



CULTURE PROGRAMME

Education, Audiovisual and Culture Executive Agency

## **INSTRUCTIONS FOR APPLICANTS**

### **STRAND 1.2.1**



**CULTURE PROGRAMME (2007 – 2013)**

## INTRODUCTION

**Disclaimer:**

**The following is intended as useful information for applicants. It does not replace or overrule the criteria or any other conditions contained in the Culture Programme Guide**

The document provides practical guidance on how to complete and send the application file, as well as information relevant to the application procedure that may be useful to applicants.

Before proceeding to completing and sending the application file, please ensure that you have read carefully the Programme Guide as well as the user guide of the electronic application, which may be consulted at: [http://eacea.ec.europa.eu/culture/funding/2009/index\\_en.php](http://eacea.ec.europa.eu/culture/funding/2009/index_en.php)

# HOW TO PREPARE THE APPLICATION DOCUMENTS FOR SUBMISSION

Grant Applications for the Culture Programme must be submitted only by using the eForm. The online submission is considered to be the master copy. However, 1 paper copy must be sent by post together with additional annexes that are not attached to the eForm.

## **I – Electronic Application (“eForm”) (deadline: October 1, 2009, 12h CEST):**

Applicants will be requested to fill in the electronic application and attach the following documents:

1. Detailed description of the project;
2. Declaration of honour signed by the legal representative of your organisation;
3. Estimated budget form (3 excel sheets);

The application form can be downloaded from the Agency's website at the following address:

[http://eacea.ec.europa.eu/culture/funding/2009/index\\_en.php](http://eacea.ec.europa.eu/culture/funding/2009/index_en.php)

Please note that any other method of submission of an application will be considered as ineligible and therefore rejected.

Make sure that you have officially submitted your electronic application. For more information please read the *eForm User Guide*.

## **II – Application package (printed copy of the eForm and additional documents) (deadline: October 1, 2009, date as marked in the postmark)**

The application package must include:

- i) an official cover letter signed by the coordinator
- ii) one printed copy of the eForm and attachments
- iii) all additional annexes that are not included in the eForm:
  4. Mandates conferring powers of attorney to the coordinating organisation;
  5. Activities reports of all partner organisations;
  6. Curriculum Vitae of the persons responsible for the implementation of the action (coordinator and co-organisers);
  7. Legal Entity Form and supporting documents (coordinator only);
  8. Financial Identification Form (coordinator only);
  9. Financial capacity Form (coordinator only);

10. Balance sheets, Profit/Loss accounts (coordinator only);

ATTENTION: your application will be considered complete only if all the above mentioned documents are sent by post before the mentioned deadline. A check list can be found at the end of this guide. Failing to do so may result in the rejection of your application on the basis of the eligibility criteria. For more information please read the eligibility criteria grid attached at the end of this document.

Before sending your application package, please ensure that you have:

- i) submitted the electronic application form;
- ii) included all required Annexes;
- iii) signed the declaration of honour and the budget form;
- iv) included a cover letter signed by the coordinator;

Failure to do so might result in your application being ineligible.

Do not forget to mark on the envelope the submission number of your application received right after the electronic submission.

### **How to send the application package**

Proposals must be sent by post (date as postmark), by express courier service (as proved by the registered delivery receipt of the mail service), or delivered in person, by applicants themselves, not later than 16.00 on the set deadline. In this case, a receipt must be obtained as proof of submission, signed and dated by the official in the central mail department who took delivery. This department is open from 08.00 to 17.00 from Monday to Thursday and from 08.00 to 16.00 on Friday; it is closed on Saturdays, Sundays and Commission holidays. For security reasons no applications are accepted at the EACEA physical address (Colonel Bourg).

*Address to which the proposal must be sent:*

**Education, Audiovisual & Culture Executive Agency**  
**Culture Programme (2007–2013)**  
***Strand 1.2.1 – Cooperation Projects***  
**Avenue du Bourget 1**  
**BE – 1140 Brussels**  
**Belgium**

If your project proposal is selected, parts C to F of the application, the *Detailed Description of the project* and the *Estimated Budget* will be annexed, as an integral part, to the Grant Agreement. Please take, therefore, sufficient time to prepare all the relevant documents and information in these parts.

# APPLICATION FORM – “eForm”

## COVER PAGE

You must complete all fields in this first page before completing any other parts of the eForm. Selections you make on this page dictate the appearance and behaviour of the rest of the Form.

### Action

Choose the appropriate action corresponding to your project. The application will automatically “adapt” all fields to your action. For cooperation projects (Strand 1.2.1) you should choose “Cooperation projects (lasting 24 months)”

### 2. Project title

Insert the project title (no longer than 300 characters). Minor corrections to the project title are possible following completion of the selection procedure, if agreed by the Executive Agency. Insert project acronym, if applicable (read also chapter 5.1 of the *eForm User Guide*)

### 3. Language used to complete the form

The application forms must be written in one of the official languages of the European Union. However, for practical reasons and to speed up the assessment procedure, it is recommended that applications be submitted in one of the three working languages of the European Commission (English, French or German).

