



EUROPEAN COMMISSION  
EDUCATION AND CULTURE DG

Culture, Audiovisual Policy and Sport  
Policy development in the cultural sphere. "Culture 2000" framework programme

**GRANT APPLICATION FORM 2003**  
**Call for applications - Budget heading B3-2008**  
**"CULTURE 2000" FRAMEWORK PROGRAMME IN SUPPORT OF CULTURE**

**Introduction**

Before completing this application form, please ensure that you have read and understood the call for applications. It may be useful to consult a copy of the call as you complete your application.

In particular, please ensure that the required co-funding is available to you. **Applications which do not contain the required information on co-funding will not be considered.**

Please complete the attached form in order to apply for a grant. **Do not attach documents other than those requested in the call for applications. Additional documents will not be considered and will not be returned.**

Applications must be typed. **Forms completed by hand will not be accepted.**

After filling in the application form, check that it is dated and signed. Submit it in duplicate to:

European Commission  
Policy development in the cultural sphere - Culture 2000 Framework Programme  
B-100 - Bureau 6/41  
B - 1049 Brussels

**MULTIANNUAL THEME(S) ADDRESSED:** Please tick the appropriate box(es) to indicate which multiannual theme(s) your project addresses. **(NB: you will be asked to justify this later in the application form).**

**ANNUAL PROJECTS:** Please tick the appropriate box to indicate the nature of your project. **Check one box only.**

**MULTIANNUAL COOPERATION AGREEMENT PROJECTS:** Please tick the appropriate box to indicate the nature of your project. **Tick one box only.**

**MAIN AREA OF ACTIVITY:** Please tick the appropriate box to indicate the main area of activity under which you are requesting financial support for your project or event (Visual Arts, Performing Arts or Cultural Heritage). **Tick one box only.**

**SPECIFIC AREAS OF ACTION:** Please **tick the appropriate box(es)** to highlight the specific area(s) that your project addresses **within** its main area of activity. For all **annual** projects whose main area is Visual Arts or Books, Reading and Translation, the relevant boxes **MUST** be checked. For all **multiannual** projects whose main area is Performing Arts or Visual Arts, the relevant boxes **MUST** be checked.

**MULTIANNUAL THEME(S) ADDRESSED:**

**Please tick the box(es) relevant to your project.**

Addressing the citizen

New technology/media addressing creativity

Tradition and innovation; linking the past and the future

**ONE-YEAR SPECIFIC, INNOVATIVE AND/OR EXPERIMENTAL ACTIONS**

**PERFORMING ARTS**

**VISUAL ARTS**

**Please tick the box(es) relevant to your project.**

Projects involving:

Movement of artists and their works in the participating countries; or

Creativity as a means of social integration

**CULTURAL HERITAGE**

**BOOKS, READING AND TRANSLATION**

**Please tick the box(es) relevant to your project.**

One-year specific, innovative and/or experimental projects to promote reading

One-year specific, innovative and/or experimental projects promoting collaboration, at European level, to improve the skills of professionals in the field of translation of literary works

Translation of literary works (fiction) written by European authors since 1950

Translation of works on the subject of European human sciences

## **MULTIANNUAL COOPERATION AGREEMENTS**

### **PERFORMING ARTS**

Co-production and international circulation of artistic events

**Please choose at least three further actions which will be part of your project:**

Organisation of other artistic events aimed at the general public

Organisation of initiatives for exchanges of experience and further training of professionals

Promotion of the artistic and cultural elements concerned

Organisation of projects to raise the public's awareness, including an educational aspect and the dissemination of knowledge

Tailored and innovative use of new technologies, to the benefit of participants and the general public

Production of books, guides or educational audiovisual/multimedia products which aim to illustrate the theme of the cooperation agreement.

