



# **Creative Europe Programme (CREA)**

## **Call for proposals**

EUROPEAN NETWORKS OF CULTURAL AND CREATIVE ORGANISATIONS  
(CREA-CULT-2024-NET)

Version 1.0  
31 October 2023

<b>HISTORY OF CHANGES</b>			
<b>Version</b>	<b>Publication Date</b>	<b>Change</b>	<b>Page</b>
1.0	31.10.2023	▪ Initial version (new MFF).	
		▪	
		▪	
		▪	



## EUROPEAN EDUCATION AND CULTURE EXECUTIVE AGENCY (EACEA)

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

### CALL FOR PROPOSALS

#### TABLE OF CONTENTS

0. Introduction .....	5
1. Background.....	6
2. Objectives — Themes and priorities — Activities that can be funded — Expected impact .....	8
CREA-CULT-2024-NET — European Networks of Cultural and Creative Organisations.....	8
Objectives .....	8
Themes and priorities (scope) .....	8
Activities that can be funded (scope).....	12
Expected impact.....	13
3. Available budget .....	13
4. Timetable and deadlines .....	13
5. Admissibility and documents .....	14
6. Eligibility.....	15
Eligible participants (eligible countries).....	15
Consortium composition .....	16
Duration .....	17
Ethics and EU values.....	17
7. Financial and operational capacity and exclusion.....	17
Financial capacity .....	17
Operational capacity .....	18
Exclusion .....	18
8. Evaluation and award procedure .....	19
9. Award criteria.....	20
10. Legal and financial set-up of the Grant Agreements.....	21
Starting date and project duration .....	21
Milestones and deliverables.....	22
Form of grant, funding rate and maximum grant amount.....	24
Budget categories and cost eligibility rules.....	24
Reporting and payment arrangements.....	25
Prefinancing guarantees .....	25
Certificates .....	26

Liability regime for recoveries .....	26
Provisions concerning the project implementation .....	26
Other specificities .....	26
Non-compliance and breach of contract .....	26
11. How to submit an application .....	27
12. Help .....	27
13. Important .....	29


## 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 2024 Work Programme<sup>2</sup> and will be managed by the **European Education and Culture Executive Agency (EACEA)** ('Agency').

 Please note that this call is subject to the final adoption of the budget by the EU budgetary authority. In case there are substantial changes, we may have to modify the call (or even cancel it).

The call covers the following **topics**:

- **CREA-CULT-2024-NET – European Networks of Cultural and Creative Organisations**

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)
  - how to submit an application (section 11)
- the [Online Manual](#) outlines the:

---

<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(2023)6084 final of 14 September 2023 concerning the adoption of the work programme for 2024 and the financing decision for the implementation of the Creative Europe Programme.

- 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

**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. Those sectors include, inter alia, architecture, archives, libraries and museums, artistic crafts, audio-visual (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 audio-visual sector.

The objectives of the Programme consider the dual nature of the cultural and creative sectors, recognising, on the one hand, the intrinsic and artistic value of culture and, on the other, the economic value of those sectors, including their broader contribution to growth and competitiveness, creativity and innovation. The objectives are pursued in a way that encourages inclusion, equality, diversity and participation, including, where appropriate, specific incentives that encourage the active participation in the cultural and creative sectors of people with disabilities, people belonging to minorities and people belonging to socially marginalised groups, including both the creative process and audience development, and gender equality, in particular as a driver of economic growth, innovation and creativity.

### Policy framework

The Creative Europe Programme contributes to **European policy initiatives in the field of culture**, notably the EU [Work Plan for Culture 2023-2026](#) and the [2018 New European Agenda for Culture](#). The actions of the Programme will as well contribute to the implementation of the high-level initiatives such as the European Green Deal and the New European Bauhaus.

The Programme also takes into account recent Council Conclusions, including those adopted between 2021 and 2023, on "[The recovery, resilience and sustainability of](#)

[the cultural and creative sectors](#)”, on [“Culture, high-quality architecture and built environment as key elements of the New European Bauhaus initiative”](#), on [“Building a European Strategy for the Cultural and Creative Industries Ecosystem”](#), [“Reinforcing intercultural exchanges through the mobility of artists and cultural and creative professionals, and through multilingualism in the digital era”](#) and on [“At-risk and displaced artists”](#).

Creative Europe will take on board the priorities of the 2023 European Year of Skills as a continuous upskilling of the professionals of the sector is key to its competitiveness.

