

III

(Notices)

COMMISSION

CULTURE 2000

CALL FOR PROPOSALS FOR 2003

(2002/C 148/04)

INTRODUCTION

This document presents information on the implementation for the year 2003 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 2003 and presented by cultural operators from the 30 countries participating in the programme ⁽¹⁾.

This call for proposals represents the fourth 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:

1. promotion of cultural dialogue and of mutual knowledge of the culture and history of the European peoples;
2. 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;

3. highlighting of cultural diversity and the development of new forms of cultural expression;
4. sharing and highlighting, at the European level, the common cultural heritage of European significance; disseminating know-how and promoting good practices concerning its conservation and safeguarding;
5. recognition of the role of culture in socioeconomic development;
6. fostering of intercultural dialogue and mutual exchange between European and non-European cultures;
7. explicit recognition of culture as an economic factor and as a factor in social integration and citizenship;
8. improved access to and participation in culture in the European Union for as many citizens as possible.

IMPLEMENTATION OF 'CULTURE 2000' PROGRAMME

Multi-annual 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.

⁽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); the following 12 applicant countries: Bulgaria, the Czech Republic, Estonia, Cyprus, Latvia, Lithuania, Hungary, Malta, Poland, Romania, the Slovak Republic and Slovenia.

An annual sectoral approach:

One main sector of cultural activity is 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.

This approach aims to:

- ensure that cultural operators wishing to submit projects for Community support are informed in advance of the main sector to be supported each year. This enables 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 2003 will be 'performing arts'. For the purpose of this call this sector includes theatre, dance, music, opera, the lyric arts, street theatre and circus. Projects that are intended to make a profit are excluded from this call.

In 2004 the relevant main sector 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.)

The **books, reading and translation** sector will be included in all calls for proposals in the next two years (in 2003 and in 2004).

- **In 2003**, next to the main sector of cultural activity (performing arts in 2003) projects concerning other sectors will also be considered as indicated in the following section.
- **Particular attention will be given to projects bringing together cultural operators from the EU/EEA and candidate (applicant) countries.**

PROJECTS FOR 2003

ANNUAL COOPERATION PROJECTS

- For 2003 funding will be given to approximately ninety (90) one-year specific, innovative and/or experimental actions in the field of the performing arts. These actions must involve at least one of the following: co-productions involving at least three countries; the creation and dissemination of works across at least three countries; the training of professionals involving at least three countries; the mobility of artists from at least three countries. Works should be on themes of common European interest.

- For 2003 funding will also be given for approximately fifteen (15) **one-year specific, innovative and/or experimental actions in the field of visual arts** involving either:

- the movement of artists and their works throughout participating countries, or
- creativity as a means of social integration.

- For 2003 funding will also be given to approximately fifteen (15) one-year specific, innovative and/or experimental actions in the field of cultural heritage involving both the following:

- the implementation of a conservation and/or restoration and/or enhancement programme of monuments and/or sites in one of the countries participating in the Culture 2000 programme. The implementation must actively involve at least three co-organisers from three different countries participating in the programme Culture 2000 programme. The monuments and/or sites should be of European interest and be characteristic of a particular European period,

- the dissemination and exchange of the results and best practices arrived at by the co-organisers during the implementation period of the project, as well as other results they may have achieved through previous work undertaken either on their own or through cooperation. This must include, amongst other approaches, a touring exhibition in at least two countries participating in the Culture 2000 programme. This dissemination and exchange must make use of new technologies and means of communication with the objective of employing the most effective methods of presentation and interpretation.

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.

MULTI-ANNUAL COOPERATION AGREEMENT PROJECTS

Multi-annual 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 2003 funding will be given to approximately fifteen (15) multi-annual cooperation agreements in the field of the performing arts.