### **VISUAL ARTS**

**Please tick the following actions which are relevant to your project:**

Movement of artists and their works in the participating countries

Exchange of experience and the further training of professionals

Use of new technologies to the benefit of participants and the general public

Multilingual production of books, guides or audiovisual/multimedia products which aim to illustrate the theme of the cooperation agreement.

### **CULTURAL HERITAGE in the field of industrial heritage**

### **BOOKS, READING AND TRANSLATION**

### **CULTURAL COOPERATION PROJECTS IN THIRD COUNTRIES NOT PARTICIPATING IN THE PROGRAMME**

**[projects in third countries focusing on Performing Arts or Books and Reading]**

## APPLICATION CHECK-LIST

No	Document	Number of copies	Yes
1	Application form (including detailed budget estimate ) dated and signed	2	
2	Acknowledgement of receipt indicating your address	1	
3	Annex 1: Certified copy of coordinator's and co-organisers' articles of association or an equivalent document (private bodies only)	1	
4	Annex 2: CVs of the person responsible for the general coordination of the project (project leader) and of the co-organisers' staff responsible for the project	1	
5	Annex 3: Recent activity report for the coordinator and co-organisers (not required for public bodies)	1	
6	Annex 4: Certified balance sheet for the last financial year from the coordinator and the co-organisers (except where the body has just been established - in which case a certified balanced sheet to date is sufficient - or is a public body). This does not apply to translation projects.	1	
7	Annex 5: <b>(translation projects only)</b> : copy of the original book	1	
8	Annex 6: <b>(translation projects only)</b> : copy of the contract covering translation rights	1	
9	Annex 7: <b>(translation projects only)</b> : copy of the contract between the publisher and the translator	1	
10	Annex 8: <b>(translation projects only)</b> : <b>breakdown of the total publishing costs, clearly showing the translation costs</b>	2	
11	Annex 9: <b>(translation projects only)</b> : CV of the translator	1	
12	Annex 10: <b>(translation projects only)</b> : signed and dated undertaking from the publisher that the name of the translator and the support provided by the Community will be clearly indicated in the translated work	1	
13	Annex 11: <b>(multiannual cooperation agreements only)</b> : text of the cooperation agreement in a legal form recognised in one of the countries participating in the programme and signed by all partners	1	
14	Declarations by the coordinator (project leader) and co-organisers, with details of their practical and financial involvement, bearing original signatures	2	
15	Bank ID form signed by the project leader and the bank	1	
16	Annex 12 <b>(only for cultural heritage projects involving work on listed sites or monuments)</b> : permit/certificate issued by the competent authorities confirming that the organisations concerned are authorised to carry out the work planned	1	

# PART I: Information on the applicant organisation

**1.1 Name of organisation and acronym/abbreviation**

**1.2 Legal status:** Private  Public

**1.3 Registration number<sup>1</sup>:**

**1.4 Date of establishment**

**1.5 Address:** Street:  
Postcode:  
Town/city:  
Country:

**1.6 Tel.:**

**1.7 Fax:**

**1.8 E-mail:**

**1.9 Permanent staff employed by the organisation (number):**

**1.10 Legal representative** *(person authorised to sign a contract with the Commission):*

Surname:

Forename:

Position:

**1.11 Contact person/project leader** *(person responsible for the general coordination of the work programme)<sup>2</sup>:*

Surname:

Forename:

Position:

**1.12 Person responsible for financial matters:**

Surname:

Forename:

Position:

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<sup>1</sup> Attach a certified copy of your organisation's registered articles of association or an equivalent document (private organisations only) (Annex 1)

<sup>2</sup> Attach CV (Annex 2)

**1.13 Structure of the applicant organisation<sup>3</sup>**

- Describe the structure of your organisation (independent association, federation, etc.)

**1.14 Organisation's usual sources of finance<sup>4</sup>:**

**1.15 Experience in the sector to which this application relates:**

**1.16 Previous experience in cooperation with other organisations in other countries participating in the programme:**

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<sup>3</sup> Attach a recent activity report for your organisation (Annex 3)

<sup>4</sup> Attach the certified balance sheets for the last financial year – except where the body has just been established or is a public body. If the body has just been established, attach a certified balanced sheet to date (Annex 4).