Building on the legacy of the European Year of Youth 2022, the Programme will continue to support cultural initiatives that engage, connect and empower young people, either as audience and/or as emerging artists.

EU values being at the core of the EU programmes, beneficiaries and activities implemented within actions of the Creative Europe Programme have to respect the EU values reflected in Article 2 of the Treaty on European Union and the rights and principles enshrined in the Charter of Fundamental Rights of the European Union, particularly Article 21: respect of human dignity, freedom, democracy, equality, rule of law, respect for human rights, non-discrimination based on sex, race, ethnic or social origins, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

Activities shall also be implemented in line with the values enshrined in the declaration on European Digital rights and principles, which promotes a sustainable, human-centric vision for the digital transformation.

### *2024 priorities: Culture strand*

The Programme will help to address the current political priorities, to contribute to resilience and recovery of the cultural and creative sectors, for them to become more crisis resistant. It will support Ukrainian culture and creative sectors (the participation of Ukrainian cultural and creative professionals will be encouraged in all Programme actions and will constitute an annual priority under the cooperation call). And finally, it will pursue priorities proper to the culture field and help to deal with the challenges it faces, as listed in the Annual Work Programme 2024.

### **Making the cultural and creative sectors greener and more inclusive**

The Programme mainstreams through its actions the **cross-cutting issues** of (i) inclusion and diversity, notably gender balance, and (ii) greening of Creative Europe. In this respect:

- i. **Inclusion and diversity, notably gender balance:** projects shall 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, including mental health, economic, social or geographical obstacles to promote societal resilience, enhance social inclusion and allow for intercultural dialogue. Particular attention will be paid to fostering gender equality (in line with the EU [Gender Equality Strategy 2020-2025](#), taking inspiration in the [Gender Mainstreaming Toolkit](#)), in particular as a driver of creativity, economic growth and innovation. 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.

- ii. **Greening of Creative Europe:** projects shall contribute to the European Green Deal, in particular, by making efforts to adopt more environmentally sustainable (green) practices, strengthen synergies, build up capacity and knowledge and disseminate green ideas and, by this, contribute to the achievement of the overall target of 30% of the Union budget expenditure supporting climate objectives. Culture on one hand can play an important role in the green transition through awareness-raising, learning, communication, and on another has the potential to develop innovative ways of tackling environmental challenges and to minimize the impact on environment. The [Study on Greening the Creative Europe Programme](#) has established that an expertise for the greening of the creative and cultural sectors exists. Beneficiaries of the Creative Europe programme should help to spread and integrate this knowledge into the functioning of the cultural and creative sectors and beyond.

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

### CREA-CULT-2024-NET – European Networks of Cultural and Creative Organisations

#### Objectives

The *support to European Networks of Cultural and Creative Organisations* action intends to **enhance the capacities** of European cultural and creative sectors to **face common challenges** and **nurture talents, innovate**, prosper and **generate jobs and growth**.

This action will support **projects** implemented by **highly representative, multi-country, membership-based networks** of European cultural organisations, which cover a wide range of Creative Europe participating countries<sup>3</sup>. Networks must have a shared mission, governance rules, and members' rights and obligations, as formally specified (in "statutes" or equivalent) and agreed upon by its members. Networks should be composed of a coordinating entity and its members.

European networks exclusively covering the audiovisual sector are not eligible for funding under this action.

Proposals should consistently demonstrate the applicants' potential to be reliable **policy networks in their field(s)** of operation. For this, proposals should meet the following **themes** and **priorities** and be structured around **work packages** (as specified in section 10 – *Milestones and Deliverables*).

#### Themes and priorities (scope)

Proposals should address the following specific **call priorities**<sup>4</sup>:

#### **Artists and cultural professionals: empowering the cultural and creative sectors**

The cultural and creative ecosystem is inconceivable without the people who create cultural content in countless forms: artists and other cultural and creative professionals, institutions and organisations. Strong cultural and creative sectors

<sup>3</sup> For the list of participating countries, please check section 6 Eligible participants (eligible countries)

<sup>4</sup> The first four priorities stem directly from the EU Work Plan for Culture 2023–2026: <https://culture.ec.europa.eu/news/council-of-ministers-agrees-on-new-eu-work-plan-for-culture-2023-2026>



(CCS) are therefore indispensable. However, they are characterised by self-employment, small and micro-enterprises, high competitiveness, and fragmented markets. Artists and cultural and creative professionals tend to have project-based careers and experience a high degree of mobility. They often have an irregular and unpredictable income and combine several jobs to earn a living.

