

III

(Notices)

COMMISSION

CULTURE 2000: CALL FOR PROPOSALS FOR 2002

(2001/C 230/03)

INTRODUCTION

This document presents information on the implementation for the year 2002 of the 'Culture 2000' programme which was adopted on 14 February 2000 by the European Parliament and the Council, after consultation of the Committee of the Regions (Decision No 508/2000/EC published in OJ L 63, 10.3.2000, p. 1).

It includes a call for applications for Community financial support for cultural projects and events beginning in the year 2002 and presented by operators from the 28 countries participating in the programme ⁽¹⁾.

This call for proposals represents the third annual call for project proposals under the Culture 2000 programme. The programme was established for a period of five years from 1 January 2000.

THE GENERAL OBJECTIVES OF CULTURE 2000

The Culture 2000 programme contributes to the promotion of a cultural area common to the European peoples. In this context, it supports cooperation between creative artists, cultural operators, private and public promoters, the activities of the cultural networks, and other partners as well as the cultural institutions of the Member States and of the other participant States.

The objectives of Culture 2000 are the:

- promotion of cultural dialogue and of mutual knowledge of the culture and history of the European peoples,
- promotion of creativity and the transnational dissemination of culture and the movement of artists, creators and other cultural operators and professionals and their works, with a strong emphasis on young and socially disadvantaged people and on cultural diversity,
- highlighting of cultural diversity and the development of new forms of cultural expression,
- sharing and highlighting, at European level, the common cultural heritage of European significance; disseminating know-how and promoting good practices concerning its conservation and safeguarding.

- recognition of the role of culture in socioeconomic development,
- fostering of intercultural dialogue and mutual exchange between European and non-European cultures,
- explicit recognition of culture as an economic factor and as a factor in social integration and citizenship,
- improved access to and participation in culture in the European Union for as many citizens as possible.

IMPLEMENTATION OF THE 'CULTURE 2000' PROGRAMME

Multiannual themes

'Culture 2000' aims to provide funding for quality projects, which encourage innovation and creativity, provide real European added value and which reflect the current concerns and areas of interest of operators in the cultural field.

To this end three broad themes for project activity which reflect the spirit of these objectives will be given prominence in this call for proposals and in each subsequent call for the duration of the programme.

All future projects approved under the 'Culture 2000' programme must seek to address at least one of the following three themes:

- addressing the citizen,
- new technology/media addressing creativity,
- tradition and innovation; linking the past and the future.

An annual sectoral approach for 2002-2003-2004

The first two calls for proposals (OJ 2000/C101/08 and OJ 2001/C21/08) for the Culture 2000 programme invited proposals in all fields of cultural activity within each call. For the remaining three years of the programme, this approach will be modified. **In 2002, 2003 and 2004, one main sector of cultural activity will be highlighted each year.**

This approach has been developed in the context of the response by cultural operators to previous calls for proposals under Culture 2000 and the nature of the support that has been awarded to date.

⁽¹⁾ The 15 Member States of the European Union (Belgium, Denmark, Germany, Greece, Spain, France, Ireland, Italy, Luxembourg, Netherlands, Austria, Portugal, Finland, Sweden, United Kingdom); the three EEA/EFTA countries (Iceland, Liechtenstein and Norway); and the following 10 central and eastern European countries: Bulgaria, the Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, the Slovak Republic and Slovenia.

This approach aims to:

- ensure that cultural operators wishing to submit projects for Community support will be informed in advance of the main sector to be supported each year. This will enable them to plan their activities accordingly and to develop proposals that demonstrate an imaginative and creative approach and which represent real European added value,
- ensure that all cultural operators can be assured that their specific area of cultural activity will be given due prominence.

The main sector that will be addressed for 2002 will be 'visual arts'. For the purpose of this call this sector includes all modern and contemporary visual arts and other related forms of artistic expression (such as painting, sculpture, video art, cyber art, photography, industrial and commercial design, textile design, architecture, graphic art, the decorative arts, and arts and crafts). Projects that are intended to make a profit are excluded from this call.

In 2003 the relevant main sector will be performing arts (for the purpose of the 2003 call, the sector will include theatre, dance, music, opera, the lyric arts, street theatre and circus).

In 2004 it will be cultural heritage (for the purpose of the 2004 call, the sector will include: movable heritage, built heritage, immaterial heritage, historical archives and libraries, archaeological heritage, underwater heritage, cultural sites and cultural landscapes) with the exception of cultural heritage of the modern period.

- The **books, reading and translation** sector will be included in all calls for proposals in the next three years.
- **In 2003 and 2004** respectively the designated cultural sectors for the Culture 2000 programme are the performing arts and cultural heritage, as stated above. The Commission — taking into account these designated dates and sectors — will also support, **in 2002**, annual projects (specific, innovative and experimental actions) and multiannual cooperation agreements which will allow cultural operators to develop cooperation in the fields of performing arts and cultural heritage. Around 33 projects will be supported in total representing a level of support that, depending on the quality of projects submitted, will be between EUR 7 million and EUR 10 million.
- **Particular attention will be given to projects bringing together cultural operators from EU/EEA and candidate countries.**

ANNUAL COOPERATION PROJECTS

- For 2002 funding will be given to approximately one hundred (100) **one-year specific, innovative and/or experimental actions in the field of modern and contemporary visual arts**. These actions could concern (among others) co-productions, creation and dissemination,

training of professionals, publications, mobility of artists and works on themes of common European interest.