(Annex 4)

**1.17 Financial support previously obtained directly or indirectly from a European institution or Community body during the past three years** (where applicable and including one-year projects or multiannual cooperation agreement projects funded by Culture 2000)<sup>5</sup>

Please give details of each grant obtained:

Community programme or budget heading	Project title	Year and contract reference number	Grant amount

**(add a further A4 page if necessary)**

**1.18 Has your organisation submitted, or does it intend to submit, a grant application for this project or another project in the same sector to another Commission department?** (Please specify the DG, the programme or initiative concerned, and the result of your application)

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<sup>5</sup> Failure to mention all sources of grants obtained up to the date of submission of this application will automatically invalidate your application



## **PART II**

**(This part does not concern applications for literary translation projects)**

### **Information on the project for which you are requesting a grant**

#### **II.1 Title of the project**

#### **II.2 Description of the project (1-2 A4 pages) in ENGLISH (compulsory) and either FRENCH or GERMAN**

This summary must provide a *clear* description covering **each** of the following:

the operation for which the grant is requested;  
the purpose of the project;  
the objectives of the project;  
the anticipated results of the project;  
the approach and methods adopted for the implementation of the project;  
the partners involved in the project;  
the beneficiaries of the project; and  
the location and relevant date(s) of project activities and their duration.

#### **II.3 Description of the activities for which financial support is requested, their goals, and the impact you expect to achieve**

Please attach a detailed and accurate programme of the activities planned under your project. For each activity, please provide on **one** separate sheet (to be attached to this form) a description of the activity itself, its objectives, the target group, an indicative timetable, and the expected results.

Please also list any subcontracting bodies involved in your project:

**II.4 Which co-organisers will be involved in the project?**

Names of co-organisers at local or regional level	Role of co-organiser in the conception of the project	Role of co-organiser in implementing the project	Financial participation (minimum 5% of total eligible budget)
Names of co-organisers at national level	Role of co-organiser in the conception of the project	Role of co-organiser in implementing the project	Financial participation (minimum 5% of total eligible budget)
Names of co-organisers in other countries eligible for participation in the Culture 2000 programme	Role of co-organiser in the conception of the project	Role of co-organiser in implementing the project	Financial participation (minimum 5% of total eligible budget)

**Add a page if necessary**

**II.5 Which participants will be associated with the project?**

<b>Names of participants at local or regional level</b>
<b>Names of participants at national level</b>
<b>Names of participants in other countries eligible for participation in the Culture 2000 programme</b>

**Add a page if necessary**



**II.9 Other sources of funding** where applicable (excluding Community grants and co-organisers' contributions)  
(to be completed for each co-funding company/association/organisation)

For each co-funding organisation, please state:

- Name (legal name in full):
- Address:
- Person responsible within the co-funding organisation (surname/forename, title or position, tel., fax, e-mail):
- Amount which the co-funding organisation has undertaken to contribute to the activity in question:
- Explanations, if a final decision on co-funding has not yet been taken:

**II.10 Other information:**

Please provide any additional information which you feel should be taken into consideration by the Commission

## **Declaration by the project leader**

My organisation is a public/private organisation (delete as appropriate).

On behalf of my organisation, I hereby declare my agreement to the basic conditions set out in the present call for applications. Furthermore, the role of my organisation in conceptual, implementation and financial participation terms is as follows:

Conceptual role (brief description):

Implementation role (brief description):

Financial participation (in euro):

I declare that the information given in this application is correct and that I am not withholding, in full or in part, any information from the Commission. I also declare that my organisation, I myself, and our partners will comply with and abide by these basic conditions and that we will cooperate fully with the European Commission for the purposes of supervision of activities.