Throughout the COVID-19 pandemic, the CCS have displayed great adaptability and innovativeness. Nevertheless, they have been seriously impacted and continue to be affected by the consequences of the pandemic. The ongoing Russian invasion in Ukraine and its effects on the cultural and creative ecosystem, highlight cultural actors' integral role in democratic societies and the importance of safeguarding the freedom of artistic expression, which is coming under increasing pressure.

Now more than ever, there is an urgent need to further strengthen the resilience of the CCS, to support their recovery and diversity, to encourage their engagement with the sustainability objectives, to capitalise on new trends accelerated by the pandemic, including in the digital environment, and to ensure fair working conditions for all cultural and creative professionals so that more voices can be heard from these independent and dynamic sectors.

With this priority, applicants should propose concrete activities responding to these challenges by providing, developing, and exchanging expertise or best practices; engaging all stakeholders at local, regional and European levels to build sustainable, **equitable and fair models** for each sector, including artists **remuneration**<sup>5</sup>.

### **Culture for the people: enhancing cultural participation and the role of culture in society**

Culture plays a crucial role in our democracies and in the lives of individuals. Participation in culture has a positive impact on people of all ages and backgrounds; it enhances people's quality of life, and improves the health and overall wellbeing of individuals and communities. Cultural participation facilitates social and territorial cohesion, while fostering respect for cultural and linguistic diversity and providing a platform for open dialogue within civil societies.

Cultural institutions play a vital role in strengthening democracy and social well-being by reaching out all citizens, providing affordable or free access to knowledge and information, in full respect of intellectual property rights, enhancing media literacy, creating common ground for dialogue and debate, and thereby strengthening social integration and citizens' engagement, and ultimately contributing to combating disinformation, hate speech and fake news.

With this priority, applicants should propose concrete activities to **build the capacities** of the cultural and creative sectors to enhance **cultural participation** across Europe as well as audience **engagement** and **development** that help promote **citizenship, values, and democracy**<sup>6</sup>. Proposals addressing this priority

<sup>5</sup> Proposals should build on the final report of the EU Open Method of Coordination (OMC) group of Member States' experts on 'The status and working conditions of artists and cultural and creative professionals', which is available at <https://data.europa.eu/doi/10.2766/46315>

<sup>6</sup> For this purpose, projects may build on the recent study by the European Commission "Culture and democracy - the evidence" available at: [https://ec.europa.eu/migrant-integration/library-document/culture-and-democracy-evidence\\_en](https://ec.europa.eu/migrant-integration/library-document/culture-and-democracy-evidence_en)

should also consider the beneficial aspects of culture for **health** and **wellbeing**, particularly mental health.

### **Culture for the planet: unleashing the power of culture**

Europe and the world at large are facing serious threats of both natural and human origin, with climate change in particular having a long-term impact on European cultural and creative sectors. It is essential that the CCS be prepared for future challenges.

Culture contributes to the sustainability transformation needed to meet the objectives of the European Green Deal<sup>7</sup> and the 2030 Agenda. In this context, digital technologies also play a key role. Therefore, innovation in the cultural and creative sectors, digital transformation and the accessibility of culture and cultural heritage in the digital space must be further strengthened. It is also necessary to take a balanced approach to the built environment.

Wide-scale promotion of the New European Bauhaus (NEB)<sup>8</sup> will allow for the development of integrated, sustainable and inclusive practices that should explore the cultural dimension of the European Green Deal. More specifically, these practices should help raise awareness of the importance of quality architecture and built environment.

With this priority, applicants should propose concrete activities to contribute to building more **resilient** and **sustainable** societies and encourage the necessary **adaptation** of **practices** in the cultural and creative **sectors**.

Through the above-mentioned concrete activities applicants should demonstrate that a strategy and a **progressive path** towards sustainable practices is foreseen, as well as tools allowing to monitor this progression.

### **Culture for co-creative partnerships: strengthening the cultural dimension of EU external relations**

Europe's cultural richness and freedom, the EU's bottom-up approach rooted in civil society and the EU's strong engagement in co-creation are strong assets for international relations from the perspective of building sustainable partnerships on an equal footing. It is highly important to make full use of this potential by not only increasing the number of cultural cooperation activities and projects but also their visibility and outreach.

