



# **Creative Europe Programme (CREA)**

## **Call for proposals**

European Cooperation projects  
(CREA- CULT-2022-COOP )

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## EUROPEAN EDUCATION AND CULTURE EXECUTIVE AGENCY (EACEA)

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

### CALL FOR PROPOSALS

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## 0. Introduction

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

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

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

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

The call covers the following **topics**:

- **CREA-CULT-2022-COOP-1 — European Cooperation projects (Small-scale)**
- **CREA-CULT-2022-COOP-2 — European Cooperation projects (Medium-scale)**
- **CREA-CULT-2022-COOP-3 — European Cooperation projects (Large-scale)**

Each project application under the call must address only one of these topics. Applicants cannot submit more than one proposal under this call.

We invite you to read the **call documentation** on the 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)

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

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

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

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

## 1. Background

### THE CREATIVE EUROPE PROGRAMME

#### 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.

These goals are pursued through the following specific objectives:

- enhancing artistic and cultural cooperation at the European level, in order to support the creation of European works and strengthen the economic, social and external dimension of and innovation and mobility in Europe's cultural and creative sectors (**CULTURE strand**);
- promoting the competitiveness, scalability, cooperation, innovation, and sustainability, including through mobility in the European audiovisual sector (**MEDIA strand**); and
- promoting policy cooperation and innovative actions supporting all strands of the programme, promoting a diverse, independent and pluralistic media environment, and media literacy, thereby fostering freedom of artistic expression, intercultural dialogue and social inclusion (**CROSS SECTORAL strand**).

### 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**<sup>3</sup> and the **European Year of Youth 2022**<sup>4</sup>.

The Programme is also in line with the 2016 Joint Commission/High Representative Communication "Towards an EU strategy for international cultural relations"<sup>5</sup> and the 2014 Commission Communication "Towards an integrated approach to cultural heritage for Europe"<sup>6</sup>, which all plead for a stronger role for culture in the further social, economic and international development of our Union.

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**<sup>7</sup> and plays a key role within the updated industrial strategy<sup>8</sup> as regards the cultural and creative industries ecosystem.

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

### Culture strand 2022 priorities

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<sup>3</sup> [https://europa.eu/new-european-bauhaus/index\\_en](https://europa.eu/new-european-bauhaus/index_en)

<sup>4</sup> 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.

<sup>5</sup> [JOIN/2016/029](#)

<sup>6</sup> [COMMUNICATION FROM THE COMMISSION TO THE EUROPEAN PARLIAMENT, THE COUNCIL, THE EUROPEAN ECONOMIC AND SOCIAL COMMITTEE AND THE COMMITTEE OF THE REGIONS Towards an integrated approach to cultural heritage for Europe, COM/2014/0477 final](#)

<sup>7</sup> Communication from the Commission on the 2030 Digital Compass: the European way for the Digital Decade COM(2021) 118 final

<sup>8</sup> 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

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 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.

### **European Cooperation Projects**

European Cooperation Projects are transnational projects involving cultural and creative organisations from different countries taking part in the programme. They give cultural organisations of all sizes the possibility to co-produce, cooperate, experiment, innovate, be mobile and learn from each other. The action aims to improve access to European culture and creative works and to promote innovation and creativity. Projects can cover one or more cultural and creative sectors and can be interdisciplinary.

Depending on the number of organisations involved, projects supported can be small, medium or large scale. Small-scale projects are particularly suitable to promote the access of grassroots organisations and support them in the creation of new partnerships and development of new activities and innovative ideas, such as festivals, art fairs, exhibitions, performances, etc.

Funding is available for three categories of projects (called topics):

- Category 1 (topic CREA-CULT-2022-COOP-1) — Small-scale projects: minimum 3 entities from 3 different eligible countries participating in the Creative Europe Programme with a maximum duration of 48 months
- Category 2 (topic CREA-CULT-2022-COOP-2) — Medium-scale projects: minimum 5 entities from 5 different eligible countries participating in the Creative Europe Programme with a maximum duration of 48 months

- Category 3 (topic CREA-CULT-2022-COOP-3) — Large-scale projects: minimum 10 entities from 10 different eligible countries participating in the Creative Europe Programme with a maximum duration of 48 months

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

This section is applicable to the three topics (categories of projects) covered by this call:

- **CREA-CULT-2022-COOP-1 — European Cooperation projects (Small-scale)**
- **CREA-CULT-2022-COOP-2 — European Cooperation projects (Medium-scale)**
- **CREA-CULT-2022-COOP-3 — European Cooperation projects (Large-scale)**

### Objectives

This action will support projects involving a large diversity of players active in different cultural and creative sectors, to carry out a broad spectrum of activities and initiatives. The action is anchored in the policy framework of the Culture strand of the Creative Europe programme and its cross-cutting issues (inclusiveness, reduction of environmental impact and gender equality). European cooperation projects are also designed to contribute to the implementation of emerging EU policy initiatives such as the New European Bauhaus.