- For 2002 funding will also be given for approximately fifteen (15) **one-year specific, innovative and/or experimental actions in the field of performing arts** involving either:
 - young authors, composers and interpreters of music touring across at least two of the participating countries involved in the project and facilitating their access to venues and recognised festivals (in particular those aimed at young people) in each of the two participating countries involved, or
 - the co-production and/or touring of works in the field of theatre, dance and opera across at least two of the participating countries involved in the project.
- For 2002 funding will also be given to approximately fifteen (15) **one-year specific, innovative and/or experimental actions in the field of cultural heritage involving one of the following**:
 - the creation of virtual cultural itineraries and/or virtual exhibitions in digital space, on themes of European cultural interest characteristic of a particular period or of a particular European artistic movement,
 - the implementation of touring exhibitions to be shown in at least two of the countries participating in the programme and which are destined for a wide audience, on themes of European cultural interest characteristic of a particular period or of a particular European artistic movement, or
 - the implementation of a conservation/safeguarding programme concerning monuments or objects in at least two of the countries participating in the programme, which have European interest and which are characteristic of a particular period and/or of a particular European artistic movement.

Priority will be given to quality projects, which involve the largest number of cultural operators from the different participating countries and which ensure the widest dissemination of their activities to the general public using the most appropriate, and in particular new, means of communication.

MULTIANNUAL COOPERATION AGREEMENT PROJECTS

Multiannual cooperation agreements aim to strengthen cooperation between cultural operators in a structured and long-lasting way. To this end, projects undertaken in this category of activity must have an ongoing multiplier effect at the European level.

For 2002 funding will be given to approximately twelve (12) multiannual cooperation agreements in the field of modern and contemporary visual arts. Funding will also be given to one (1) **multiannual** cooperation agreement in the field of books, reading and translation.

This category will encourage projects that focus on modern and contemporary visual art and address at least four of the following actions:

- the co-production and international dissemination of artistic or literary works and/or events,
- organising other artistic or literary events aimed at the general public,
- organising initiatives for exchanges of experience (both academic and practical) and the further training of professionals,
- promoting the artistic and cultural elements concerned,
- organising projects to raise the public's awareness and to teach and disseminate knowledge,
- the adapted and innovative use of new technologies, to the benefit of participants, users and the general public,
- producing educational books, guides, audiovisual documentaries and multimedia products which aim to illustrate the theme of the cooperation agreement.

The exhibitions, artistic and literary events, publications, books and productions undertaken must be designed and produced in such a way that they are both accessible and intelligible to the widest audience (e.g. multilingual presentations adapted to the range of target audiences).

For 2002 funding will also be given to one to two (1-2) multiannual cooperation agreements in the field of performing arts which involve a number of initiatives, such as:

- the co-production and the international touring of artistic works or events,
- the exchange of experience and the further training of professionals,
- the use of new technologies to the benefit of participants and the general public,
- the multilingual production of books, audiovisual or multimedia products which aim to illustrate the theme of the cooperation agreement.

For 2002 funding will be given to one to two (1-2) multiannual cooperation agreements concerning cultural heritage of the antiquity period, with strong European significance, characteristic of a particular period and/or a particular European artistic movement and which involve a number of initiatives such as:

- the co-production and international touring of exhibitions,
- the restoration of monuments or objects, in at least three of the participating countries, that represent the heritage of the period and/or the artistic movement selected,

- the highlighting of the influence/impact that the selected period and/or artistic movement had on Europe,
- the exchange of experience and the further training of professionals,
- the use of new technologies to the benefit of participants and the general public,
- the production of multilingual books, audiovisual or multimedia products for the general public which aim to illustrate the theme of the cooperation agreement.

Priority will be given to quality projects which involve the largest number of cultural operators from different participating countries and which ensure the dissemination of their activities to the general public using the most appropriate, and in particular new, means of communication.

CULTURAL COOPERATION PROJECTS IN THIRD COUNTRIES NOT PARTICIPATING IN THE PROGRAMME

For 2002 funding will be given to up to five (5) projects in this category, which focus on **exhibitions promoting modern and contemporary European visual arts** in third countries.

BOOKS, READING AND TRANSLATION

- Funding will be given to approximately 50 projects for the translation of literary works (fiction) written by European authors after 1950; priority will be given to works aimed at children and young readers. Each project must include at least four and up to ten works from this category.
- In addition, support will also be provided for approximately 40 projects for the **translation** of monographies of modern or contemporary European artists and works on art history or art theory (written by European authors). Each project must include at least four and up to ten works from this category.
- Funding will be given to approximately five (5) one-year specific, innovative and/or experimental projects involving publishers and authors aiming to explore the field of e-books and electronic publishing and their multilingual distribution. These projects must also tackle issues relating to managing copyright.
- Funding will be given to approximately five (5) one-year specific, innovative and/or experimental projects promoting collaboration, at a European level, aimed at improving the skills of professionals in the field of translation of literary works.