Russia's war against Ukraine is a clear indication both of gradually changing geopolitical realities and of the misuse of culture and heritage to help justify military aggression. Against this background, cultural co-creation can authentically underpin and credibly communicate our European values, including artistic liberties and cultural rights, in large parts of the world, and thus help contain the reach of authoritarian systems.

Bearing in mind the future of our planet and the common goal of sustainability, more cultural ambition for change and intellectual dialogue that paves the way for joint

<sup>7</sup> [https://commission.europa.eu/strategy-and-policy/priorities-2019-2024/european-green-deal\\_en](https://commission.europa.eu/strategy-and-policy/priorities-2019-2024/european-green-deal_en)

<sup>8</sup> [https://new-european-bauhaus.europa.eu/index\\_en](https://new-european-bauhaus.europa.eu/index_en)

approaches is needed. Close coordination at EU level and the integration of culture into all relevant areas of the EU's external action and into appropriate financial instruments will be key to strengthening the role of culture in EU external relations.

With this priority, applicants should propose concrete activities to build the **capacity** of organisations and professionals from the European cultural and creative sectors to be (more) **active outside the EU borders**, within and beyond the Creative Europe participating countries, and **contribute to foster international cultural relations**.

### **Culture for digital transformation: help the European cultural and creative sectors to fully take advantage of new technologies to enhance their competitiveness**

The digital age represents a major challenge and opportunity for the cultural and creative sectors: the digital shift - accelerated by the COVID-19 pandemic - is bringing about a change of paradigm, significantly impacting how cultural goods are created, managed, disseminated, accessed, consumed and monetised, and changing the value propositions which prevailed in the analogue era. Digitisation has facilitated the distribution of cultural and creative content and services, but it has also intensified competition of content across borders on a global scale. Recent technological developments such as A.I. and its related challenges need to be addressed as well in the context of the cultural and creative sectors.

In addition, data management, artificial intelligence, algorithms and computation can lead to concentration and harmonisation of tastes and can have negative consequences on cultural and linguistic diversity. In this framework, the sectors can make a major contribution to a critical, sensitive, and **human-centred approach** to the digital transformation.

As part of this call, proposals should **build the capacities** of the cultural and creative sectors to critically and creatively embrace the above-mentioned opportunities and changes driven by the digital transformation. The EU's digital strategy<sup>9</sup> aims to make this transformation **work for the sectors and for the people**. Action has already emerged on Media and digital culture<sup>10</sup> and on cultural heritage<sup>11</sup>, on which proposals may elaborate (as relevant).

When addressing the specific priorities mentioned above, proposals should seek synergies with ongoing EU-funded activities and elaborate on previous and ongoing efforts such as:

- The implementation of the current Work Plan for Culture, as explained above<sup>12</sup>
- The results of the EU cooperation with the Member States through the Open Method of Cooperation (OMC)<sup>13</sup>

<sup>9</sup> <https://digital-strategy.ec.europa.eu/en>

<sup>10</sup> <https://digital-strategy.ec.europa.eu/en/policies/media-and-digital-culture>

<sup>11</sup> <https://digital-strategy.ec.europa.eu/en/policies/cultural-heritage>. As an example, the EC has funded a [Competence Centre for the Conservation of Cultural Heritage](#)

<sup>12</sup> <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32022G1207%2801%29&qid=1671635488811>

<sup>13</sup> <https://culture.ec.europa.eu/policies/cultural-policy-cooperation-at-the-eu-level>

- Voices Of Culture (the structured dialogue between the cultural and creative sectors in the European Union and the European Commission)<sup>14</sup>
- The Knowledge and Innovation Community of the European Institute of Innovation and Technology on Culture and Creativity, aiming to transform Europe’s Cultural & Creative Sectors and Industries<sup>15</sup>

All proposals should present a substantiated strategy and concrete details on how to implement one or more of the above priorities.

Proposals should take into account the programme’s cross-cutting issues of **(i) inclusion and diversity, notably gender balance, and (ii) greening of Creative Europe**, as explained in section 1. Background.

Nota bene: the way proposals address all the above-mentioned priorities will be assessed under the award criterion “relevance”. For more details, please check section 9.