European cooperation projects are open to all the cultural and creative sectors. However, considering that this action aims to pursue the objectives of the CULTURE strand of the programme, projects involving exclusively organisations from the audio-visual sector and projects of an exclusive audiovisual content are not targeted for funding under it.

Support will be given to cooperation projects contributing to one of the following **objectives**:

- **Objective 1 - Transnational creation and circulation:** to strengthen the transnational creation and circulation of European works and artists;

Transnational creation and circulation is important for the advancement of collaborations, increased outreach and in many cases necessary for the viability and development of cultural organisations, institutions and individuals. Co-production is also a tool to stimulate creativity, share resources and facilitate the trans-national distribution of content and the circulation of artists. Projects will have to take into account the new context such as health or environmental concerns and integrate innovative (digital) ways of producing and disseminating content.

- **Objective 2 – Innovation:** to enhance the capacity of European cultural and creative sectors to nurture talents, to innovate, to prosper and to generate jobs and growth.

Innovation is necessary for the evolution of the sectors and their competitiveness. Innovation is to be understood in a broad way. Innovations are not necessarily of a technological nature and can include the development and experimentation of new practices or new models but also the transfer and dissemination of good practices.

In part C of the application form, applicants must identify and select which of the two

above-mentioned objectives (Objective 1 or Objective 2) the proposed project aims to address. This selection needs to be made even if projects could be relevant for both objectives.

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

### *Themes and priorities (scope)*

In addition to contributing to the objectives referred to above, priority will be given to projects addressing **at least one** (and no more than two) **of the following priorities**:

1. **Audience**: to increase cultural access to and participation in culture as well as audience engagement and development both physically and digitally;
2. **Social inclusion**: to promote societal resilience and to enhance social inclusion in/through culture in particular of/for people with disabilities, people belonging to minorities and people belonging to socially marginalised groups, as well as intercultural dialogue;
3. **Sustainability**: in line with the European Green Deal and the New European Bauhaus, to co-create, adopt and disseminate more environment-friendly practices, as well as to raise awareness on sustainable development through cultural activities;
4. **Digital**: to help the European cultural and creative sectors to undertake or accelerate their digital transition, also as a response to the COVID-19 crisis;
5. **International dimension**: to build the capacity within the European cultural and creative sectors, including grass-roots organisations and micro-organisations, to be active at the international level – in Europe and beyond;

Further to these priorities, **annual sector-specific priorities** have been defined to reinforce the programme's sectoral approach. These priorities are based on political dialogues and stakeholders' consultations to respond to shared needs in cultural and creative sectors whose specific challenges require a more targeted approach.

6. **Annual sector-specific priorities**: for 2022 the following capacity building activities (such as training, networking or market access activities, and helping the sectors become more resilient) have been identified for the sectors mentioned hereafter. Indicatively 20% of the budget allocated to this action will be used to support projects addressing these sector-specific activities:
  - For the **music** sector: Building on the 2018-2020 [Music Moves Europe preparatory action](#) on music, and considering the specific circumstances of the pandemic and its impact, reinforce the capacity of music professionals in:
    - Promotion, distribution and monetisation, supporting the sector to address in particular new digital, legal and technical trends stemming from innovations in the market and new business models; or
    - Cross-border circulation of European music and music export beyond EU borders.
  - For the **book and publishing** sector:

- Reinforcing the professional development of European translators working for the literature or theatre sectors; or
- Facilitating the international promotion of literary works and sales of translation rights in order to increase the circulation and diversity of European books, and in particular works written in lesser-used languages, in Europe and beyond.

In this context, the report “Translators on the cover”<sup>9</sup> established by the “Translation and Multilingualism” OMC working group of European experts under the Work plan for culture 2019-2022 deserves special attention:

For the **architecture** sector: Reinforce the capacity of architecture operators in:

- Peer learning and audience engagement in order to disseminate and integrate in design, planning and building processes the high-quality principles in contemporary architecture and cultural heritage interventions; or
- Sustainable safeguarding the regeneration and the adaptive reuse of cultural heritage and the promotion of its values; or
- The integration of [European Green Deal](#) and [New European Bauhaus](#) principles in the practices applied by the sectors; or
- The internationalization of careers.