Actions concerning cultural events with a European or international dimension and European heritage laboratories (Action 3 of the programme) are not part of the present call for proposals.

ANNEX A

GENERAL GUIDANCE FOR USE WITH REFERENCE TO THIS CALL FOR PROPOSALS

TERMINOLOGY

- 'Organiser/project leader': to be considered as the project organiser or leader, the operator, from a country participating in the programme, must act as the legal co-signatory for the contract awarded by the European Commission. This is in addition to having a specific and essential involvement and coordinating role in the design and implementation of the project and in its financing (this means guaranteed participation from their own or raised money and equal to at least **5 %** of the total budget).
- 'Co-organiser': to be considered as a co-organiser, the operator, from a country participating in the programme, must have a specific and essential involvement both in the design and implementation of the project and in its financing (this means guaranteed participation from their own or raised money and equal to at least **5 %** of the total budget). The involvement of co-organisers must be clearly indicated in the project application.
- 'Partner': to be considered as a partner, the operator, will participate in the activities of the project but is not expected to have a specific and essential involvement and coordinating role in the design and implementation of the project or in its financing.
- 'Annual project': to be admissible as an annual project, projects must last for 12 months maximum and must involve co-organisers from at least **three** participating countries.
- '(Multiannual) cooperation agreement': to be admissible as a cooperation agreement, projects must last for 24 months minimum and 36 months maximum, and must involve co-organisers from at least **five** participating countries.

This type of project is based on a common document, in a legal form recognised in one of the participating countries, signed by all the co-organisers. This document will clearly describe the project objectives, the initiatives that will be implemented in order to achieve these objectives and the role of each co-organiser in the design and implementation of the project.

PERIOD OF ELIGIBILITY FOR PROJECT EXPENDITURE

- The period of eligibility of expenditure relating to the implementation of a project begins from 1 April 2002 at the earliest. No activities taking place before this date will be eligible for funding. For annual projects and cultural cooperation projects in third countries not participating in the programme, the period of eligibility of expenditure relating to the implementation of a project will last up to 12 months from the date of the signing by both parties of the contract awarded.

For **multiannual** cooperation projects the period of eligibility of expenditure relating to the implementation of a project will last for a minimum of 24 months and a maximum of 36 months from the date of the signing by both parties of the contract awarded.

- When implementing the project, only expenditure incurred by organisers, co-organisers and partners from countries participating in the programme is eligible. The one exception is the case of cultural cooperation projects in third countries not participating in the programme, in this case expenditure by the co-organisers from the third country will be considered eligible.

DEADLINES FOR SUBMISSION

- For annual projects the deadline for submission of applications for Community funding is 15 November 2001.
- For multiannual projects the deadline for submission of applications for Community funding is 30 November 2001.

DURATION OF PROJECTS

All projects other than cooperation agreement projects **must** have a duration of a maximum of 12 months and **all** projects **must** begin in 2002.

ANNEX B

ELIGIBILITY AND EXCLUSION CRITERIA

COMMON CRITERIA FOR THE EXCLUSION OF PROJECTS SUBMITTED UNDER THIS CALL FOR PROPOSALS

The following are excluded:

- projects presented by individuals,
- projects having started before 1 January 2002 or after 15 November 2002 ⁽¹⁾,
- projects whose objective is commercial or profit-making,
- projects receiving support under a different Community programme,
- projects submitted by cultural operators who as organisers or co-organisers received funding under a cooperation agreement in the year 2000 or 2001,
- projects which do not include a clearly detailed balanced budget (total expenditure = total income),
- projects which are not submitted using the official application form, those sent by e-mail or fax, and hand-written applications,
- projects which have not been sent by the stated deadline (the date of the postmark or the date stamp of the delivery company will be considered as the date of submission),
- projects which do not specify in the application form the category of action (e.g. annual, multiannual, literary translation) for which they want their application to be considered,
- projects which do not specify clearly which of the three abovementioned multiannual themes the project **principally** addresses,
- projects which do not involve the minimum number of co-organisers required for the category of action being applied for,
- cooperation projects submitted by an operator from one of the 10 central and eastern European candidate countries which do not involve at least one co-organiser from a Member State of the European Union,
- projects that do not respect the definitions of the terms 'organiser', 'co-organiser' 'annual project' or 'cooperation agreement' as given in this call for proposals,
- projects submitted under this call for proposals that have Unesco or the Council of Europe as organiser or co-organiser.

COMMON ELIGIBILITY CRITERIA AND FUNDING CONDITIONS FOR PROJECTS SUBMITTED UNDER THIS CALL FOR PROPOSALS

Applicants and co-organisers

(a) Applicants (project leaders) and co-organisers:

- must be public or private cultural organisations with legal status, whose main activity lies in the cultural sphere, must be involved both in the design and the implementation of the project, and also make a real and significant financial contribution to the project's budget ⁽²⁾,
- must be organisations ⁽³⁾ in one of the following countries participating in the programme:
 - the 15 Member States of the European Union (Belgium, Denmark, Germany, Greece, Spain, France, Ireland, Italy, Luxembourg, Netherlands, Austria, Portugal, Finland, Sweden, United Kingdom),

⁽¹⁾ These dates must not be confused with those concerning the start of the period of eligibility of expenditure.