### Activities that can be funded (scope)

Proposals should include suitable activities for the reinforcement of the **capacities** of organisations and professionals active in the creative and cultural sectors. These **activities** have to be specifically designed to **tackle** the chosen **priorities of the call in an effective way**. Activities should include an adequate mix of networking, training or advice to professionals, representing the interest of the sectors on these issues and providing policy analysis or policy developments.

These activities should be formulated within a solid strategic framework and be **structured in work packages**. **Each work package should correspond to one of the call priorities** to establish a clear link between the project activities of the work package and the relevant call priority.

A work package means a major sub-division of the project. Each work package is accompanied by an objective (expected outcome) and should list the activities, milestones and deliverables that belong to it (See section 10 – *Milestones and Deliverables*).

Activities should take into account the **needs of the network members and facilitate members’ participation** throughout the entire project. In order to maximise impact, proposals should also create **synergies and foster dialogue, cooperation or exchanges through for instance joint activities with other networks**. Details on this should be provided in the following section of the application form: “2.2 Partnership and consortium”.

Under this call, financial support to third parties is eligible.

For more details on the eligibility of activities, see section 6 (Eligibility of activities) and section 10 – *Milestones and Deliverables*.

The quality of the proposed activities will be assessed under the award criterion “Quality of content and activities”. For more details, please check section 9.

Nota bene: considering that this call for proposals is intended for action grants (projects) and not operating grants, statutory obligations such as board meetings, general assemblies, or any other similar statutory activity of the network, are not

<sup>14</sup> See section ‘Dialogue with cultural and creative sectors’ at <https://culture.ec.europa.eu/policies/cultural-policy-cooperation-at-the-eu-level>

<sup>15</sup> <https://eit-culture-creativity.eu/>

eligible under this call.

### Expected impact

Support will be provided to about **30 networks' projects covering the widest possible array of cultural and creative sectors**. These projects shall cover the diversity of stakeholders and actors and ensure the effective implementation of the priorities and themes of this call for proposals.

From a policy point of view, it is expected that the selected networks will “collectively” contribute to **shape cultural policies in Europe** and generate the knowledge required to define and implement effective cultural policies in line with the themes and priorities of this call for proposals.

By working together, the selected proposals should strive to build a “**network of networks**” that can have a **structuring effect** on Europe’s cultural and creative sectors (CCS).

This structuring effect should be tangible for the network members and/or for the CCS at large and should be proportionate to the available funds allocated under this call.

While respecting merit based on the evaluation of the award criteria, the evaluation committee will ensure that the portfolio of projects selected is diverse and respects a balance both geographically and between cultural and creative sectors.

### **3. Available budget**

The estimated total available call budget is **EUR 39 700 000** for 2024-2027

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

Topic	Topic budget
CREA-CULT-2024-NET – European Networks of Cultural and Creative Organisations	<b>EUR 39 700 000</b>

These funds will be committed through multiannual commitments with annual instalments for the period 2024-2027 (four years), subject to available budget appropriations, the first of which would be of EUR 9 925 000 as per AWP 2024.

The availability of the call budget still depends on the adoption of the budget 2024 by the EU budgetary authority.

We reserve the right not to award all available funds, depending on the proposals received and the results of the evaluation.

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

<b>Timetable and deadlines (indicative)</b>	
Call opening:	31 October 2023
<u>Deadline for submission:</u>	<u>7 March 2024 – 17:00:00 CET</u> (Brussels)
Evaluation:	March – April 2024

Information on evaluation results:	September 2024
GA signature:	December 2024

## 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*)
- Part C (*to be filled in directly online*) containing additional project data
- **mandatory annexes and supporting documents** (*templates available to be downloaded from the Portal Submission System, completed, assembled and to be uploaded*):
  - detailed budget table/calculator (*template available in the Submission System*)
  - list of previous projects (key projects for the last 4 years) (*template available in Part B*)
  - List of members (template provided; to be filled-in and uploaded)


Please be aware that since the detailed budget table serves as the basis for fixing the lump sums for the grants (and since lump sums must be reliable proxies for the actual costs of a project), the costs you include **MUST** comply with the basic eligibility conditions for EU actual cost grants (see [AGA – Annotated Grant Agreement, art 6](#)). This is particularly important for purchases and subcontracting, which must comply with best value for money (or if appropriate the lowest price) and be free of any conflict of interests. If the budget table contains ineligible costs, the grant may be reduced (even later on during the project implementation or after their end).