In this context, the report [“Towards a shared culture of architecture - Investing in a high-quality living environment for everyone”](#) established by the working group of European experts under the [Work plan for culture 2019-2022](#) and the Council conclusions on culture, high-quality architecture and built environment as key elements of the New European Bauhaus initiative deserve special attention.

- For the **cultural heritage** sector: Reinforce the capacity of cultural heritage professionals in:
  - Engagement and mediation with citizens in the interpretation, communication and presentation of cultural heritage to develop relationships with audiences and stakeholders, taking into account evolving technological and digital methods of content creation and presentation of archived output, and drawing lessons learnt during the lockdown; or
  - Digitisation of cultural heritage material, sites and historical buildings inter alia the use of 3D and AI technologies; or
  - Risk management for cultural heritage – with a focus on prevention and risk preparedness in relation to natural and non-natural hazards including climate change adaptation and mitigation in accordance with the principles of the European Green Deal.
- For the **fashion and design** sectors: Reinforce the capacity of fashion and design professionals in:

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<sup>9</sup> to be published in February 2022

- Artistic creation, promotion, distribution and monetisation, helping the sectors to address in particular new digital (inter alia the use of 3D and AI technologies), legal and technical trends stemming from innovations in the market and new business models; or
  - The integration of [European Green Deal](#) and [New European Bauhaus](#) principles in the practices applied by the sectors; or
  - The internationalization of careers of professionals in the sectors to operate across borders and internationally.
- For the **sustainable cultural tourism** sector: Reinforce the capacity of cultural tourism professionals in:
    - In the field of sustainable cultural tourism (training activities, raising awareness of sustainability, environmental issues, responsible tourism, etc.); or
    - Developing indicators (carrying capacity, access, energy efficiency, responsible handling of waste), evaluation tools and the recording of qualitative and quantitative data; or
    - Supporting the digital transformation to harness the economic impact of sustainable cultural tourism (including the use of 3D and AI technologies);

In this context, the [Sustainable cultural tourism report](#) established by the working group of European experts under the [Work Plan for Culture](#) 2015-2018 deserves special attention.

Applicants from the sectors of music, book and publishing, architecture, cultural heritage as well as sustainable cultural tourism, design and fashion, can either address one of the priorities referred to above (priorities 1 to 5) **OR** the Annual sector specific priorities.

Projects from cultural and creative sectors **not included in the list** of the sectors for the annual sector-specific priorities, **can only select the priorities 1 to 5.**

**In part C of the application form, applicants shall identify and select the priority/ies and cultural sector/s the project will address.**

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

### **Cross-cutting issues**

All proposals shall take into consideration the cross-cutting issues of **inclusion, diversity, gender equality, and environment and fight against climate change** in the design and the implementation of their project (please refer to part 1 of this document). Projects are encouraged to include artists with disabilities in the creative process.

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)

Proposals shall include activities in line with the objectives and priorities of the call.

The proposed activities shall be grouped (in the application form) in coherent Work Packages (i.e. major sub-division of the project) which shall be linked to pre-defined deliverables. All deliverables shall illustrate the scope, reach, progress and success of the proposed activities. Depending on the focus of the project (to co-produce, cooperate, experiment, innovate, etc.), activities eligible for funding may be very diverse. Examples of work packages, activities and deliverables can be found in section 10 of this document.

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 action will support approximately 130 projects.

This action is expected to foster cooperation between organisations active in the culture field, to increase the European dimension of creation and circulation of European artistic content as well as to encourage the development, experimentation, dissemination or application of new and innovative practices.

**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 68 607 267**.

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

Topic	Topic budget
1 — CREA-CULT-2022-COOP-1 European Cooperation projects (small)	<b>EUR 24 012 543</b>
2 — CREA-CULT-2022-COOP-2 European Cooperation projects (medium)	<b>EUR 24 012 543</b>
3 — CREA-CULT-2022-COOP-3 European Cooperation projects	<b>EUR 20 582 181</b>

(large)	
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We reserve the right not to award all available funds or to redistribute them between the call topics, depending on the proposals received and the results of the evaluation.