⁽²⁾ Their financial participation, from their own money or from raised money, must be equal to at least 5 % of the total budget.

⁽³⁾ On the strength of the organisation's registered place of business or its place of main activity.

- the three EEA/EFTA countries (Iceland, Liechtenstein and Norway) ⁽¹⁾,
- the following 10 central and eastern European countries ⁽²⁾: Bulgaria, the Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Rumania, the Slovak Republic and Slovenia;

(b) Applicants and co-organisers must also:

- have the operational capacity to successfully carry out and complete the project as per the proposal and on time,
- provide guarantees of their financial viability (by submitting copies of their approved accounts for the last three financial years) and professional standards (by submitting copies of the statutes of the lead organisation and of the co-organisers as well as the CV of the person responsible for the project),
- respect the 'Culture 2000' programme and the European Commission's guide on grants; see Internet site:

http://europa.eu.int/comm/culture/index_en.html

(c) Project activities which are eligible for funding are those activities within the proposal which begin after the date of the signature, by both parties, of the contract awarded by the European Commission.

SPECIFIC ELIGIBILITY CRITERIA AND FUNDING CONDITIONS FOR ANNUAL PROJECTS SUBMITTED UNDER THIS CALL FOR PROPOSALS

Funding conditions which apply to annual projects

The funding awarded to each project will range from EUR 50 000 to 150 000 and may not exceed 50 % of the project's total eligible budget.

Eligibility criteria which apply to annual projects

Projects must involve co-organisers from at least three (3) different countries participating in the programme. Particular attention will be paid to the degree of involvement of the co-organisers in the design, implementation and financing of the project.

To be considered as a co-organiser, the cultural operator, from a country participating in the programme, must have a specific and essential involvement both in the design and implementation of the project and in its financing (this means a guaranteed financial participation from their own or raised money and equal to at least 5 % of the total budget). The involvement of co-organisers in each of these areas must be clearly indicated in the project application.

SPECIFIC ELIGIBILITY CRITERIA AND FUNDING CONDITIONS FOR MULTIANNUAL PROJECTS SUBMITTED UNDER THIS CALL FOR PROPOSALS

Funding conditions which apply to multiannual projects

Funding given to each project may not exceed 60 % of the total eligible budget for the cultural cooperation agreement. The payment will be made in phases during the period of the agreement and may not exceed EUR 300 000 per year.

The total amount of Community funding may be increased by up to a maximum of 20 % (i.e. 20 % of the 60 %) to cover the administration costs of the agreement. This possibility applies only to new cultural cooperation agreements concluded specifically for the development and needs of the project in question.

The interim payments will only be made after a technical progress report of the work carried out to date, as well as a detailed statement of actual annual expenditure on these actions, has been submitted to, and subsequently approved by, the Commission at the end of each year.

Eligibility criteria which apply to multiannual projects

In order to be eligible, projects must last for 24 months minimum and 36 months maximum, and must involve co-organisers from at least **five** participating countries.

⁽¹⁾ Subject to the conditions set out in the EEA Agreements and in the protocols thereto relating to participation in Community programmes concluded with these countries.

⁽²⁾ The final selection will be made subject to the Association Councils finalising the adoption procedure for the specific decisions to enable these applicant countries to participate in the programme from the year 2001.

In order to be considered as a co-organisier, the operator, from a country participating in the programme, must have a specific and essential involvement both in the design and implementation of the project and in its financing (a guaranteed financial participation from their own or raised money and equal to at least 5 % of the total budget). The involvement of co-organisiers in all of these areas must be clearly indicated in the project application.

This type of project must be based on a common document, in a legal form recognised in one of the countries participating in the programme, signed by all the co-organisiers and clearly and precisely describing the project objectives, the initiatives which will be implemented in order to achieve these objectives and the role of each co-organisier in the design and implementation of the project.

SPECIFIC ELIGIBILITY CRITERIA AND FUNDING CONDITIONS FOR LITERARY TRANSLATION PROJECTS SUBMITTED UNDER THIS CALL FOR PROPOSALS

Funding conditions which apply to translation projects

For translation projects, Community funding will cover the translator(s)' fees provided these do not exceed EUR 50 000 or 60 % of the total publication costs. In certain justified cases, this figure may be higher than EUR 50 000. A breakdown of the total publication costs, clearly indicating the costs relating to translation must be provided.

Eligibility criteria which apply to translation projects

Priority will be given to works written in the less widely-used European languages — including regional languages — or translated into these languages.

The work to be translated must already have been published.

The works must not have previously been translated into the target language.

The translation must start no earlier than 1 April 2002.

The translated works must be published by 30 November 2003 at the latest.

Applications from publishers, whether individually or as part of a joint project, must involve the translation of at least four, and not more than 10, eligible works.

SPECIFIC ELIGIBILITY CRITERIA AND FUNDING CONDITIONS FOR COOPERATION IN THIRD COUNTRIES PROJECTS SUBMITTED UNDER THIS CALL FOR PROPOSALS

Funding conditions which apply to cooperation in third countries projects

The funding awarded to each project will range from EUR 50 000 to 150 000 and may not exceed 50 % of the project's total eligible budget.