## PART A: IDENTIFICATION OF THE APPLICANT AND OTHER ORGANISATIONS PARTICIPATING IN THE PROJECT.

This part of the application must be filled in by all partners participating in the project (coordinator and co-organisers). Please note that for strand 1.2.1 you should have a minimum of 3 co-organisers (including the coordinator) from 3 different eligible countries.

Should there be any changes in the coordinator's contact details at any moment during the selection procedure, please communicate immediately your new contact details, clearly indicating your application submission number, to the following address:  
[eacea-p5-cooperationprojects@ec.europa.eu](mailto:eacea-p5-cooperationprojects@ec.europa.eu)

### 1. Full name of the organisation:

Write the official name of the organisation. If applicable, write the name under which the organisation is registered in the official trade register. The same official name should be used in all documents relating to this application.

### 2. Acronym

Write the short name of the organisation, if applicable. The same short name should be used in all documents relating to this application.

### **3. Department**

Please indicate the department of your organisation that is involved in this application. The same department name should be used in all documents relating to this application

### **4. Legal address data**

Fill in only the fields forming your complete postal address. If your address is specified by an indicator of location other than a street name and number, please insert this instead.

### **5. Title**

Please indicate the appropriate title (e.g. Prof., Dr., Mr., Ms.).

### **6. Position**

Please indicate the position in your organisation (e.g. Rector, President, Chief Executive Officer, Director).

### **7. Phone and fax numbers**

Please insert the full numbers including country and city/area code (example +32-(0)2-2991111).

## **PART B. ORGANISATION AND ACTIVITIES**

This part of the application must be filled in for all partners participating in the project (coordinator and coorganisers)

### **B1& B2. Structure**

#### **Structure**

Please choose, as appropriate.

The legal status of the organisation has to be characterised in several aspects: organisations have to specify if they are public bodies in the context of the Commission's regulations;

#### *Useful explanation:*

A public body is considered as any body, any part of whose costs are financed from the state budget as of right, either by central, regional or local government. That is, these costs are financed from public sector funds raised through taxation or fines or fees regulated by law, without going through an application process which might result in their being unsuccessful in obtaining funds. Organisations that depend on state funding for their existence and receive grants year after year, but for which there exists at least the theoretical possibility that they may fail to receive money one year are not public bodies but are considered by the Commission as private bodies.

### **B3. Other community grants**

Please provide ONLY information on community funding received for the past three years. Indicate the Community Programme, the grant agreement number, the coordinating organisation of the project (if it is other than your organisation) and the project title

#### **Other grant applications**

If you have requested funding for this specific project by another Community Programme, please make sure you fill in these fields by indicating the Programme concerned and the amount requested. In case your application is selected for financing by the other Programme you should immediately inform our services by e-mail: [eacea-p5-cooperationprojects@ec.europa.eu](mailto:eacea-p5-cooperationprojects@ec.europa.eu)

## PART C. DESCRIPTION OF THE PROJECT

### C.1 Calendar of the project

For cooperation projects, the project start date must be between the 1<sup>st</sup> of May 2010 and the 30<sup>th</sup> of April 2011. The project duration must be maximum 24 months. There is no minimum duration for this action. Please note that if your project starts on the 1<sup>st</sup> of May 2010 and lasts for 24 months than the end date is the **30<sup>th</sup> of April 2012** and not the 1<sup>st</sup> of May 2012.

ATTENTION: Under no circumstances can the eligibility period start before 1<sup>st</sup> of May 2010.

### C.2.1 Organisation-Information

This table must be filled in by all partners participating in the project (coordinator and coorganisers).

### C.2.2 Dependencies between organisations

Please indicate and provide an explanation if there is a dependency between organisations.

#### *Useful explanation:*

Two organisations (legal entities) are dependent on each other where there is a controlling relationship between them. To be regarded as independent, a legal entity must not be in a controlling relationship with another legal entity.

A controlling relationship shall exist where one legal entity directly or indirectly controls the other or one legal entity is under the same direct or indirect control as the other.

Legal entity A controls legal entity B if:

- A, directly or indirectly, holds more than 50% of the share capital or a majority of voting rights of the shareholders or associates of B,

or

- A, directly or indirectly, holds in fact or in law the decision-making power in B. Ownership or supervision of legal entities by the same public body shall not in itself give rise to a controlling relationship between them.

### C.3 Relevance to the specific objectives of the Programme and to the European Year Objectives

Please tick as appropriate and provide an estimation of the number of works and artists that will be moved as a result of your project.

### C.4 Relevance to the European Year

Please tick as appropriate. Please note that this data will be used for statistical purposes and is not related to the award criteria.

### C.5 Fields

Please tick as appropriate. You cannot tick more than one box, but if you select Interdisciplinary (ID), you must specify the domains in order of priority (minimum two).

### C.6 European countries that will host and/or benefit from the activities

Please tick as appropriate. You can tick more than one box. Make sure that your choices are consistent with the project description and timetable.

### **C.7 Summary of the project in English, or French or German**

Please provide a summary of the project in English, French or German. You can not use more than 2.000 characters.

The summary should, at a glance, provide the reader with a clear understanding of the content and objectives of the proposed project and their relevance to the Programme. In principle, it should describe in a concise manner the main elements of the detailed description of the project.