This category will encourage projects that focus on the performing arts and address the first, plus a further three, of the following actions:

- the co-production and international dissemination of artistic events,

- organising other artistic 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 performances, artistic 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 2003 funding will also be given to one to two (1-2) multi-annual cooperation agreements in the field of visual arts which involve a number of initiatives, such as:

- the movement of artists and their works around the participating countries,
- 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 2003 funding will be given to one to two (1-2) multi-annual cooperation agreements concerning cultural heritage in the sector of industrial heritage with strong European significance which involve all of the following:

- the conservation, restoration and enhancement of industrial heritage monuments and/or sites and if applicable the industrial furniture that may exist in situ, in at least three of the participating countries,
- the dissemination and exchange of the restoration results achieved, through the co-production of touring exhibitions in at least three of the participating countries. This must involve the use of appropriate new communication methods and technology for presentation and interpretation purposes to the widest possible public,
- the exchange of information, experience and the further training of professionals in situ and during the implementation period of the project,

- the production of multilingual books, audiovisual or multimedia products for the general public, which aim to illustrate the theme and the results of the cooperation agreement, as well as the relation between the chosen monuments and/or sites and their historical, technical and socioeconomic context.

BOOKS AND LITERATURE MULTI-ANNUAL COOPERATION AGREEMENT PROJECTS

Funding will also be given to one (1) multi-annual cooperation agreement in the field of books, reading and translation.

Priority will be given in all categories 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 2003 funding will be given to up to ten (10) projects in this category which focus on performing arts or books and reading in third countries.

BOOKS, READING AND TRANSLATION

Funding will be given to approximately fifty (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 twenty (20) projects for the **translation** of works on the European Humanities. Each project must include at least four and up to ten (10) works from this category.
- Funding will be given to approximately five (5) one-year specific, innovative and/or experimental projects focusing on the promotion of reading.
- 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.

European heritage laboratories and other projects of 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 cultural operator (as defined in Annex B), from a country participating in the programme, must act as the legal co-signatory for the EU grant agreement 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 cultural operator (as defined in Annex B), 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 cultural operator (as defined in Annex B), 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 twelve months maximum and must involve co-organisers from at least **three** participating countries.
- '(Multi annual) 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, the role of each co-organiser in the design and implementation of the project and their financial participation in the project.

PERIOD OF ELIGIBILITY FOR PROJECT EXPENDITURE:

- For all projects the period of eligibility of expenditure relating to the implementation of a project begins from the date indicated in the grant agreement for each project. This date will be no earlier than 15 April 2003. No activities taking place before this date will be eligible for funding. The period of eligible expenditure must begin by 15 November 2003 at the latest.

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 beginning of the period of eligibility for each project as indicated in the grant agreement.

- For multi-annual 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 beginning of the period of eligibility for each project as indicated in the grant agreement.
- 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 in the third country 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 October 2002.
- For multi-annual projects the deadline for submission of applications for Community funding is 31 October 2002.

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 by 15 November 2003.

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 2003 or after 15 November 2003 ⁽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 from the calls of 2001 or 2002,
- 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, multi-annual, literary translation) for which they want their application to be considered,
- projects which do not specify clearly which of the three abovementioned multi-annual 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,
- projects submitted by a cultural operator from one of the 12 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⁾,

⁽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.

- must be organisations ⁽¹⁾ 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),
 - the three EEA/EFTA countries (Iceland, Liechtenstein and Norway) ⁽²⁾,
 - the following 10 central and eastern European countries ⁽³⁾: Bulgaria, the Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, the Slovak Republic and Slovenia, and
 - Cyprus and Malta ⁽⁴⁾;
- (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 financial year) and professional standards (by submitting copies of their statutes, as well as the CVs of the persons responsible for the project in the lead organisation and in each of the co-organisers),
 - respect the 'Culture 2000' programme and of 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 15 April 2003 and coincide with the period of eligibility of expenditure as indicated in the grant agreement.

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

Funding conditions which apply to annual projects

The funding requested by each project must range from EUR 50 000 to 150 000 and may not exceed 50 % of the project's total eligible budget. Applications requesting funding outside of this range will be excluded.

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.

⁽¹⁾ On the strength of the organisation's registered place of business or its place of main activity.

⁽²⁾ 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.

⁽³⁾ Subject to the conditions set out in the Association Council Decisions signed with these applicant countries relating to their participation in the programme.

⁽⁴⁾ The final selection will be made subject to the signing of the Memorandum of Understanding establishing the terms and conditions for the participation of these applicant countries in the programme.