Eligibility criteria which apply to cooperation in third countries projects

The events must take place in a third country not participating in the programme. They must be undertaken in cooperation with at least three public cultural institutes or other cultural operators from at least three of the countries participating in the programme and a public cultural institute or other cultural operator(s) from and in the relevant third country.

At least one of the three public cultural institutes or other cultural operators in the countries participating in the programme — must be established in the third country in question.

The proposals relating to these actions will be presented to the Commission by the relevant authorities in the project leader's country of origin through its Permanent Representation to the European Union.

In order to be considered as a co-organisier, the operator, from a country participating in the programme, must have a specific and essential involvement both in the design and implementation of the project and in its financing (a guaranteed financial participation from their own or raised money and equal to at least 5 % of the total budget). The involvement of co-organisiers must be clearly indicated in the project application.

ANNEX C

PROJECT SELECTION PROCEDURES AND CRITERIA

PROJECT SELECTION PROCEDURE

The project selection procedure takes place in three stages:

1. Eligibility check

Project applications will be checked to ensure that they fully comply with the common and specific eligibility and funding criteria and the exclusion criteria (as defined in section B) is carried out ⁽¹⁾. A check will also be carried out to ensure that the following conditions are fulfilled.

Applications **must** include:

- the application form, signed and dated,
- the form for acknowledgement of receipt, giving the address of the lead organisation,
- in Annex 1, a certified copy of the lead organisation's constitution or some equivalent document and the co-organisers' constitution (with the exception of public organisations),
- in Annex 2, the CV of the person in charge of overall coordination of the programme of work (i.e. the person responsible for the project),
- in Annex 3, the latest business report of the lead organisation and of the co-organisers (with the exception of public organisations),
- in Annex 4, the approved accounts for the last three financial years of the lead organisation and of the co-organisers (unless the organisations are less than three years old, in which case approved accounts for the lifetime of the organisation should be provided, and with the exception of public organisations),
- and add, for translation projects only:
 - in Annex 5, a copy of the original book,
 - in Annex 6, a copy of the translation rights,
 - in Annex 7, a copy of the contract between the publisher and the translator(s),
 - in Annex 8 a breakdown of the total publication costs which clearly highlights those costs relating to translation,
 - in Annex 9, the CV of the translator(s),
 - in Annex 10, a dated and signed attestation from the publisher that the name of the translator and the fact of Community financial support will be clearly indicated in the translated work,
- and add, for cooperation agreement projects only:
 - in Annex 11, the text of the cooperation agreement (describing the action to be taken and signed by the co-organisers) in a legal form recognised in one of the countries participating in the programme.

These checks are strictly adhered to and projects not containing the above documents will **not** be accepted as eligible.

2. Evaluation and selection

Projects will be selected by the Commission in accordance with the criteria of the Culture 2000 programme, as set out in this call for applications.

⁽¹⁾ The language used in all contact with the Commission, particularly for the project application, and reports, must be one of the 11 official languages of the European Community.

The Commission will make its selection after hearing the advice of a group of independent experts set up on the strength of proposals made by countries participating in the programme, and after consulting with the committee of Member States' representatives.

Representatives of the EEA/EFTA countries (Iceland, Liechtenstein, and Norway) will participate in committee meetings with the same rights and obligations as those of the Member States, but will not have the right to vote.

The representatives of the 10 abovementioned candidate countries will participate in committee meetings as observers for the items that concern them. They will not be present when other items are discussed, nor will they have the right to vote.

3. Outcome

The outcome of the selection process will be announced once the official selection procedure has been completed. No information on the outcome of individual applications will be given before that date.

EVALUATION CRITERIA

All eligible project applications submitted to Culture 2000 will be evaluated by a group of independent experts. Successful projects will be selected on the basis of this evaluation (see 'Project selection procedure' above). Projects will be evaluated against agreed and standard criteria.

These criteria will focus on those elements of a proposal, which are regarded as being integral to the development and implementation of a quality project, providing real European added value and addressing the objectives of the programme.

All operators must bear in mind the main principles behind the evaluation criteria when formulating proposals for submission.

The underlying concerns behind the evaluation criteria are:

European added value: projects which are regarded as providing real European added value are projects whose objectives, methodology and the nature of the cooperation undertaken have a perspective which looks beyond local, regional or even national interests and aims to achieve something at a European level. Particular attention will be given to projects which it is felt demonstrate this.

For the purposes of this call and for the purposes of evaluation, those factors which will be taken into consideration when assessing the European added value of a project are:

- the number of participating countries: where a number of projects are deemed to be of equivalent merit by the group of independent experts, preference will be given to projects which involve the largest number of co-organisers or partners from different participating countries,
- the representativeness of the organisations involved in terms of the sector addressed, the activities proposed and their relevance to the target audience/beneficiaries,
- the expertise and experience of those involved in the management and implementation of the project with regard to the category/activities addressed,
- the European nature of the target audience/beneficiaries reached by the activities proposed,
- the number of the target audience/beneficiaries reached by the activities proposed (this has particular relevance for touring/performing activities),
- the relevance of the target audience/beneficiaries reached by the activities proposed to the objectives of the programme as set out in Article 1 of Decision No 508/2000/EC and those relating to the relevant annual sector and the multiannual objectives as set out in the call for proposals,
- the possibility of continued cooperation, further activity or ongoing benefits arising at a European level from the activities proposed.