Please be aware that, in line with its obligation with regard to publicity and promotion, the European Commission may decide to publish the summary on its website, together with other data relating to the project (i.e. amount of EC grant, name of beneficiary, title of the project). You should therefore use a language that is as clear and easy to understand as possible.

### **C.8 Summary of the project's budget**

Make sure the figures provided here are consistent with the figures provided in the excel table *Estimated budget* that are annexed to the eForm.

In case of a discrepancy between the eForm's budget summary and the attached budget, the figures that will be taken into consideration for the financial analysis and attached to the grant agreement will be those provided in the annexed Excel sheets "Estimated Budget".

## **PART D. TECHNICAL CAPACITY**

This part of the application must be filled in by all partners participating in the project (coordinator and coorganisers)

You should provide information on your experience in European and international projects for the past two years. Please make sure you provide a concise description of your project permitting to evaluate your operational capacity in relation to the project for which you are applying.

## **PART E. PROJECT IMPLEMENTATION /AWARD CRITERIA**

### **E.1 Detailed description of the project**

Please read following page: *Annexes - 1. Detailed description of your project.*

#### **Associated partners**

Please fill in the name and country of the organisations that will be associated to the project as well as a short description of their role in the implementation of the project. (For questions regarding the financial rules regarding associated partners read also *Annexes – 3.Budget form*).

## **PART F. WORK PROGRAMME**

You are required to insert the title and a short description of the project's main activities (meetings, workshops, conferences, research activities, cultural activities,...), as recorded by you in the detailed description of the project. Indicate also the location and country of the activity (city, region,..) as well as the estimated dates for each action. In case of subcontracting you should also provide the name of the subcontractor. If the name is not yet known you should mark "not yet known". If your application is selected for co-funding by EACEA you should provide information on the subcontracting procedure(s)

during the lifetime of the project as well as in your final report. Please make sure that elements provided in this part of the application are consistent with the *Detailed Description of your project* and the sheet *Detailed Activities* of your annexed budget.

## **ANNEXES**

In order to facilitate the evaluation of your project you must provide some annexes that are either attached to the eForm or included in the application package that is submitted by post.

### **1. Detailed description of the project**

For technical reasons the detailed description of the project cannot be a part of the eForm and therefore must be attached. This is a free document that must be uploaded and attached to the EForm in Microsoft Word or PDF document format.

Before preparing this text, it would be essential to read carefully the award criteria (Programme Guide chapter IV.5), in particular the passages referring to European added value, relevance to the specific objectives of the Programme and excellence of proposed cultural activities.

The detailed description should take up in a clear manner the general concept and objective of the project and their relevance to the aims and objectives of the Culture Programme 2007-2013, the main activities envisaged and their specific objectives, the potential impact of the project at European level, as well as any other elements deemed appropriate.

When drafting the text, keep in mind that you are required to answer further questions in this part of the application form relating to specific aspects of the project (i.e. expected level of outputs, communication and promotion activities, sustainability). You must therefore ensure that same elements are not repeated. You should use maximum 30.000 characters (approximately 7-8 pages).

### **2. Declaration of honour**

This document must be duly completed and signed by the legal representative of the coordinator. Do not forget to fill in the grant amount requested. The template document can be found on the following address: [http://eacea.ec.europa.eu/culture/funding/2009/index\\_en.php](http://eacea.ec.europa.eu/culture/funding/2009/index_en.php). This document must be attached directly to the eForm. A copy must also be included in the application package sent by post.

### **3. Budget**

The template document can be found on the following address: [http://eacea.ec.europa.eu/culture/funding/2009/index\\_en.php](http://eacea.ec.europa.eu/culture/funding/2009/index_en.php). This document must be attached directly to the eForm.

A copy signed by the coordinator's legal representative must be included in the application package sent by post.
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If your project is selected, the eligible estimated budget will be annexed, as an integral part, to the Grant Agreement.

Please take sufficient time to fill in your budget.

All amounts must be given in € (euro). Applicants from countries outside the 'euro zone' must use the official EUR exchange rate (accounting rate) published by the Commission's Directorate-General of Budget for the month preceding their application: <http://ec.europa.eu/budget/inforeuro>.

For ease of reference, the form of the estimated budget is available in the format of 3 Excel tables:

- i. **Estimated budget:** it contains a summary of your project's expenditure and Income and will be attached to the Grant Agreement.
- ii. **Contents of the budget:** it contains information on the nature of expenses for each chapter of the *Estimated budget* as well as information on the number of trips/journeys and the persons working on the project.
- iii. **Detailed Activities:** for each activity provided in Part F of the application form you should provide a detailed budget breakdown.

### *How to fill in the Budget Form:*

Before proceeding to complete the budget, please make sure that you have read carefully the relevant passages in the Glossary (Key Words) at the end of this Guide, as well as the Programme Guide, referring to 'eligible costs' and 'ineligible costs' (chapter III.3.1.1).

#### **Step I: fill in the sheet *Detailed Activities***

For each Activity presented in Part F of the application you must provide a detailed budget breakdown of each sub-cost. The expenditure part must clearly indicate the costs that may be eligible for financing from the Community budget. VAT is an eligible cost only if you are not able to recover it.

This document should be prepared while drafting your project and updated regularly in case of changes to your project's content. For each activity do not forget to indicate the total of the costs (there is the possibility to insert lines and make totals).