#### 4. Timetable and deadlines

Timetable and deadlines (indicative)	
Call opening:	1 February 2022
<u>Deadline for submission:</u>	<u>31 March 2022 – 17:00:00 CET</u> (Brussels)
Evaluation:	April-August 2022
Information on evaluation results:	September 2022
GA signature:	October-December 2022

#### 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** (*to be uploaded*):
  - detailed budget table (*template available in the Submission System*)
  - CVs of core project team: not applicable
  - activity reports of last year: not applicable
  - list of previous projects (key projects for the last 4 years) (*template available in Part B*)

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

### *Eligible participants (eligible countries)*

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>10</sup>.

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

**Associations and interest groupings** — Entities composed of members may participate as 'sole beneficiaries' or 'beneficiaries without legal personality'<sup>11</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>12</sup> and entities covered by Commission Guidelines No [2013/C 205/05](#)<sup>13</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).

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<sup>10</sup> See Article 197(2)(c) EU Financial Regulation [2018/1046](#).

<sup>11</sup> For the definitions, see Articles 187(2) and 197(2)(c) EU Financial Regulation [2018/1046](#).

<sup>12</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>13</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).

 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 **3, 5 or 10** applicants (beneficiaries; not affiliated entities), which complies with the following conditions:

- CREA-CULT-2022-**COOP-1** — European Cooperation projects (**Small-scale**): minimum **3** entities from **3** different eligible countries
- CREA-CULT-2022-**COOP-2** — European Cooperation projects (**Medium-scale**): minimum **5** entities from **5** different eligible countries
- CREA-CULT-2022-**COOP-3** — European Cooperation projects (**Large-scale**): minimum **10** entities from **10** 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

Financial support to third parties is allowed for grants and prizes 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 outcome of the call must be published on the participants' websites, including a description of the selected projects, award dates, project durations, and final recipient legal names and countries
- the calls must have a clear European dimension.

Financial support to third parties will be accepted in projects which for example foresee the award of grants (such as talent development bursaries) following an open call or of prizes following an open competition, to culture professionals/artists/innovators to co-produce, innovate and build their capacities.

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 of all categories should not normally exceed 48 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
- 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>14</sup>:

- bankruptcy, winding up, affairs administered by the courts, arrangement with creditors, suspended business activities or other similar procedures (including procedures for persons with unlimited liability for the applicant's debts)
- in breach of social security or tax obligations (including if done by persons with unlimited liability for the applicant's debts)
- guilty of grave professional misconduct<sup>15</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, decisionmaking- 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, decisionmaking- or control, beneficial owners or persons who are essential for the award/implementation of the grant)

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<sup>14</sup> See Articles 136 and 141 of EU Financial Regulation [2018/1046](#).

<sup>15</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.

- 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, decisionmaking- or control, beneficial owners or persons who are essential for the award/implementation of the grant).

Applicants will also be refused if it turns out that<sup>16</sup>:

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

## 8. Evaluation and award procedure

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

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

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

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

- 1) The *ex aequo* proposals within the same topic will be prioritised according to the scores they have been awarded for the award criterion 'Relevance'. When these scores are equal, priority will be based on their scores for the criterion 'Dissemination'. When these scores are equal, priority will be based on their scores for the criterion 'Quality of content and activities'.
- 2) If this does not allow to determine the priority, a further prioritisation can be done by considering the overall project portfolio and the creation of positive synergies between projects, or other factors related to the objectives of the call. These factors will be documented in the panel report.
- 3) 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.*

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<sup>16</sup> See Article 141 EU Financial Regulation [2018/1046](#).

**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 (30 points):

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

- is relevant to the objectives and priorities of the call;
- is based on a sound and adequate needs analysis;
- addresses the cross-cutting issues (inclusiveness, gender equality and reduction of environmental impact);
- Is innovative, complements other actions 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; European dimension of the partnership).

### Quality of content and activities (30 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, and ensures an active contribution of all of them;
- the target groups and audiences will benefit concretely from the project;
- the project design is consistent and coherent, notably with the proposed time-frame.

### Project management (20 points):

This criterion will take into account the extent to which:

- the 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 (20 points):**

This criterion will take into account the extent to which:

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

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

Maximum points: 100 points.

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

Overall threshold: 70 points.

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

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

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

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

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

**Starting date and project duration**

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

Project duration: 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.