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

Funding conditions which apply to multi-annual projects

Funding given to each project may not exceed 60 % of the total eligible budget for the cultural cooperation agreement. The EU grant will not exceed EUR 300 000 per year. The payment will be made in three instalments during the period of the agreement; an advance payment, interim payment and final payment.

The interim payment will only be made after the project leader has submitted a technical progress report of the work carried out to date, as well as a detailed statement of actual expenditure on these actions, to the Commission midway through the project and this report has subsequently been approved by the Commission.

Final payment will only be made on completion of the project.

Eligibility criteria which apply to multi-annual projects

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

In order 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 (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 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-organisers 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-organiser in the design and implementation of the project.

SPECIFIC ELIGIBILITY CRITERIA FOR ALL CULTURAL HERITAGE PROJECTS SUBMITTED UNDER THIS CALL FOR PROPOSALS

Applications for both annual and multi-annual cooperation projects in the cultural heritage sector involving listed or classified monuments or sites **must** be accompanied by the appropriate permission/approval papers from the competent authorities which will allow the project participants to proceed with the planned conservation, restoration or enhancement works necessary for and appropriate to listed or classified monuments or sites.

SPECIFIC ELIGIBILITY CRITERIA AND FUNDING CONDITIONS FOR 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.

Funding will not be given to works receiving support to cover translation costs from other sources.

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 15 April 2003.

The translated works must be published by 30 November 2004 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. Applications which request funding outside this range will be excluded.

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 also 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 by 15 October 2002.

In order 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 (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 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. The exclusion criteria (as defined in section B) will be applied ⁽¹⁾. A check will also be carried out to ensure that the following conditions are fulfilled.

Applications **must** include:

1. two copies of the application form, signed and dated (this **MUST** include the signed and stamped declarations of BOTH the project leader and the co-organisers). Only one set of all relevant annexes is required;
2. the form for acknowledgement of receipt, giving the address of the lead organisation;
3. 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);
4. 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) plus the CVs of those with responsibility for the project in each of the co-organisers;
5. in Annex 3, the latest activity report of the lead organisation and of the co-organisers (with the exception of public organisations);
6. in Annex 4, the latest approved accounts of the lead organisation and of the co-organisers (with the exception of public organisations);
7. 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 agreement 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

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

8. 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; and add

9. for cultural heritage projects only:

- in Annex 12, the appropriate permission/approval papers from the competent authorities which will allow the project participants to proceed with the planned conservation, restoration or enhancement works necessary for and appropriate to listed or classified monuments or sites.

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.

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 12 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 develop synergies 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 Decision No 508/2000/EC and those relating to the relevant annual sector and the multi-annual 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 Decision No 508/2000/EC and those relating to the relevant annual sector and the multi-annual 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 15 April 2003 at the earliest and coincide with the period of eligibility of expenditure as indicated in the grant agreement.

For cooperation agreement projects, expenditure taken into consideration are those that are linked with activities taking place from 15 April 2003 at the earliest and coincide with the period of eligibility of expenditure as indicated in the grant agreement.

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 are eligible only where the accounting systems of the relevant co-organisers can clearly isolate and demonstrate the percentage of staff time devoted to the implementation of the project within the period of eligible expenditure and therefore the percentage of personnel costs which can be attributed to project costs,
- 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),
- 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-Is and videos provided they form an integral part of the project,

⁽¹⁾ This expenditure is eligible only for cultural operators from the 15 Member States, the three EEA/EFTA countries and the 12 applicant countries participating in this programme (as referred to in Annex B, point (a)).

- 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 EU grant agreement 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 EU grant agreement must be observed without fail. Exceptionally, where a project has been delayed, only one extension of the EU grant agreement 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 EU grant agreement. Requests will be examined on their merits — and if accepted — an amendment to the EU grant agreement 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 EU grant agreement 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

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 grant is in three instalments; advance payment, interim payment midway through the project and final payment on completion of the project.

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 EU grant agreement and demand the full reimbursement of all sums received by the beneficiary under the EU grant agreement.

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-organisier 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 EU grant agreement, 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) or from the 'Development of cultural policy — Culture 2000 programme' unit at the following address:

European Commission
Policy development in the cultural sphere — Culture 2000 framework programme
B-100 — Bureau 6/41
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 October 2002 at the latest for all annual and third country projects and by 31 October 2002 for all multi-annual cooperation agreement projects (by reference to the postmark or delivery company stamp for annual and multi-annual projects).