#### **Step II: fill in the sheet *Estimated budget***

Once you have completed drafting your project and its detailed budget breakdown you can then fill in the *Estimated budget*. This document consists of two parts: Expenditure, containing 6 budget chapters, and Income (including the requested EC grant), containing 3 budget chapters. Please respect the following rules:

#### EXPENDITURE

- i. Personnel costs cannot exceed 20% of the total eligible budget
- ii. Indirect costs cannot exceed 7% of the total eligible budget
- iii. The expenditure and income figures of the estimated budget must be balanced (expenditure = income).
- iv. For actions involving costs relating to a country not taking part in the Culture Programme – "*third country*" (i.e. costs relating to citizens of a third country, organisations based in a third country and activities taking place in a third country, or European partners travelling towards a third country), the relevant costs incurred by the coordinator and/or the coorganisers must not exceed 15% of the total eligible budget. For that reason you must fill in the cells provided for that purpose under each chapter. If you do not do so, these costs will be considered as non eligible during the analysis of your final report should your project be selected for co-funding.
- v. Expenditure incurred by associated partners is not eligible, unless it is directly paid or refunded by the coordinator and/or the co-organisers of the action.
- vi. Do not forget to provide the estimated cost for the *Certificate of the Final Expenses*. This is a mandatory document certifying the financial statements (= Annex III and List of invoices) to be submitted with the final report. For more information on this document please read carefully the Programme Guide chapter III.7 and the glossary (key words) at the end of this document.

## INCOME

- vii. the EC grant may not exceed 50% of the total eligible budget of the project and must be minimum 50.000 € and maximum 200.000 €
- viii. income generated by the project activities (e.g. ticket sales, sale of publication, registration fees, other) must not in any way be considered as own or raised funds.
- ix. the amount of the financial contribution of the coordinator and each co-organiser under 'self-financing' (budget chapter 3) must be own funds or raised and secured funds specifically for the project.

### **Step III: fill in the sheet *Contents of the budget***

Please indicate the nature of the costs for each chapter by ticking on the appropriate cells. Do not forget to indicate the number of trips and allowances for each chapter. Please note that EU destination refers to countries taking part in the Culture Programme while "except EU" refers to third countries.

*Travel Costs:* when making your calculations, please keep in mind that travel and subsistence (accommodation and daily allowance) costs should be in line with the usual practice of your organisation. If these costs are considered to be extravagant, they will be reviewed and capped at the scales annually approved by the European Commission. For your information, the scales approved by the European Commission with regard to daily allowance and accommodation per country can be found at: [http://eacea.ec.europa.eu/culture/funding/2009/index\\_en.php](http://eacea.ec.europa.eu/culture/funding/2009/index_en.php)

- In case of travel by plane: maximum 600 € in Europe - economy class. There is no ceiling for third country travels but the ticket must be economy class.
- In case of travel by train: first class ticket is allowed.
- In case of travel by car: flat reimbursement of 0,22 €/km (fuel costs non eligible).
- Taxi costs are not considered as eligible because they are included in subsistence (daily allowance).

For chapter 5 *Staff costs* you must indicate the number of people working for the project, that is, staff employed by the coordinator and the co-organisers in order to implement the project (e.g. administration, co-ordination, secretarial support). When making your calculations please take into consideration the following:

- Expenditure in connection with staff working on the project (directly and exclusively, or partially, in which case only the relevant percentage would be eligible) must be proved on the evidence of job descriptions, time sheets, secondment agreements (civil servants), and/or other means.
- Staff costs should be in line with the usual practice of your organisation. If these costs are considered to be extravagant, they will be reviewed and capped by our services accordingly.

Once finished, you must attach the excel table to your eForm. A printed copy must be signed by the coordinator's legal representative and included to the application package sent to the EACEA.

## APPLICATION PACKAGE

After filling in and submitting the eForm you must print it out and send it to our services together with the following annexes before the submission deadline (1 October 2009).

Please note that these annexes are very important for the eligibility of your application as in case they are not submitted your application will be rejected.

These documents are:

### **4. Mandates conferring powers of attorney to the coordinating organisation**

Each co-organiser must sign a mandate by which the signatory grants power of attorney to the coordinator to act in their name and for their account during the implementation of the action. This document must be signed by the legal representatives of both the coordinator and the coorganiser. The template document can be found on the following address: [http://eacea.ec.europa.eu/culture/funding/2009/index\\_en.php](http://eacea.ec.europa.eu/culture/funding/2009/index_en.php). This document is sent by post together with the printed version of the application.

Attention: in case your application does not contain the mandates signed by both parties it will be rejected on the basis of the eligibility criteria. Copies or scans of these documents can be accepted but the applicant should be able to provide the originals as soon as the EACEA services request them.

### **5. Activities reports of all partner organisations**

The document should provide information on the organisations' activities covering the past two (2) years in the relevant domain(s). This document should be submitted for every partner organisation (coordinator and co-organisers). These documents provide information on your operational capacity to carry out the proposed project and will be, also evaluated by experts. Failure to provide this information might result in a low score in the relevant award criteria.