Quality: particular attention will be given to projects which consistently demonstrate through the level of cooperation between partners, the thoroughness of the application and methodology, the clarity of the budget, the proposed project management and the originality of approach that their proposal is one which will not only address the criteria and objectives of the programme but can be completed successfully.

For the purposes of this call and for the purposes of evaluation, those factors which will be taken into consideration when assessing the quality of a project are:

- the degree of involvement of each of the co-organisers in the design, implementation and financing of the project,
- the relevance of the actions proposed to the objectives of the Programme as set out in Article 1 of Decision No 508/2000/EC and those relating to the relevant annual sector and the multiannual objectives as set out in this call for proposals,
- the relevance of the actions proposed to the targeted audience/beneficiaries,
- the relation between the actions proposed and the budget and the staff available to implement the proposal,
- the clarity of the budget breakdown provided and the clear relation between the sums accorded to activities, the nature of the activities and methodology of carrying them out.

Innovation and creativity: particular attention will be given to projects which are regarded as demonstrating innovation and creativity in their approach, their perspective, their methodology, or the nature of their cooperation.

ANNEX D

FINANCIAL AND CONTRACTUAL OBLIGATIONS

ELIGIBILITY OF EXPENDITURE AND PRACTICAL ARRANGEMENTS FOR THE PROVISION OF COMMUNITY SUPPORT

Eligible expenditure ⁽¹⁾

For annual projects and cultural cooperation projects in third countries not participating in the programme, expenditure taken into consideration are those that are linked with activities taking place from 1 April 2002 at the earliest.

For cooperation agreement projects, expenditure taken into consideration are those that are linked with activities taking place from 1 April 2002 at the earliest.

Only the categories of expenditure listed below are eligible, provided they are properly accounted for and evaluated in accordance with the market conditions, and are identifiable and verifiable. They must be direct costs (i.e. generated directly by the project and indispensable for its implementation, having regard to the cost/benefit principle):

- personnel costs incurred exclusively in implementing the project,
- travel/accommodation/daily allowance costs associated with the project (e.g. meetings, European gatherings, travel for training),
- costs associated with conferences (e.g. hiring premises, interpreters),
- publication and dissemination costs,
- equipment costs (only the depreciation element of durable goods can be considered),
- cost of consumables and supplies,
- telecommunication costs,
- insurance, hiring of premises and equipment, copyright (including royalties), follow-up, feasibility studies, technical management and coordination costs, artists' fees.

Non-eligible expenditure

The following expenditure cannot be considered eligible under any circumstances:

- fixed capital costs,
- provisions of a general nature (e.g. for losses and possible future debts),

⁽¹⁾ This expenditure is eligible only for cultural operators from the 15 Member States, the three EEA/EFTA countries and the 10 applicant countries.

- debts,
- interest on debts,
- bad debts,
- exchange losses, unless specifically provided for in exceptional cases,
- expenditure on luxuries,
- the production of material and publications for commercial purposes; however, consideration will be given to monographs, collections, reviews, records, CDs, CD ROMs, CD-I's and videos provided they form an integral part of the project,
- investment or operating costs on the part of cultural organisations which do not form an integral part of the project,
- contributions in kind (e.g. land, immovable property whether in its entirety or in part, durable capital goods, raw materials and unpaid voluntary work) under any circumstances.

FINANCIAL AND GENERAL ADMINISTRATIVE PROCEDURES

1. Project duration

Project applications must have clearly and precisely defined objectives and must be given a realistic timetable, which will not exceed the time allowed under each type of action i.e. 12 months:

- for annual cooperation projects,
- for cultural cooperation projects in third countries not participating in the programme,

and no less than 24 months and no more than 36 months for cooperation agreement projects.

Applications must clearly state the project start and end dates.

2. Contractual conditions

Community funding will take the form of a contract between the Commission and the lead organisation, which will be designated as the beneficiary. As a condition for the grant, the Commission requires the beneficiary and the other co-organisers to sign an agreement on the arrangements for the project, including the financial provisions. Beneficiaries must adhere strictly to the applicable administrative rules. The Commission attaches the utmost importance to sound administrative and financial management of projects.

The Commission cannot be held legally liable for projects that have received financial support. The financial support that it provides does not constitute a claim on the Commission and cannot therefore be transferred to a third party.

3. Observance of deadlines

The deadlines indicated in the contract must be observed without fail. Exceptionally, where a project has been delayed, only one extension of the contractual period may be granted. Any official request must state how much extra time is being applied for, why the delay came about and clearly indicate the proposed modified timetable and budgetary implications and must be submitted at least two months before the end of the period laid down in the contract. Requests will be examined on their merits — and if accepted — an amendment to the contract will be sent to the beneficiary to be signed.

Any delay which results in a project being completed **after** the agreed completion date and which is not subject to a prior agreed amendment to the original contract by the Commission as explained above, will result in the funding being reduced by eliminating all non-eligible expenditure, i.e. that expenditure incurred after the agreed completion date.