Should my application be selected, I hereby undertake to refer clearly to the Community funding awarded on all possible occasions, whether public or not and whether official or not, and in all information material.

Name of applicant organisation (project leader):

Name of the organisation's representative signing the application:

Position:

Date:                      Place (address, including country):

Signature:

Official stamp

**Declaration by co-organisers<sup>8</sup>**

**(this page must be copied and completed by each co-organiser under each project category in this call for applications)**

My organisation is a public/private organisation (delete as appropriate).

On behalf of my organisation, I hereby declare my agreement to the basic conditions set out in the present call for applications. Furthermore, the role of my organisation in conceptual, implementation and financial participation terms is as follows:

Conceptual role (brief description):

Implementation role (brief description):

Financial participation (in euro):

I declare that the information given in this application is correct and that I am not withholding, in full or in part, any information from the Commission. I also declare that my organisation and I myself will comply with and abide by these basic conditions and that we will cooperate fully with the European Commission for the purposes of supervision of activities.

Name of organisation (co-organiser):

Name of the organisation's representative:

Position:

Date :                      Place (address, including country):

Signature:

Official stamp

\_\_\_\_\_

<sup>8</sup> Attach a certified copy of your organisation's registered articles of association or an equivalent document, and the certified balance sheet for the last financial year (private organisations only).(Annex 1). Please also attach the CV of the person responsible for the project.

## **PART III**

### **BUDGET**

**1) – Please note that it is essential, wherever required in the various sections of the budget (e.g. section 3 - Travel expenses and subsistence costs relating to the project), to submit annexes and detailed calculations for any amount exceeding € 5000. These annexes are an integral part of the budget.**

**2) – The bank identification form must also be submitted duly signed.**



## **Bank Details:**

Please insert the relevant bank identification form for your country, which you will find under

**[http://europa.eu.int/comm/culture/index\\_en.html](http://europa.eu.int/comm/culture/index_en.html).**

The form needs to be stamped and signed by the account holder and by a representative of the bank.



c) Category C (*secretaries, etc.*)

Estimated total budget	Total actual expenditure
------------------------	--------------------------

Function in the project	Number of persons	Number of days	Amount in euro per day	TOTAL		
Total						
				Total (c) category C)		
				<b>Total section 1 (a+b+c)</b>		

**2. General expenditure (office supplies, telecommunications, postal charges, computer equipment)**

**NB: only the beneficiary's own costs directly incurred in implementing the project may be included in this section, up to a maximum of 7% of the total amount of other expenditure.**

<b>Total section 2</b>		
------------------------	--	--

**3. Travel expenses and subsistence costs for administrative staff in connection with implementation of the project**

- Travel expenses and subsistence costs for participants in conferences or seminars organised as part of the project should be entered in section 5c1-5c3 of the form.
- Travel expenses and subsistence costs directly linked to project activities should be entered in section 6h
- Please indicate in Annex A :
  - the detailed calculation method for all amounts exceeding € 5000
  - the places of departure and destination and the dates of the planned journeys.

a) Travel

Estimated total budget	Total actual expenditure
------------------------	--------------------------

Number of persons	Number of journeys	Mode of transport	Average cost per journey	TOTAL		
				Total (a) travel		

b) Subsistence (accommodation and meals)

Number of persons	Number of days	Average cost per day	TOTAL		
			Total (b) subsistence		
			<b>Total section 3 (a+b)</b>		

#### **4. Communication and dissemination costs**

- Details of the calculation method for all amounts exceeding € 5000 should be given in Annex B.

- NB: do not include administrative staff expenditure under this heading.