### **6. Curriculum Vitae of the persons responsible for the implementation of the action**

These should be provided for the persons responsible for the general coordination/ implementation of the action for each partner organisation (coordinator and co-organisers). These documents provide information on your operational capacity to carry out the proposed project and will be, also evaluated by experts. Failure to provide this information might conclude to low score in the relevant award criteria.

### **7. Legal Entity Form and supporting documents (coordinator only)**

The form can be obtained at the following address:

[http://ec.europa.eu/budget/execution/legal\\_entities\\_en.htm](http://ec.europa.eu/budget/execution/legal_entities_en.htm)

### **8. Financial Identification Form (coordinator only)**

The form can be obtained at the following address:

[http://ec.europa.eu/budget/execution/ftiers\\_en.htm](http://ec.europa.eu/budget/execution/ftiers_en.htm)

### **9. Financial capacity Form (coordinator only)**

The template for the document can be obtained at the following address:

[http://eacea.ec.europa.eu/culture/funding/2009/index\\_en.php](http://eacea.ec.europa.eu/culture/funding/2009/index_en.php)

### **10 Balance sheets, Profit/Loss accounts (coordinator only)**

These documents should cover the last financial year for which the accounts have been closed (and not older than 18 months). If the organisation has just been established, please

attach approved accounts to date. If you are not able to provide us with these documents and in case your application is selected for co-funding the rules applicable to prefinance payment will change in accordance to the rules laid out in the Programme Guide.  
NB. Public bodies and international organisations under public law are not required to send these documents.

## COMMUNICATION WITH THE AGENCY

Candidates will find all information relating to Strand 1.2.1, "Cooperation projects" on the website of the Executive Agency: [http://eacea.ec.europa.eu/culture/index\\_en.php](http://eacea.ec.europa.eu/culture/index_en.php)

Information on latest developments will be provided on the same website, which you are recommended to consult at regular intervals.

All queries relating to the preparation and submission of proposals should be addressed to the 'Culture' contact point of your country (a contact list is available on the web address):

[http://ec.europa.eu/culture/annexes-culture/doc1232\\_en.htm](http://ec.europa.eu/culture/annexes-culture/doc1232_en.htm)

For reasons of transparency, equal treatment and non discrimination, no communication with the Executive Agency (service responsible for this strand) is allowed during the selection procedure.

At the end of the selection procedure, the results will be first announced on the website of the Executive Agency, following the adoption of a formal decision by the European Commission (Award Decision).

Selected applicants will be sent a letter informing them of the decision taken by the European Commission (Award Decision) and the selection of their project. They will subsequently receive a Grant Agreement for signature.

Selected proposals will be subject to a financial analysis, in connection with which the Executive Agency may ask for additional information and, if appropriate, guarantees.

As far as non selected applicants are concerned, a letter will be sent informing them of the decision taken by the European Commission (Award Decision) and stating the reasons why their application was not selected as well as the independent expert's evaluation for each award criteria.

No applications will be returned to applicants at the end of the selection procedure

## GLOSSARY (KEY WORDS)

*NB. Entries are presented in alphabetical order.*

**Associated Partner:** A cultural operator from a eligible country or from a *Third Country*, who participates in the implementation of the proposed activities of a project, but not to the extent and level of participation of a co-organiser. Costs incurred by associated partners are not eligible, unless they are directly paid or refunded by the coordinator and/or co-organisers.

**Award criteria:** These criteria form the basis for assessing the quality of the proposals, with regard to the objectives and requirements set out for each Programme *strand*. They comprise both quality and quantity elements, each of which is assigned a specific weight.

**Bank Account:** This is the beneficiary's bank account or sub-account, denominated in EUR, through which any payments linked to the action, shall be made. The Executive Agency will create a file with details of this bank account or sub-account based on the *Financial Identification Form* supplied by the coordinator.

**Beneficiary:** The organisation legally responsible for the implementation of the action for projects related and recipient of the grant.

**Budgetary authority:** The European Council and the European Parliament establish the EU budget on a proposal from the European Commission.

**Call for proposals:** This is one of the means of implementing EU Programmes. A Call for Proposals is published annually and specifies a number of elements: the objectives pursued and the annual budget allocated to the type of action concerned; the eligibility, exclusion, selection and award criteria, as well as the relevant supporting documents to be submitted; conditions for EU financing; conditions for submission of proposals; possible start-up date for the actions co-financed and timetable for the award procedure. Calls for proposals are published on the website of the EU Institutions and in the EU Official Journal. This Programme Guide contains the individual calls for proposals for the strands mentioned in Part Two.

**Certificate on final financial statements:** For all projects (*strands* 1.1, 1.2.1 and 1.3) the final financial statements and underlying annual accounts have to be certified by a registered and independent external auditor. In case of an operating grant (*strand* 2), this is required if the awarded grant is more than EUR 100.000. In case of public organisations, this certification may be produced by a competent and independent public officer.

The certificate shall be attached to the request of final payment made by the *beneficiary* certifying the following:

"The costs declared by the *beneficiary* / *co-beneficiary* in the financial statements on which the request for payment is based are real, accurately recorded and eligible in accordance with the terms of the *Grant Agreement* / *Grant Decision*."