4. Co-financing

Community funding under this programme will be subject to written and binding proof of the significant financial commitment (amount of the commitment) of the co-organisers for the realisation of the project.

5. Payment arrangements

Generally speaking, grants are paid in two instalments (except translation projects, which are paid in one instalment at the end of the project). The first payment will be within two months of signature of the agreement. The second instalment will depend on the Commission's approval of the activity and financial reports.

For multiannual cooperation agreements, the payment of the amount of the annual grant is also in two instalments.

Since the Commission's contribution represents a given percentage of the total estimated cost of the project, the final payment will be calculated on the basis of real, eligible declared costs, bearing in mind any other contributions received or input from the lead organisation's or co-organisers' own resources. Should the actual total cost accepted by the Commission be below the total estimated cost, the Commission will reduce its contribution proportionally and will, if necessary, seek to recover any overpayments. On no account may a project make a profit.

6. General provisions

Use of grants awarded to beneficiaries is subject to the Commission's inspection and financial control.

Any concealment by any applicant of all or part of any information which might have an incidence on the Commission's final decision will automatically render the application invalid or, if it is discovered at a later stage, will entitle the Commission to terminate the contract and demand the full reimbursement of all sums received by the beneficiary under the contract.

REPORT AND FINAL ACCOUNTS

On completion of a project that has received Community funding, the project leader must submit an activity report (including final accounts) on the results and be prepared to supply the European Commission with any information it may need to enable it to evaluate the project. This report must give a succinct but full description of the results of the project and must be accompanied by any publications produced under the project.

This document must also include a report from each co-organiser showing its active participation throughout the project.

If an action makes a financial profit, the funds awarded by the Commission must be repaid, to the level of the profit realised. Should the actual total cost of the project be less than the total estimated cost, the Commission will reduce its contribution proportionally. It is therefore in the applicant's interest to present a reasonable budget estimate.

PUBLICITY

The organisers of selected projects are under a contractual obligation to ensure, by all appropriate means and in accordance with the conditions laid down in the contract, that the funding awarded to the project by the European Union is publicised during the life of the project and acknowledged in any publications and permanent or ongoing publicity material subsequent to this. Evidence of this publicity must be included in both interim and final reports.

APPLICATIONS

The call for applications and the application forms can be obtained on the Europa server on the Internet at:

http://europa.eu.int/comm/culture/index_en.html

Application forms can, if necessary, be obtained from the culture contact points in the Member States and in the EEA/EFTA countries (see Annex E), the Offices of the European Commission in the Member States, the delegations of the European Union in the EEA/EFTA countries and in the 10 applicant countries, or from the 'Development of Cultural Policy — Culture 2000 Programme' unit at:

European Commission
Policy development in the cultural sphere — Culture 2000 framework programme
B-100 — Bureau 5/21
Rue de la Loi/Wetstraat 200
B-1049 Brussels.

Applications must be duly completed and must be submitted on the official application form. Applications that are sent by e-mail or fax will be rejected. Hand-written applications will likewise not be accepted.

Applications must be sent to the above address by the deadline of 15 November 2001 at the latest for all annual projects and by 30 November 2001 for all multiannual cooperation agreement projects (by reference to the postmark or delivery company stamp).

The deadline must be adhered to and no extension will be granted.

ANNEX E

1. 'Culture 2000' programme budget

The total budget for the Culture 2000 programme for the period 1 January 2000 to 31 December 2004 is EUR 167 000 000.

Funding for the third year of the programme (2002) totals approximately EUR 31 million.

2. List of cultural contact points in Europe**Belgium***Flemish Community*

Theo van Malderen
VCVO vzw
Gallaitstraat 86
B-1030 Brussels
Tel. (32-2) 215 27 08
Fax (32-2) 215 80 75
E-mail: theo.van.malderen@socius.be
<http://www.socius.be>

French and German Community

Claudine Lison
Wallonie-Bruxelles Théâtre
Boulevard Adolphe Max, 13
B-1000 Brussels
Tél. (32-2) 219 39 08 or 219 28 55
Fax (32-2) 219 45 74
E-mail: Wbt@online.be
<http://www.pcceurope.be/>

Denmark

Cultural Contact Point Denmark
Rasmus Wiinstedt Tscherning
Medie- og Tilskudssekretariat
Nybrogade 10
DK-1203 Copenhagen K
Tel. (45) 33 92 30 40
Fax (45) 33 14 64 28
E-mail: ccp@kulturtilskud.dk
<http://www.kulturtilskud.min.dk>

Germany

Sabine Bornemann
Cultural Contact Point
c/o Deutscher Kulturrat
Weberstraße 59A
D-53113 Bonn
Tel. (49-228) 201 35 27
Fax (49-228) 201 35 29
E-mail: ccp@kulturrat.de
<http://www.kulturrat.de/ccp/>

Greece

Cultural Contact Point Greece
Georgios Lontos
Ministry of Culture
Directorate of European Affairs
17, rue Ermou
GR-10563 Athens
Tel. (30-1) 323 02 93
Fax (30-1) 331 07 96
E-mail: Georgios.Lontos@dsee.culture.gr
<http://www.ccp.culture.gr>

