs) — The host organisations of Creative Europe Desks are eligible as coordinator or beneficiary in open calls, if they have procedures to segregate the project management and the information provision functions and if they are able to demonstrate cost separation (i.e. that their project grants do not cover any costs which are covered by their other grant). This requires the following:

⁷ See Article 197(2)(c) EU Financial Regulation [2018/1046](#).

⁸ For the definitions, see Articles 187(2) and 197(2)(c) EU Financial Regulation [2018/1046](#).

- use of analytical accounting which allows for a cost accounting management with cost allocation keys and cost accounting codes AND application of these keys and codes to identify and separate the costs (i.e. to allocate them to either one of the two grants)
- recording of all real costs incurred for the activities that are covered by the two grants (including the indirect costs)
- allocation of the costs in a way that leads to a fair, objective and realistic result.

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)*⁹ and entities covered by Commission Guidelines No [2013/C 205/05](#)¹⁰). 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 by a consortium of at least **two** (2) applicants (beneficiaries; not affiliated entities), which complies with the following conditions:

- minimum 2 entities from 2 different eligible countries

The coordinator must have had a legal existence for at least 2 years on the date of the deadline for submission.

Eligible activities

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

Projects must comply with EU policy interests and priorities.

Under this Call, financial support to third parties is considered essential to achieve the objectives of the action. 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 calls must be published on the participants' websites,

⁹ 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](#).

¹⁰ 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).

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.

Financial support to third parties will be accepted in projects which propose innovative ideas to promote livestreaming, music venues' cooperation and music export with a meaningful impact in the music sector across Europe.

Your project application must clearly specify why financial support to third parties is needed, how it will be managed and provide a list of the different types of activities for which a third party may receive financial support. The proposal must also clearly describe the selection and award criteria, the results to be obtained and the communication tools and channels (see details under Section "Activities that can be funded (scope)").

Duration

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

Ethics

Projects must comply with:

- highest ethical standards and
- 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).

This capacity will be assessed together with the 'Project Management' award criterion, on the basis of the competence and experience of the applicants and their project teams, including operational resources (human, technical and other) or, exceptionally, the measures proposed to obtain it by the time the task implementation starts.

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
- CVs of core project team
- list of previous projects (key projects for the last 4 years).

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 participate¹¹:

- 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)

¹¹ See Articles 136 and 141 of EU Financial Regulation [2018/1046](#).

- 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 misconduct¹² (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)
- 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 that¹³:

- 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 a **priority order** will be determined according to the following approach:


¹² 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 influence decision-making processes or obtain confidential information from public authorities to gain advantage.

¹³ See Article 141 EU Financial Regulation [2018/1046](#).

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'.

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

The **award criteria** for this call are as follows:

- **Relevance** (25 points):

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

- is relevant to the objectives and topics of the call, including the relevance of the financial support scheme proposed;
- is based on a sound and adequate needs analysis;
- addresses the cross-cutting issues (inclusiveness, gender equality and reduction of environmental impact);
- is innovative and has a European added value (i.e. transnational character of the actions and activities which complement regional, national, international and other Union programmes and policies).

- **Quality of content and activities** (25 points):

This criterion will take into account the extent to which:

- the proposed concepts and methodologies are appropriate for achieving the project's objectives;
- the project involves an appropriate and complementary mix of participating organisations in the consortium;
- the target groups and audiences will benefit concretely from the project;
- the project design is consistent and coherent, the financial support to third parties and capacity building activities proposed are appropriate, effective and of high quality.

Project management (25 points):

This criterion will take into account the extent to which:

- the proposal includes effective mechanisms for coordination between the participating organisations and proposes an appropriate governance structure (including effective communication within the consortium);
- the project involves the appropriate project teams, staff and outside resources (including know-how, qualifications and resources), to successfully implement the project;
- 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 (25 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 support and of the Music Moves Europe initiative;
- 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.

Award criteria	Minimum pass score	Maximum score
Relevance	13	25
Quality of content and activities	13	25
Project management	13	25
Dissemination	13	25
Overall (pass) scores	70	100

Maximum points: 100 points.

Individual thresholds per criterion: 13/25, 13/25, 13/25 and 13/25 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: **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)

Work Package:	Project management and coordination This work package should include activities of planning, management, coordination, and administration of the project.
Typical Activities (not exclusive):	For example: contracting and administrative/financial management, and monitoring and evaluation, meetings, coordination and quality control activities, strategies development, preparation of reports, etc.
Typical Deliverables (not exclusive):	For example: agenda or minutes of meetings, evaluation and/or quality control reports, a set of indicators for assessment of activities and impact, conception/planning reports, etc.

- WP 2 – Support to third parties through open call for proposals (mandatory)

Work Package:	Support to third parties through open call for proposals This work package should include activities related to the financial support to third parties selected through open calls for proposals (support scheme).
Typical Activities (not exclusive):	For example: design of the call(s) for proposals, publication of the call(s), the evaluation and selection of applications, and monitoring of support to third parties, distribution of financial support to selected third parties, etc
Typical Deliverables (not exclusive):	For example: agenda or minutes of meetings, evaluation and/or quality control reports, webpage with information on the calls for proposals published and list of funded third parties, etc.

– WP 3 – Capacity building (mandatory)

Work Package:	Capacity building This work package could group diverse type of capacity building activities.
Typical Activities (not exclusive):	For example: workshops, tutorials, cooperation activities, exchange activities between music professionals, etc.
Typical Deliverables (not exclusive):	For example: schedule of workshops, evaluation of training courses, tutorial course programme, presence lists, travel documents, etc.

– WP 4 – Communication and dissemination (mandatory)

Work Package:	Communication and dissemination This work package should group the activities aiming at ensuring adequate visibility of the activities of the project and of its results.
Typical Activities (not exclusive):	For example: communication activities to ensure the visibility of the project and of the call(s) and of the capacity activities proposed, and a wide dissemination of its results beyond local, regional and national levels, etc.
Typical Deliverables (not exclusive):	For example: communication and dissemination strategy, communication/dissemination campaigns, promotion of events, distribution and dissemination activities, production of communication/dissemination material, advertising and branding materials (brochures, programmes, posters, banners, tag lines, mission statements, graphic design specifications), and press reviews, etc., illustrating the scope, reach, progress and success of the proposed activities, etc.

Each work package should have at least 1 deliverable, but it is highly recommended to have more than 1 deliverable. All deliverables should illustrate the scope, reach, progress and success of the proposed activities.

Additional work packages may be added.

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 4 500 000 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 cost¹⁴: Yes
 - volunteers unit cost¹⁵: No
- travel and subsistence unit cost¹⁶: Yes
- equipment costs: depreciation
- other cost categories:
 - costs for financial support to third parties: allowed for grants maximum amount per third party EUR 60 000

¹⁴ 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).

¹⁵ 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).

¹⁶ 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).

- 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 **30%** 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 one or more **additional prefinancing** payments linked to a prefinancing report.

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
- 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-CREATIVE-EUROPE-MME@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 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](#).