Estimated total budget	Total actual expenditure
------------------------	--------------------------

a) Production costs  
(publications, books, CD-ROMs, videos, Internet, etc.) (1)

Total (a) production		
----------------------	--	--

(1) Please give details of the content

b) Translation costs  
(please take account of the ceiling: maximum € 1.67 per line)

Total (b) translation		
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c) Distribution costs

Total (c) distribution		
------------------------	--	--

d) Other dissemination costs (please specify)

Total (d) other costs		
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<b>Total section 4 (a+b+c+d)</b>		
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**5. Costs in connection with conferences, seminars and meetings**

Details of the calculation method for all amounts exceeding € 5000 should be given in Annex C.

Estimated total budget	Total actual expenditure
------------------------	--------------------------

a) Premises hire

Total (a) premises hire		
-------------------------	--	--

b) Equipment hire

Total (b) equipment		
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c) Travel expenses / subsistence costs for participants and speakers

Origin	Total number of persons
European Commission	
Other institutions, agencies and official bodies of the European Union (e.g. Council, European Parliament)	
Country in which the conference/seminar is being held	
Other EU Member States (a)	
Other EFTA/EEA countries (Iceland, Liechtenstein, Norway) (a)	
Other countries (a)	
Total number of persons	

Before breaking down the costs under headings (c1), (c2) and (c3), please enter in this table precise details of the expected number and origin of conference participants and speakers.

(a) Please give the expected number of persons *per country* in Annex D

Estimated total budget	Total actual expenditure
------------------------	--------------------------

c1) Travel expenses of conference participants and speakers

- Please indicate in Annex C:  
the places of departure and destination and the dates of the planned journeys
- Do not include European Union officials

Number of persons	Means of transport	Average cost per journey

Total	
Total (c1) travel	

c2) Local transport

- Please indicate in Annex C:  
the places of departure and destination and the dates of the planned journeys
- Do not include European Union officials

Number of persons	Mode of transport	Average cost per journey

Total	
Total (c2) local transport	

c3) Subsistence (accommodation and meals for conference participants and speakers)

- Please indicate in Annex C:  
the places and dates of the planned stays
- Do not include European Union officials

Number of persons	Number of days	Average cost per day

Total	
Total (c3) subsistence	

d) Interpretation

Languages from/into which interpretation will be provided:

- Interpretation from :.....

- Interpretation into :.....

Estimated total budget	Total actual expenditure
------------------------	--------------------------

d1) Interpreters

(please take account of the ceiling: maximum € 600 per day, including travel and subsistence)

Total (d1) interpreters		
-------------------------	--	--

d2) Booths

Total (d2) booths		
-------------------	--	--

e) External speakers' fees

(please take account of the ceiling: maximum € 500 per day, including travel and subsistence)

Total (e) speakers		
--------------------	--	--

f) Reception staff

Total (f) reception staff		
---------------------------	--	--

g) Reproduction costs (photocopies, etc.) for documentation to be distributed to participants

Total (g) documentation		
-------------------------	--	--



Estimated total budget	Total actual expenditure
------------------------	--------------------------

h) Supplies

Total (h) supplies		
--------------------	--	--

i) Other costs (please specify)

.....

Total (i) other costs		
-----------------------	--	--

<b>Total section 5 (total of items a - i)</b>		
-----------------------------------------------	--	--



**II. INCOME**

**1. Specific grants**

a) European Commission (i.e. the grant for which this application is being submitted)

b) International public institutions

Please specify:

.....  
.....

c) National/regional/local public institutions

Please specify:

.....  
.....

d) Private companies

Estimated income	Actual income
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This column to be completed only when submitting the statement of expenditure

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e) Others
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Please specify:

.....  
.....

Total (1) grants (total of items a - e)		
--------------------------------------------	--	--

**2. Income generated by the project**

Estimated income	Actual income
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a) Registration fees
----------------------

--	--

b) Sale of publications
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--	--

c) Others
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--	--

Please specify:

.....  
 .....