Spain

Punto de Contacto Cultural
Ángel P. Conde
Dirección General de Cooperación y Comunicación Cultural
Secretaría de Estado de Cultura
Plaza del Rey, 1
E-28004 Madrid
Tel. (34) 917 01 71 15
Fax (34) 917 01 72 19
E-mail: pcc.cultura@dgcc.mcu.es
http://www.mcu.es/cooperacion/pcc/p_pcc.html

France

Relais-Culture — Europe
Claude Veron — Valérie Martino
17, rue Montorgueil
F-75001 Paris
Tel. (33-1) 53 40 95 10
Fax (33-1) 53 40 95 19
E-mail: info@relais-culture-europe.org
<http://www.relais-culture-europe.org>

Ireland

Cultural Contact Point Ireland
Catherine Boothman
The Arts Council/An Chomhairle Ealaíon
70 Merrion Square
Dublin 2
Ireland
Tel. (353-1) 618 02 34
Fax (353-1) 676 13 02
E-mail: catherine@artscouncil.ie
<http://www.artscouncil.ie>

Italy

Antenna Culturale Europea
Massimo Scalfari
Istituto Universitario di Studi Europei di Torino
Piazza Castello, 9
I-10123 Torino
Tel. (39) 011 54 72 08
Fax (39) 011 54 82 52
E-mail: iuse.antennacultura@arpnet.it
<http://www.arpnet.it/iuse/antenna.htm>

Luxembourg

Relais Culture Europe Luxembourg
Marie-Ange Schimmer
Ministère de la culture, de l'enseignement supérieur et de la recherche
20, montée de la Pétrusse
L-2912 Luxembourg
Tél. (352) 478 66 29
Fax (352) 40 24 27
E-mail: rce@mcesr.lu

Netherlands

Cultural Contact Point Netherlands
Yvette Gieles
CCP/SICA
Keizersgracht 609
1017-DS Amsterdam
Netherlands
Tel. (31) 20 5516 512
Fax (31) 20 6201 031
E-mail: cc pnl@sicasica.nl
post@sicasica.nl
<http://www.sicasica.nl/ccp>

Austria

Performing Arts and Literature:

Sigrid Hiebler
Bundeskanzleramt/Kunstsektion
Schottengasse 1
A-1010 Wien
Tel. (43-1) 531 20 75 31
Fax (43-1) 531 20 75 28
E-mail: sigrid.hiebler@bmbwk.gv.at
<http://www.bmbwk.gv.at/ccp/>

Cultural Heritage:

Liselotte Haschke
Ministry for Education and Cultural Affairs
Schreyvogelgasse 2
A-1010 Wien
Tel. (43-1) 531 20 36 26
Fax (43-1) 531 20 36 09
E-mail: liselotte.haschke@bmbwk.gv.at
<http://bmbwk.gv.at/kultur>

Portugal

Ministério da Cultura
Europa-Cultura/Divulgação
Ana Paula Silva
Ministério da Cultura
Palácio Foz
Praça dos Restauradores
P-1250 187 Lisboa
Tel. (351-21) 347 86 40/2
Fax (351-21) 347 86 12
E-mail: pcportugal@cultura.min-cultura.pt
<http://poc.min-cultura.pt/europa-cultura/index.htm>

Finland

Cultural Contact Point Finland
Ulla Holmlund
Centre for International Mobility CIMO
PO Box 343
Hakaniemenkatu 2
FIN-00531 Helsinki
Tel. (358-9) 77 47 70 82
Fax (358-9) 77 47 70 64
E-mail: ccp@cimo.fi
<http://www.cimo.fi>

Sweden

Performing Arts and Literature:

The National Council for Cultural Affairs
Leif Sundkvist
S-103 98 Stockholm
Tel. (46-8) 679 31 15
Fax (46-8) 611 13 49
E-mail: leif.sundkvist@kur.se
<http://www.kur.se>

Heritage:

Swedish National Heritage Board
Maria Wikman
PO Box 5405
S-114 84 Stockholm
Tel. (46-8) 51 91 80 22
E-mail: maria.wikman@raa.se

United Kingdom

Cultural Contact Point UK
Geoffrey Brown
Euclid
46-48 Mount Pleasant
Liverpool L3 5SD
United Kingdom
Tel. (44-151) 709 25 64
Fax (44-151) 709 86 47
E-mail: euclid@cwcom.net
<http://www.euclid.co.uk>

Iceland

Cultural Contact Point Iceland
Svanbjörg Einarsdóttir
Túngata 14
IS-101 Reykjavik
Tel. (354) 562 63 88
Fax (354) 562 71 71
E-mail: ccp@centrum.is
<http://www.centrum.is/ccp>

Norway

Cultural Contact Point Norway
Jean Yves Gallardo
Grev Wedels plass 1
N-0150 Oslo
Tel. (47) 22 47 83 30
Fax (47) 22 33 40 42
E-mail: kultur@kulturrad.no

Hungary

Cultural Contact Point Hungary
KultúrPont Iroda
Attila Zongor
Nagydiófa u. 10-12
H-1072 Budapest
Tel. (36-1) 322 00 88
Fax (36-1) 462 06 13
E-mail: info@kulturpont.hu
<http://www.kulturpont.hu>