**Conflict of interests:** According to the Financial Regulation (Article 52):

"1. All financial actors and any other person involved in budget implementation, management, audit or control shall be prohibited from taking any action which may bring their own interests into conflict with those of the EU. Should such a case arise, the person in question must refrain from such actions and refer the matter to the competent authority."

"2. There is a conflict of interests where the impartial and objective exercise of the functions of a financial actor or other person, as referred to in paragraph 1, is compromised for

reasons involving family, emotional life, political or national affinity, economic interest or any other shared interest with the beneficiary."

**Contribution in kind:** Cooperation projects (*strands 1.1, 1.2.1 and 1.3*): A contribution in kind is any contribution made by a third party, which is not paid by the beneficiary and the co-beneficiaries. It may be contributions in the form of durable capital goods and equipment, raw materials, unpaid charity work by a private individual or corporate body, or staff seconded from another organisation (other than the coordinator/co-organisers or the *beneficiary* organisation) receiving remuneration from the organisation of origin. Contributions in kind shall not constitute eligible costs.

However, the Executive Agency can accept, in duly substantiated exceptional cases, that the co-financing of the action should be made up in part of contributions in kind. In this case, the value calculated for such contributions must not exceed:

- the costs actually borne and duly supported by accounting documents of the third parties who made these contributions to the beneficiary or co-beneficiaries free of charge but bear the corresponding costs;
- the costs generally accepted by the market in question for the type of contribution concerned when no costs are borne.

Contributions involving buildings shall not be covered by this possibility.

Operating grants (*strand 2*): Contributions in kind are not accepted. Not even as non-eligible income and non-eligible expenditure.

**Cooperation agreement:** This refers to Multi-annual Cooperation projects (*strand 1.1*) and Cultural Cooperation with *Third Countries* projects (*strand 1.3*) only. These projects must be based on a cooperation agreement, i.e. a common document having a legal form valid in one of the eligible countries and signed by coordinator and co-organisers involved. This document describes precisely the objectives of the project, the activities which will be implemented in order to achieve these objectives and the role of each co-organiser (including the coordinator) in the design and implementation of the project, as well as the amount of their financial contribution.

**Coordinator (beneficiary):** A cultural operator from an eligible country, who undertakes a coordinating role during the implementation of the project. This role is translated into an overall responsibility for carrying out the activities in accordance with the *Grant Agreement/Grant Decision*, as well as a concrete and essential involvement in the design, implementation and financing of the project. The coordinator acts as the legal co-signatory of the *Grant Agreement*.

**Co-beneficiary:** Co-organisers under strand 1.1 Multi-annual Cooperation projects, strand 1.2.1 Cooperation projects and strand 1.3 Cooperation projects with Third Countries, are co-beneficiaries. This means that their costs related to the project are also eligible. Conclusion of the agreement and payment of the grant will however always be solely to the *coordinator*.

**Co-organiser (co-beneficiary):** A cultural operator from an eligible country with a concrete and essential involvement in the design, implementation and financing of the project. The involvement of each co-organiser must be clearly indicated in the application form. Sole delivery of either services or goods with respect to the project, whether on a contractual basis or not, is not considered in-line with the definition of co-organiser.

**Direct costs:** Eligible direct costs are those costs which can be identified as specific costs directly linked to the implementation of the project or the work programme and which can therefore be booked to it directly.

**Depreciation of equipment:** In case of purchase of equipment used for the purposes of the project or the annual work programme co-financed, depreciation shall be applied. Only depreciation during the *eligibility period*, as defined in the *Grant Agreement*, is an eligible *direct cost*, to the extent that the equipment is specifically used for the project or in relation to the activities of the work programme co-financed. The depreciation rules to be applied are the national tax and accounting rules of the *beneficiary* organisation.

**Eligible Budget:** The budget of a proposal must be in EUR and consist of two parts: the estimated costs eligible for EU funding and the estimated income (including the requested grant). The budget must be always in balance (expenditure = income). It must be presented in accordance with the model attached to the application form for each *strand*.

**Eligible costs:** Necessary, specific and reasonable expenditure incurred by the *beneficiary/co-beneficiaries*, while implementing the co-financed action or the *beneficiary* organisation, while implementing the activities of its annual work programme. It must be recorded in the accounts in accordance with the applicable accounting principles. The internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the action with the corresponding accounting statements and supporting documents.

**Eligible countries:** The countries participating in the Programme (for more information see Chapter I.3.2)

**Eligibility Criteria:** The eligibility criteria are set out for each Programme *strand* and are verified during the first step of the selection process of submitted proposals. Only proposals which comply with the corresponding eligibility criteria are subject to an in-depth assessment on the basis of *selection* and *award criteria*.

**Eligibility period:** The period during which *eligible costs* must be generated, that is costs which are necessary for the implementation of the action or the work programme co-financed and give rise to an obligation to pay. The period of eligibility is stipulated in the *Grant Agreement/Grant Decision*.

**Exclusion Criteria:** These criteria are of general nature and are pertinent to all applicants of grants granted by the Commission. Applicants must certify that they comply with the provisions set out in Articles 93(1), 94 and 96(2)(a) of the Financial Regulation.