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

ANNEX E

LIST OF CULTURAL CONTACT POINTS IN EUROPE

Belgium

Flemish Community
 Theo van Malderen
 Socius 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
 c/o Wallonie-Bruxelles Théâtre
 15-17 place Surllet de Chokier
 B-1000 Bruxelles
 Tel. (32-2) 219 39 08
 Fax (32-2) 219 45 74
 e-mail: wbt@online.be
 marie.schippers@cfwb.be
<http://www.pcc europe.be>

Denmark

Cultural Contact Point Denmark
 Rasmus Wiinstedt Tscherning
 Medie- og Tilskudssekretariatet
 The Media and Grants Secretariat
 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/ccp>

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 — 820 15 01
 Fax (30-1) 331 07 96
 e-mail: Georgios.Lontos@dseeeculture.gr
<http://www.ccp.culture.gr>

Spain

Punto de Contacto Cultural de España
 Ángel P. Conde
 Dirección General de Cooperación y Comunicación Cultural

Ministerio de Educación, Cultura y Deporte
 Plaza del Rey nº 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/cooperación/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
 Emma Kelly
 Kira Ravinskaya
 Catherine Boothman
 The Arts Council/An Chomhairle Ealaíon
 70 Merrion Square
 Dublin 2
 Ireland
 Fax (353-1) 676 13 02
<http://www.artscouncil.ie>
 Kira Ravinskaya
 Tel. (353-1) 618 02 02
 Emma Kelly
 Tel. (353-1) 618 02 64
 Catherine Boothman
 Tel. (353-1) 618 02 34

Italy

Antenna Culturale Europea — CCP Italy
 Massimo Scalari/Cristina Bartolini
 Dialoghi per la Cultura Europea, Antenna Culturale Europea
 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

Marie-Ange Schimmer
 Relais Culture Europe-Luxembourg
 Agence luxembourgeoise d'action culturelle
 34b, rue Philippe II
 L-2340 Luxembourg
 Tel. (352) 46 49 46-1
 Fax (352) 46 07 01
 e-mail: rce@culture.lu
<http://www.gouvernement.lu/gouv/fr/doss/rce>

Netherlands

Cultural Contact Point-Netherlands
Yvette Gieles
CCP/SICA — Service Centre for International Cultural Activities
Keizersgracht 633
1017-DS Amsterdam
Netherlands
Tel. (31) 206 16 42 25
Fax (31) 206 12 81 52
e-mail: ccpnl@sicasica.nl
post@sicasica.nl
<http://www.sicasica.nl/ccp>

Fax (46-8) 51 92 64 99
e-mail: ccp@kur.se
leif.sundkvist@kur.se
<http://www.kur.se>

For Heritage
Swedish National Heritage Board
Maria Wikman
PO Box 5405
S-114 84 Stockholm
Tel. (46-8) 51 91 80 22
Fax (46-8) 51 91 80 79
e-mail: maria.wikman@raa.se
<http://www.raa.se>

Austria

Sigrid Olbrich-Hiebler
Federal Chancellery — Department for the Arts
Bundeskanzleramt Kunstsektion
Cultural Contact Point Austria
Schottengasse 1
A-1010 Wien
Tel. (43-1) 531 15 76 93
Fax (43-1) 531 15 76 94
e-mail: sigrid.hiebler@bka.gv.at
<http://www.ccp-austria.at>

Cultural Heritage
Liselotte Haschke
Ministry for Education, Science and Culture
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

Ministerio da Cultura
Europa-Cultura/Divulgação
Ms Ana Paula Silva
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/Hanna Hietaluoma
Centre for International Mobility CIMO
PO Box 343
Hakaniemenkatu 2
FIN-00531 Helsinki
Tel. (358-9) 77 47 70 82/77 47 72 44
Fax (358-9) 77 47 70 64
e-mail: ccp@cimo.fi
<http://www.cimo.fi>

Sweden

Cultural activities and literature
The National Council for Cultural Affairs
Leif Sundkvist
PO Box 7843
S-103 98 Stockholm
Tel. (46-8) 51 92 64 15