Examples of work-packages, activities and deliverables that proposals might include (non-exhaustive list):

<b>Work Package:</b>	<b>Management, administration and coordination</b> This work package could group activities related to the planning, management, administration, coordination and evaluation of the project.
Activities:	Planning & preparation, meetings, evaluation, quality control, coordination activities, preparation of reports, etc.
Deliverables:	Agenda or minutes of meetings, evaluation and/or quality control reports, conception / planning reports, etc.

<b>Work Package:</b>	<b>Communication and dissemination</b> This work package could group communication and dissemination activities aiming at ensuring visibility of the activities of the project and a wide dissemination of its results.
Activities:	Communication/dissemination campaigns, promotional events, production of communication/dissemination material, etc.
Deliverables:	Communication plan/strategy, website, newsletters, publications/ brochure, social media posts, banner, gadgets, branding, statistical analysis of website, public relationship and presentation speeches, press reviews, etc.

Example of work packages, activities and deliverables for the implementation phase of the project include (non-exhaustive list):

<b>Work Package:</b>	<b>Artistic and creative expression</b> This/these work package(s) could group cultural, artistic and other creative activities.
Activities:	Rehearsals, preparation and artistic coordination of co-productions, co-creations, concerts, exhibitions, fairs, festivals, performances, literary translations, circulation of works and/or repertoires, digitisation of cultural heritage material, etc.
Deliverables:	Schedule/planning of rehearsals, prototypes, original creative works (such as theatre piece, songs, artworks, concerts, etc.), technology-based products (original app, etc.), publications (as books, etc.), exhibitions, digitalised material, etc.

<b>Work Package:</b>	<b>Capacity building</b> This work package could group diverse type of capacity
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	building activities, including activities related to the circulation of European professionals and/or artists.
Activities:	Artistic residencies, apprenticeship activities, mentoring programmes, training courses, master classes, incubators programmes, etc.
Deliverables:	Schedule of mentoring programmes, evaluation of training courses, mentoring course programme, presence lists, travel documents, etc.

<b>Work Package:</b>	<b>Networking and knowledge sharing</b>  This work package could group networking and knowledge sharing activities, including policy/research/innovation activities for the cultural and creative sectors.
Activities:	Conferences, workshops, symposia, seminars, research, studies, policy analysis, surveys, laboratories, market access activities, etc.
Deliverables:	Programme/agenda of conferences, presence list of workshops, conference conclusions/reports, analysis of surveys, study papers, policy papers etc.

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

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

Project budget (maximum grant amount):

- For **Small**-scale projects (topic: CREA-CULT-2022-**COOP-1**): maximum EU grant amount **EUR 200 000** per project.
- For **Medium**-scale projects (topic: CREA-CULT-2022-**COOP-2**): maximum EU grant amount **EUR 1 000 000** per project.
- For **Large**-scale projects (topic: CREA-CULT-2022-**COOP-3**): maximum EU grant amount **EUR 2 000 000** per 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:

- For **Small**-scale projects (topic: CREA-CULT-2022-**COOP-1**): funding rate of maximum **80%**.
- For **Medium**-scale projects (topic: CREA-CULT-2022-**COOP-2**): funding rate of maximum **70%**.
- For **Large**-scale projects (topic: CREA-CULT-2022-**COOP-3**): funding rate of maximum **60%**.

### 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>17</sup>

*Specific cost eligibility rules for this call:*

- 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

### Reporting and payment arrangements

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

For **Small-scale projects** (topic: CREA-CULT-2022-**COOP-1**) and **Medium-scale projects** (topic: CREA-CULT-2022-**COOP-2**):

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

There will be no **interim payments**.

**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

For **Large-scale projects** (topic: CREA-CULT-2022-**COOP-3**):

After grant signature, you will normally receive a **prefinancing** to start working on the project (float of normally **40%** 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).

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<sup>17</sup> [Decision](#) of 26 May 2021 authorising the use of lump sums for actions under the Creative Europe Programme.

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

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

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

Submit your proposal in 4 parts, as follows:

- Part A includes administrative information about the applicant organisations (future coordinator, beneficiaries, affiliated entities and associated partners) and the summarised budget for the proposal. Fill it in directly online
- Part B (description of the action) covers the technical content of the proposal. Download the mandatory word template from the Submission System, fill it in and upload it as a PDF file

- Part C containing additional project data. To be filled in directly online.
- Annexes (see section 5). Upload them as PDF file (single or multiple depending on the slots). Excel upload is sometimes possible, depending on the file type.

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

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

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

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

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

## 12. Help

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

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

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

### Contact

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

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