**External audit:** If the requested grant is more than EUR 500.000, in case of a project grant, or EUR 100.000, in case of an operating grant, the application must be accompanied by an external audit report produced by an approved auditor. This must include certified audited accounts of the last *financial year* available (not older than 18 months). The following are exempted from this obligation: public organisations in line with the definition of this Programme Guide; international organisations under public law; secondary or higher education establishments; beneficiaries with joint and several liability (*in case of Grant Agreements/Grant Decisions involving several beneficiaries*).

**Financial capacity of the applicant:** This is one of the *selection criteria*, which are assessed during the selection process of submitted proposals. Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out and to participate in its funding. In order to facilitate the verification of the *financial capacity*, the Financial Capacity Form must be submitted. In case the *financial capacity* is judged insufficient, the Executive Agency may reject the application, request additional information, require a guarantee or propose a *Grant Agreement/Grant Decision* without pre-financing.

**Financial Identification Form:** The Executive Agency services cannot proceed to the award of a grant nor can they proceed to the authorisation of pre-financing of final payments, as long as the co-ordinates of beneficiaries are not recorded and centrally validated. For that purpose, applicants must submit a Financial Identification form which would allow the verification of the *bank account* linked to the *Grant Agreement/Grant Decision*. This form must be signed by the account holder and certified by the bank (i.e. official stamp of the bank and signature of a representative of the bank).

**Final Financial year:** The period covered by the annual accounts of the organisation; in most cases from the 1<sup>st</sup> January until the 31<sup>st</sup> December.

**Flat rates:** This applies to the calculation of the entire amount of the grant in the case of operating grants (*strand 2*) and Literary Translation projects (*strand 1.2.2*). Under this system, the grant is calculated on the basis of a fixed amount: e.g. a fixed amount per page or a fixed amount per staff members of an organisation.

**Grant Agreement:** EU funding to successful proposals may take the form of a *Grant Agreement* between the Executive Agency and the *beneficiary*. The *Grant Agreement* sets out the terms and conditions governing the grant awarded and comes to effect upon signature of the last of the two parties, i.e. the Executive Agency. It may be amended during the *eligibility period* of the action.

**Grant Calculator:** This facility is available for Literary Translation projects (*strand 1.2.2*) and operating grants (*strand 2*). It is included in the specific application forms and automatically calculates the relevant amounts.

**Grant Decision:** EU funding to successful proposals may take the form of a Grant Decision, which is signed unilaterally by the Executive Agency. The Grant Decision sets out the terms and conditions governing the grant awarded. It may be amended during the *Eligibility Period*.

**Indirect costs (administrative/operating costs):** They are *eligible costs* which are not identifiable as specific costs directly linked to the implementation of the action (i.e. cannot be booked to it directly), but which can be identified and justified as having been incurred in connection with the action. They may include rent, heating, electricity, gas, communication costs, postage, among other.

**Legal Entity:** To be eligible, applicants must be private or public law organisations with a legal personality. To make it possible to identify the legal entity of applicants, the *Legal Entity Form*, together with the appropriate supporting documents (i.e. statutes, law decree) must be submitted.

**Mandate:** This is applicable for Multi-annual Cooperation projects (*strand 1.1*) and cooperation projects (*1.2.1*) only. Based on the *Grant Agreement/Grant Decision*, the *Coordinator* has full responsibility for the action vis-à-vis the Executive Agency. Each *Co-organiser* must sign this document by which the signatory grants power of attorney to the *Coordinator* to act in their name and for their account during the implementation of the action. The mandate is provided by the Executive Agency and is annexed to the *Grant Agreement/Grant Decision*.

**Operational capacity:** This is one of the *selection criteria*, which are assessed during the selection process of submitted proposals. Applicants must have the professional competencies and qualifications required to complete the proposed action or work programme. To that effect, an *Activity Report* and the *Curricula Vitae* of the persons responsible for the implementation of the proposed work programme or action, on behalf of each applicant organisation, must be submitted as part of the application.

**Partner in the Third Country (strand 1.3):** To be considered as a partner in the selected *Third Country*, a cultural operator must have its legal registered seat in the selected *Third Country*, should participate in the design and implementation of the proposed activities and sign the *cooperation agreement*. Costs incurred by partner(s) in the *Third Country* are not eligible, unless they are directly paid or refunded by the *Coordinator* and/or the *Co-organisers*.

**Programme Committee:** Based on the decision establishing the Culture Programme, the Commission and the Executive Agency are assisted by a committee composed of representatives of the *eligible countries* when implementing the Programme (i.e. Programme Guide, calls for proposals, list of proposals selected for co-financing). This committee is kept informed or is invited to deliver its opinion on relevant proposals.

**Public organisation:** Any organisation, any part of whose costs are financed from the state budget as of right, either by central, regional or local government. That is, these costs are financed from public sector funds raised through taxation or fines or fees regulated by law, without going through an application process which might result in their being unsuccessful in obtaining funds. Organisations that depend on state funding for their existence and receive grants year after year, but for which there exists at least the theoretical possibility that they may fail to receive money one year are considered as private organisations.

**Right of scrutiny:** The European Parliament has a right of scrutiny over implementing measures falling under the co-decision procedure (i.e. decisions taken by the Council and the Parliament on a proposal by the Commission). For this role, the Parliament disposes of one month to examine a draft measure before the Commission takes the formal decision. The time limit starts as soon as the proposed implementing measure (i.e. list of proposals selected for co-financing) is transmitted to the Parliament after consultation of the Programme Committee.