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: info@euclid.co.uk
<http://www.euclid.co.uk>

Bulgaria

Euro-Bulgarian Cultural Centre
Yavor Koinakov
17 Al, Stamboliiski Blvd.
BG-1040 Sofia
Bulgaria
Tel. (359-2) 988 00 84
Fax (359-2) 980 78 03
e-mail: cip@eubcc.bg
<http://www.eubcc.bg>

Ministry of Culture
Iveta Dimova/Daniela Kaneva
17 Al, Stamboliiski Blvd.
BG-1040 Sofia
Bulgaria
Tel. (359-2) 980 57 89
Fax (359-2) 981 81 45
e-mail: iveta_dimova@lycos.com
<http://www.culture.government.bg>

Czech Republic

Cultural Contact Point Czech Republic
Eva Zákova
Divadelní Ústav
Celetná 17
CZ-110 00 Praha 1
Tel. (420-2) 24 80 91 34/24 80 91 19
Fax (420-2) 22 32 61 21
e-mail: eva.zakova@culture2000.cz
<http://www.culture2000.cz>

Cultural Heritage
Eva Lukášová
State Institute for the Preservation of the Cultural Heritage
Malá Strana, Valdštejnské nám. 3
CZ-118 01 Praha 1
Tel. (420-2) 57 01 02 49/57 53 23 09
Fax (420-2) 57 01 02 48
e-mail: culture2000heritage@supp.cz
<http://www.culture2000.cz>

Estonia

Eike Eller
International Relations and European Integration
Department
23 Suur-Karja Street
EE-15076 Tallinn
Tel. (372) 628 22 28
Fax (372) 628 23 20
e-mail: eike.eller@kul.ee

Hungary

Cultural Contact Point of Hungary
KultúrPont Iroda
Attila Zongor
Kazinczy u. 24-26
HU-1075 Budapest
Hungary
Tel. (36-1) 413 75 65
Fax (36-1) 413 75 74
e-mail: info@kulturpont.hu
<http://www.kulturpont.hu>

Iceland

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

Latvia

Ilona Grodska
Consultant of EU programme 'Culture 2000'
Ministry of Culture
11a K. Valdemara Str.
LV-1364 Riga
Tel. (371) 722 83 30
Fax (371) 722 79 16
e-mail: Ilona.Grodska@km.gov.lv

Lithuania

Europos kultūros programų centras/Lithuanian CCP
Agne Martikonienė
J. Basanaviciaus, 5
LT-2600 Vilnius
Tel. (370) 261 29 21
Fax (370) 262 31 20
e-mail: agne@durys.org
<http://www.durys.org>

Norway

Cultural Contact Point Norway
Jean Yves Gallardo
Grev Wedels plass 1
N-0151 Oslo
Tel. (47) 22 47 83 30
Fax (47) 22 33 40 42
e-mail: jean-yves.gallardo@kulturrad.dep.no
web site: www.kulturrad.no

Poland

Paweł Wyszomirski
Instytut for National Heritage/Instytut Dziedzictwa
Narodowego
ul. Nowogrodzka 44 m. 7
00-695 Warszawa
Poland
Tel./Fax (48) 022 626 94 01/626 94 02/626 94 03
e-mail: ccp@idn.pl
idn@idn.pl
<http://www.idn.pl>

Romania

Vladimir Simon — Director
Cultural Contact Point of Romania
Piata Presei Libere 1
RO-71341 Bucharest
Tel./Fax (401) 224 37 67
e-mail: simon@eurocult.ro
<http://www.eurocult.ro>

Slovakia

Božena Krížiková
Ministry of Culture
Department of European Integration
Nám. SNP c. 33
SK-813 31 Bratislava
Tel. (421) 259 39 13 23
Fax (421) 254 41 55 34
e-mail: bozena_krizikova@culture.gov.sk

Slovenia

Cultural Contact Point Slovenia
Mateja Lazar
SCCA, Centre for Contemporary Arts — Ljubljana
(SCCA-Ljubljana)
Vegova 8
SI-1000 Ljubljana
Tel. (386) 14 26 21 92
Fax (386) 14 25 47 34
e-mail: ccp@scca-ljubljana.si
<http://www.scca-ljubljana.si/ccp/>