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

Applications will only be considered eligible if their content corresponds wholly (or at least in part) to the topic description for which it is submitted.

### 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>16</sup>.

---

<sup>16</sup> See Article 197(2)(c) EU Financial Regulation [2018/1046](#).



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>17</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).

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:

- 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)*<sup>18</sup> and entities covered by Commission Guidelines No [2013/C 205/05](#)<sup>19</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).

- ① For more information, see [Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#).

### [Consortium composition](#)

Only applications by single applicants are allowed (single beneficiaries).

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

Eligible activities should target the priorities mentioned in section 2 above. They should be organised in the work packages defined in section 10 (subsection "Milestones and deliverables").

Projects must comply with EU policy interests and priorities.

<sup>17</sup> For the definitions, see Articles 187(2) and 197(2)(c) EU Financial Regulation [2018/1046](#).

<sup>18</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](#).

<sup>19</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).



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

- Financial support to third parties will be accepted in projects which:
  - actively engage network members in the delivery of the work programme by delegating them the implementation of some of the foreseen activities (in the form of a funding grant) in a way that would help build the co-ownership of the proposed programme by the network members.
  - actively engage with non-member organisations in the implementation of specific activities or tasks delegated to them (re-granting) with the aim to scale-up the scope and reach of the network and build strategic partnerships that would fit within the priorities of the call.

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 results to be obtained.

### Duration

Projects should not normally exceed **48** months (extensions are possible, if duly justified and through an amendment).

### Ethics and EU values

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 coordinators, 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 project 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
- 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 participate<sup>20</sup>:

---

<sup>20</sup> See Articles 136 and 141 of EU Financial Regulation [2018/1046](#).

- 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>21</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)
- 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 rejected if it turns out that<sup>22</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,

---

<sup>21</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 influence decision-making processes or obtain confidential information from public authorities to gain advantage.

<sup>22</sup> See Article 141 EU Financial Regulation [2018/1046](#).


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) Projects focusing on a theme or a cultural sector not otherwise covered by higher ranked projects will be considered to have the highest priority.
- 2) 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'.
- 3) 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.
- 4) After that, the remainder of the available call budget will be used to fund projects across the different topics in order to ensure a balanced spread of the geographical and thematic coverage and while respecting to the maximum possible extent the order of merit based on the evaluation of the award criteria.

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:** Background and objectives; Needs analysis; Complementarity with other actions and innovation — European added value; Cross-cutting priorities (40 points)

- **Quality of content and activities:** Concept and methodology; Partnership and consortium; Target groups and audiences; Project design (30 points)
- **Project management:** Consortium management and decision-making; Project teams, staff and outside resources (including operational capacity); Cost effectiveness and financial management; Project management, quality assurance, risk management and monitoring and evaluation strategy (10 points)
- **Dissemination:** Impact and ambition; Communication, dissemination and visibility; Sustainability and continuation (20 points)

Award criteria	Minimum pass score	Maximum score
Relevance	20	40
Quality of content and activities	15	30
Project management	5	10
Dissemination	10	20
<b>Overall (pass) scores</b>	<b>70</b>	<b>100</b>

Maximum points: 100 points.

Individual thresholds per criterion: 20/40, 15/30, 5/10 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 (i.e. up to the budget ceiling). 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. A retroactive starting date can be granted exceptionally for duly justified reasons— but never earlier than the proposal submission date

Project duration: 48 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.

Project activities must be organised in pre-defined work packages structured around the call priorities, with specific activities and deliverables, as explained below. The interaction of these elements is shown in the following table.

	Networking activities – when applicable	Training – when applicable	Advocacy – when applicable	Policy analysis – when applicable	Other – when applicable	Total N° of deliverables
WP1: Project Management and Coordination					Deliverables	
WP2: Artists and cultural professionals	Deliverables	Deliverables	Deliverables	Deliverables		Average of 5 deliverables
WP3: Culture for the people	Deliverables	Deliverables	Deliverables	Deliverables		Average of 5 deliverables
WP4: Culture for the planet	Deliverables	Deliverables	Deliverables	Deliverables		Average of 5 deliverables
WP5: Culture for co-creative partnerships	Deliverables	Deliverables	Deliverables	Deliverables		Average of 5 deliverables
WP6: Culture for digital transformation	Deliverables	Deliverables	Deliverables	Deliverables		Average of 5 deliverables
WP7: Communication and dissemination					Deliverables	
Other (if any)	Deliverables	Deliverables	Deliverables	Deliverables		
TOTAL						<b>40 max</b>

**WP1: Project management and coordination (mandatory)**

This work package should ensure an efficient and effective management of the project. This work package should include activities relating to the management, planning, administration, and evaluation of the project. This work package might present activities such as meetings, evaluation, coordination and quality control activities, strategies development, preparation of reports, etc.