Total others	
--------------	--

--	--

Total (2) income generated by the project (a+b+c)	
------------------------------------------------------	--

**3. Self-financing by the applicant organisation and co-organisers**

**a) Applicant organisation:**

**b) Co-organisers:**

Total (3) self-financing by the applicant organisation (coordinator) and co-organisers		
----------------------------------------------------------------------------------------	--	--

<b>Income - grand total (1+2+3)</b>		
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***Please do not write in this box***

**Project reference number:**

**This page must be signed by the person legally authorised to commit the applicant organisation/beneficiary**

To be signed when submitting *the budget estimate*

**Certified true and correct**

**Name:**

**Position within the applicant organisation:**

**Date :**

**Signature :**

**Official stamp of the organisation**

To be signed when submitting *the final cost breakdown*

**Certified true and correct**

**Name:**

**Position within the beneficiary organisation:**

**Date :**

**Signature :**

**Official stamp of the organisation**

**PART IV**

**(to be completed - in addition to Part I and the bank ID form - for literary translation projects only)**

**I. PUBLISHER**

**Name of publishing house:**

.....

**Name of director or person responsible:**

.....

**Address:**

.....

.....

**Tel.:** ..... **Fax:** .....

**E-mail:** .....



**WORKS TO BE TRANSLATED**

**NB: Each application must cover AT LEAST FOUR AND NO MORE THAN TEN ELIGIBLE WORKS.  
PLEASE COPY AND COMPLETE THE FOLLOWING SECTION FOR EACH OF THE 4-10 WORKS SUBMITTED**

<b>I. ORIGINAL WORK TO BE TRANSLATED:</b>	<b>Work No 1 2 3 4 5 6 7 8 9 10</b>
Title .....	
Author(s) .....	
Nationality of author .....	
Name of publishing house .....	
Literary genre .....	
Date of first publication .....	
Place of first publication .....	
Original language .....	
<b>II TRANSLATION</b>	
Date of transfer of translation rights <sup>9</sup> .....	
Proposed target language .....	
Has the work already been translated into this language?	
YES	
NO	
Will the translated work be published in a bilingual edition?	
YES	
NO	

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<sup>9</sup> **NB:** contracts must still be valid (must not have expired). Where translation rights have been extended, please attach the extension document.

**III. TRANSLATORS**

**Work No 1 2 3 4 5 6 7 8 9 10**

Surname and forename .....

Nationality .....

Address .....

Translated works (as a guide) .....

**IV. COSTS**

Number of pages .....

Total number of characters per page .....

Remuneration of translator per page (in euro).....

Total cost of translation (in euro): .....

Total publication costs (in euro):.....

Planned selling price of the translated work (in euro) .....

Planned print-run of the translated work .....

Schedule date for commencement of translation by the translator **(NB: this date must not be earlier than 15 April 2003)** .....

Scheduled date for delivery of translation by the translator .....

Scheduled date of publication (month and year): .....  
**(NB: this date must be before 30 November 2004)**

Have you received or applied for another grant for the translation of this work? If so, please give the name of the organisation to which you applied, and the amount requested (in euro):

.....

Have you received or applied for a grant for the publication of this work? If so, please give the name of the organisation to which you applied, and the amount requested (in euro):

.....

Date:

Name and SIGNATURE of the publisher

Name and SIGNATURE of the translator

.....

.....



EUROPEAN COMMISSION  
Directorate-General for Education and Culture  
Culture, Audiovisual Policy and Sport  
**Culture: policy and framework programme**

**To be completed by the applicant:**

**Name and address of the organisation to which the acknowledgement of receipt should be sent**

Name:
Address:

**ACKNOWLEDGEMENT OF RECEIPT  
TO BE COMPLETED BY THE APPLICANT:  
Application form for the project entitled**

.....  
.....

TO BE COMPLETED BY THE EUROPEAN COMMISSION:  
Reference number **to be quoted in all correspondence**

**(if the reference number is not stated, correspondence will be returned to the sender):**

**CLT 2003 –Sec/**

**Date of submission of the application (date of postmark or courier service stamp):**