

**CALL FOR PROPOSALS
EACEA No 25/2007**

CULTURE PROGRAMME (2007-2013)

SUPPORT FOR CULTURAL ACTIONS:

LITERARY TRANSLATION

(STRAND 1.2.2)

'SPECIFICATIONS'

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RULES APPLICABLE

1. INTRODUCTION

This call for proposals is based on the decision of the European Parliament and of the Council¹ establishing a single multi-annual programme for Community measures in the field of culture for the period between 2007 - 2013 (hereinafter referred to as 'the Programme').

The Education, Audiovisual and Culture Executive Agency (hereinafter referred to as the 'Executive Agency') is responsible for carrying out the call for proposals.

2. OBJECTIVES AND DESCRIPTION

2.1 General and Specific objectives of the Programme

The Programme emanates from Article 151 of the Treaty establishing the European Community, which provides that the Community shall contribute to the flowering of the cultures of the Member States while respecting their national and regional diversity and the same time bringing the common cultural heritage to the fore.

The general objective of the Programme is to enhance the cultural area shared by Europeans and founded on a common cultural heritage, through the development of cooperation between cultural operators in the countries taking part in the Programme, with the view to encouraging the emergence of a European citizenship

The specific objectives of the Programme are:

- ❖ to promote transnational mobility of people working in the cultural sector;
- ❖ to encourage the transnational circulation of artistic and cultural works and products;
- ❖ to encourage intercultural dialogue.

In pursuing these objectives, the Programme encompasses the cultural sector as a whole and aspires to stimulate synergies leading to a sustainable cultural cooperation at European level.

The strategic target is to strengthen European cultural cooperation by supporting cultural actions that demonstrate the following core characteristics:

- ❖ can generate a distinct European added value;
- ❖ meet the specific objectives of the Programme;
- ❖ propose activities of a distinct artistic and cultural excellence and a proven potential for successful implementation;
- ❖ ensure a high quality of partnership and methodology of cooperation among participating organisations;
- ❖ produce results that can be communicated and promoted in an appropriate and visible manner;
- ❖ generate results that could sustain a sound cooperation on a longer-term basis and stimulate future initiatives of cultural cooperation at European level.

¹ Decision No 1855/2006/EC of 12 December 2006 establishing the Culture Programme (2007 to 2013)

2.2 Purpose of the call for proposals

This call for proposals aims to award Community grants to the following type of actions:

- ❖ Literary Translation (Strand 1.2.2)

The intention is to strengthen European cultural cooperation by supporting approximately **45 applications following two selection processes**².

3. PROVISIONAL TIMETABLE

3.1 First selection

01 October 2007	Deadline for submission of proposals
October – January 2008	Examination – Selection of proposals (eligibility, exclusion, award criteria, selection criteria)
February 2008	Submission of the results of the selection to the Culture programme Committee and the European Parliament
March 2008	Written notification of results to applicants
April 2008	Sending Grant Decision

3.2. Second selection

01 April 2008	Deadline for submission of proposals
April – June 2008	Examination – Selection of proposals (eligibility, exclusion, award criteria, selection criteria)
June – July 2008	Submission of the results of the selection to the Culture programme Committee and the European Parliament
July 2008	Written notification of results to applicants
September 2008	Sending Grant Decision

4. BUDGET AVAILABLE AND DURATION OF THE PROJECT

4.1. Budget available

Grants will be awarded under item **15.04.44** of the general budget of the European Union.

Under the reserve of the credit appropriation decided by the budgetary authority, the total budget for 2008 will be approximately **EUR 1.7 million**.

² See Section 13, Point 13.1 – Deadline for submission of applications

Community funding shall not be inferior to EUR 2 000 and shall not exceed EUR 60 000. It shall cover translation costs provided these costs do not represent more than 50% of the total operational costs.

The right is reserved not to distribute all the funds available.

4.2. Duration of the project

The maximum duration of a literary translation project is 18 (eighteen) months.