**Selection criteria:** These criteria serve as the basis to assess the *Operational Capacity* and the *Financial Capacity* of applicant organisations to complete the proposed action or work programme (see also *Operational Capacity* and *Financial Capacity*)

**Strand:** Specific action for which EU co-financing is foreseen under the Culture Programme (2007-2013).

**Sub-contracting (implementation contracts/award of procurement contracts):** Any services and/or goods in connection with the proposed action or work programme, which is provided by a third party, other than the applicant organisations, and is paid for or reimbursed in full by the applicant organisations, irrespective of the form of legal agreement made between them and the third party. Sub-contracting parties must be listed in the application form and the direct costs linked to the activities implemented by these parties must be clearly indicated in the budget.

**Third Countries:** Any country other than the *Eligible Countries*.

## ELIGIBILITY CRITERIA GRID

Before submitting your application, please make sure that you fulfil the eligibility criteria. This will help minimise the possibility that your application is rejected for reasons of ineligibility. Should your application be rejected an official letter stating the reasons for rejection will be sent to your organisation in due time permitting you to appeal on time. In order to be sure your application is eligible please answer the following questions:

<b>Eligibility Check</b>	
1. Submission of the application in the <b>official application form (e-form)</b> within the deadline as defined in the Programme Guide	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Compliance with the deadline ( <b>Postmark</b> ) for sending in the annexes as defined in the Programme Guide.	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. The application is filled out in one of the <b>official EU languages</b> .	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. The application is submitted by a public or private organisation with a <b>legal status</b> whose main activity lies in the field of culture <b>and</b> from <b>one of the countries</b> participating in the Culture Programme.	<input type="checkbox"/> YES <input type="checkbox"/> NO
5. Project involves the <b>minimum</b> number of cultural operators requested for the <b>chosen strand</b> (based on the document provided and the financial contribution).	<input type="checkbox"/> YES <input type="checkbox"/> NO
6. Declaration of honour is <b>signed</b> by the coordinating organisation.	<input type="checkbox"/> YES <input type="checkbox"/> NO
7. All mandates are <b>signed</b> .	<input type="checkbox"/> YES <input type="checkbox"/> NO
8. Application contains the <b>signed cooperation agreement</b> for <b>strands 1.1 and 1.3</b> .	<input type="checkbox"/> YES <input type="checkbox"/> NO
9. Project involves the <b>minimum</b> number of <b>partners in the third country</b> requested for strand <b>1.3</b> (based on the documents provided).	<input type="checkbox"/> YES <input type="checkbox"/> NO
10. Project starts <b>after</b> 1 <sup>st</sup> May (strands 1.1 & 1.2.1) / Project starts <b>after</b> 1 <sup>st</sup> November (strand 1.3).	<input type="checkbox"/> YES <input type="checkbox"/> NO
11. Duration of the project is max. <b>24 months</b> for strand <b>1.2.1</b> and strand <b>1.3</b> ; Duration of the project is between <b>36 months</b> and <b>60 months</b> for strand <b>1.1</b> .	<input type="checkbox"/> YES <input type="checkbox"/> NO
12. Project is <b>not</b> submitted by cultural operators who, in their capacity as coordinators receive funding for an ongoing Multi-annual Cooperation project.	<input type="checkbox"/> YES <input type="checkbox"/> NO

## CHECKLIST FOR THE ANNEXES Strand 1.2.1

eFORM			
		Documents to be submitted by:	
		Coordinator	Co-organiser(s)
1	Detailed description of the action	YES <input type="checkbox"/>	
2	Declaration of honour	YES <input type="checkbox"/>	
3	Budget Form	YES <input type="checkbox"/>	

APPLICATION PACKAGE			
		Documents to be submitted by:	
		Coordinator	Co-organiser(s)
1	Official cover letter signed by the coordinator	YES <input type="checkbox"/>	
2	One printed copy of the submitted eForm	YES <input type="checkbox"/>	
3	One copy of each printed annexe to the eForm (detailed description of the project, signed declaration of honour, SIGNED budget form)	YES <input type="checkbox"/>	
4	Mandate conferring powers to coordinator		YES <input type="checkbox"/>
5	Activities Report of the past two (2) years	YES <input type="checkbox"/>	YES <input type="checkbox"/>
6	Curriculum Vitae of the persons responsible for the implementation of the action	YES <input type="checkbox"/>	YES <input type="checkbox"/>
7	Legal Entity Identification form to be downloaded at the following website: <a href="http://europa.eu.int/comm/budget/execution/legal_entities_en.htm">http://europa.eu.int/comm/budget/execution/legal_entities_en.htm</a> +supporting documents attesting to the legal status of the entity	YES <input type="checkbox"/>	
8	Financial Identification Form to be downloaded at the following website: <a href="http://ec.europa.eu/budget/execution/ftiers_en.htm">http://ec.europa.eu/budget/execution/ftiers_en.htm</a>	YES <input type="checkbox"/>	
9	Financial Capacity form to be downloaded at the following website:	YES <input type="checkbox"/>	
10	Copy of the official accounts (Balance sheets + Profit/Loss accounts)	YES <input type="checkbox"/>	