Deliverables of this work package might include **only major** project activities or

outputs such as meetings, evaluation and/or quality control reports, a set of indicators for assessment of activities and impact, conception/planning reports, etc.

**WP2: Artists and cultural professionals: empowering the cultural and creative sectors**

**WP3: Culture for the people: enhancing cultural participation and the role of culture in society**

**WP4: Culture for the planet: unleashing the power of culture**

**WP5: Culture for co-creative partnerships: strengthening the cultural dimension of EU external relations**

**WP6: Culture for digital transformation: help the European cultural and creative sectors to fully take advantage of new technologies to enhance their competitiveness**

WPs 2-6 should each include an appropriate mix of the following activities:

- 1. Networking** of organisations and individuals (artists and culture professionals) throughout Europe and beyond. The activities should target an important number of professionals from the cultural and creative sectors that can meet, exchange and network between themselves.

Deliverables might include **only major** project activities or outputs such as: Europe-wide and sector(s)-specific online/onsite conferences, exchange programmes across organisations, market-access activities or similar, development, testing and production of networking tools, brokerage events (matchmaking events, speed dating or B2B meetings), laboratories, industry or sectoral fairs, etc.

- 2. Training and advice to professionals** building the capacities of artists and other cultural and creative professionals. The activities may include specific training activities targeting an important number of professionals from the cultural and creative sectors with the clear objective to improve their capacities.

Deliverables might include **only major** project activities or outputs such as: training opportunities (work placements, residencies, training courses, master classes, consultancies, etc.), seminars, project piloting, mentoring and incubators programmes, etc.

- 3. Representing** the sectors and **advocating** on their behalf. This work package should include activities related to the mobilisation of the cultural sector across all levels of governance, from local, regional and national to European and international levels. These activities can be seen upstream or downstream as well as horizontally. They can also be targeted to the cultural and creative sectors or help sensitise other sectors and the citizens at large on key cultural issues.

Deliverables might include **only major** project activities or outputs such as: strategic meetings or workshops with interested parties and network members, messaging campaigns, as well as other outreach activities, such as strategy or policy publications (reports, research results), etc.

- 4. Policy analysis and development.** This work package should include all activities related to the provision of strategic policy analysis or the



development of new policies, particularly at European level and, where appropriate, at national/regional/local level with a view to evaluate existing current frameworks for culture. Under this work package, applicants should mobilise network members, other European networks operating in the policy area as well as other stakeholders.

Deliverables might include **only major** project activities or outputs such as: policy documents, recommendations and strategy papers, data analysis, policy experimentation, publications and articles, etc.

### **WP7: Communication and dissemination (mandatory)**

This work package should group the activities aiming at ensuring adequate visibility of the activities of the project and a wide dissemination of its results beyond local, regional and national levels.

Deliverables of this work package might include **only major** project activities or outputs such as: a communication and dissemination strategy, communication/dissemination campaigns, promotion of events and talents, 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.

Each work package must have at least one deliverable. The project should not have more than 40 in total. 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 1 200 000 in total over the 4-year duration of the project. The grant awarded may be lower than the amount requested.

The grant will be a lump sum grant. This means that it will reimburse a fixed amount, based on a lump sum or financing not linked to costs. The amount will be fixed by the granting authority on the basis of the estimated project budget and a funding rate of 80%.

#### 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:*

- Lump sum contributions<sup>23</sup>

*Specific cost eligibility rules for this call:*

<sup>23</sup> [Decision](#) of 26 May 2021 authorising the use of lump sums for actions under the Creative Europe Programme.



- costs for financial support to third parties can be included in the detailed budget table for grants and prizes; maximum amount per third party EUR 60 000, unless a higher amount is 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

### 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 **22%** 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.

### 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 EULogin 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-CREATIVE-EUROPE-NETWORKS@ec.europa.eu](mailto:FACEA-CREATIVE-EUROPE-NETWORKS@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 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](#).