5. ELIGIBILITY CRITERIA

Only applications which comply with the following criteria will be the subject of an in-depth assessment.

5.1. Eligible applicants

Eligible applicants must have the following characteristics:

- ❖ They must be public³ or private publishing houses or publishing groups;
- ❖ They must have their registered legal seat in one of the countries taking part in the Programme.

Natural persons are not eligible to apply for a grant.

Legal entity

In order to demonstrate their legal status, as certified in the declaration on honour, applicant organisations must provide the following documents:

Legal entities governed by public law

- ❖ the Legal Entity identification form duly completed and signed;
- ❖ a copy of the official document attesting to the establishment of the public-law entity, such as the legal resolution, law decree or decision.

Legal entities governed by private law

- ❖ the Legal Entity identification form duly completed and signed;
- ❖ a copy of the official document attesting to the establishment of the private-law entity, such as official gazette or trade register (this document must show the name, address and registration number of the private-law entity);
- ❖ a copy of the certificate of liability to VAT (in countries where the trade register number and the VAT number are identical, only one of these documents is required);
- ❖ articles of association (statute of entity).

Applicant organisations can download the Legal Entity identification forms at the following address:
http://www.ec.europa.eu/budget/execution/legal_entities_en.htm

³ In the context of these specifications a public body is considered as any body, any part of whose costs are financed from the State budget as of right, either by central, regional or local government. That is, these costs are financed from public sector funds raised through taxation or fines or fees regulated by law, without going through an application process which might result in their being unsuccessful in obtaining funds. Organisations that depend on state funding for their existence and receive grants year after year, but for which there exist at least the theoretical possibility that they may fail to receive money one year are considered by the Commission as private bodies.

5.2. Eligible countries

Applicants must have their registered legal seat in one of the countries taking part in the Programme, as follows:

- European Union Member States⁴ ;
- EEA countries (Iceland, Liechtenstein, Norway) ;
- the candidate countries (Croatia and Turkey; FYROM, subject to the conclusion of a Memorandum of Understanding concerning the participation of this country in the Programme);
- the countries of the western Balkans (Albania, Bosnia-Herzegovina, Montenegro and Serbia including Kosovo (under United Nations Security Council Resolution 1244)), subject to the conclusion of a Memorandum of Understanding concerning the participation of each of those countries in the Programme.

5.3. Eligible actions

Translation of works of fiction from one European language into another European language shall be eligible under this call for proposals.

5.3.1 Eligible works

- Only works of fiction will be eligible, irrespective of their literary genre (Novels, tales, Short stories, theatre plays, poetry, comics, etc.);
- Applicants shall propose 1 to 10 works of fiction for translation. The same book cannot be proposed twice within the same Call for proposals;
- Only works which have been already published;
- Only works that have not been previously translated into the target language.

An original copy of each book to be translated shall be requested. Photocopies could be exceptionally accepted in the case of precious and rare works.

5.3.2 Eligible languages

Eligible languages are the official languages⁵ of the countries participating in the Programme and ancient languages, such as Latin and ancient Greek.

Works of fiction to be translated shall comply with the following requirements:

- Translation shall be made from **one** European language into **one** target European language;

⁴ The 27 Member States of the European Union: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Sweden, Slovenia, Slovakia, Spain, United Kingdom.

⁵ As defined by the Constitution or by the basic laws of the respective country.

- Trans-nationality must be proved in order to avoid translation works from one European language into another European language in the same country;
- Works to be translated must be written by authors who are nationals of or residents in a country participating in the Programme;
- The target language must be the translator's mother tongue, except in case of lesser-used languages when the publisher duly demonstrates that he can not find a suitable translator.

5.4 Eligibility period

First Selection

The projects shall start at the earliest from 01 January 2008 and at the latest 30 June 2008 for a maximum duration of 18 (eighteen) months.

Second Selection

The projects shall start at the earliest from 01 July 2008 and at the latest 31 December 2008 for a maximum duration of 18 (eighteen) months.

***NB.** The eligibility period for expenditure arising from the implementation of an action will be specified in the grant decision. This period cannot start until the grant decision has been signed by the Executive Agency. Expenditure incurred prior to the signature of the grant decision will not be taken into account.*

If a beneficiary can justify the need to start the action before the grant decision is signed, then eligible expenditure incurred up to 3 (three) months before the date of submission of the application may be authorised.

5.5 Eligible proposal

Proposals must comply with the requirements laid down in the present specifications accompanying the call for proposals.

Applicants may submit maximum 2 applications (1 for each selection procedure) under the same call for proposals, provided that these applications propose a new project of literary translation with different books to be translated. A book cannot be proposed twice under the same call for proposals.

Only proposals submitted in using the official application form, duly completed (including required annexes), and signed as required (original signatures of the person authorised to enter into legally binding commitment on behalf of the applicant organisations) will be considered eligible.

The application package must contain the application form with all the annexes and supporting documents, as requested, and an official cover letter.

Proposals will not be eligible if the required original documents are missing upon submission and/or, at the latest, by the deadline for submission of proposals.

Proposals not sent by 1st October 2007 for the first selection and 1st April 2008 for the second selection are not eligible (date as postmark).

Proposals sent by fax or e-mail and handwritten proposals are not eligible.

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

6. EXCLUSION CRITERIA

Applicants must state that they are not in any of the situations described in Articles 93 and 94 of the Financial Regulation applicable to the general budget of the European Communities (Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002) and set out below.

Applicants in any of the following situations will be excluded from participating:

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
- c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- d) they have not fulfilled their obligations with regard to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- e) they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- f) following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

Applicants will not be granted financial assistance if, at the time of the grant award procedure, they:

- (a) are subject to a conflict of interests;
- (b) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition for participation in the grant award procedure, or fail to supply this information.

In accordance with Articles 93 to 96 of the Financial Regulation, administrative and financial penalties may be imposed on applicants who are guilty of misrepresentation or are found to have seriously failed to meet their contractual obligations under a previous contract award procedure.

To comply with these provisions, applicants must sign a declaration on their honour certifying that they are not in any of the situations referred to in Articles 93 and 94 of the Financial Regulation.

7. SELECTION CRITERIA

Proposals will be assessed on the basis of the selection criteria (operational capacity and financial capacity).

Applicants must sign a declaration on honour certifying their operational and financial capacity to carry out the proposed activities.

- ❖ The declaration on honour is contained in the Application form (Part I) and should be filled in by applicants.

7.1 Operational capacity

Applicants must have the professional competencies and qualifications required to complete the proposed action.

In order to permit an assessment of the operational capacity, applicants must submit, as part of their application:

- ❖ The curriculum vitae of the legal representative of the applicant organisation and the curriculum vitae of the person(s) responsible for the overall coordination of the proposed action
- ❖ Activity report covering the past two years (catalogues etc.)
- ❖ Any material to support the application (e.g. press release etc.)
- ❖ Copy of the original books proposed for translation. Photocopies could be exceptionally accepted in the case of precious and rare works.
- ❖ CV of the translators
- ❖ Copy of the contract between the publisher and the translator for each book proposed for translation
- ❖ Copy of the contract covering translation rights for each book proposed for translation and, if needed, extension to this contract
- ❖ Declaration on the honour signed by the owner of the rights, in the case of free cession of rights
- ❖ Signed and dated declaration from the publisher that the name of the translator and the support provided by the Community will be clearly indicated in each translated work.

7.2 Financial capacity

Applicants must have stable and sufficient sources of funding to maintain the proposed activities throughout the period during which the action is being carried out and to participate in its financing.

Attention: Verification of financial capacity shall not apply to public bodies and international organisations under public law.

Applicants must submit:

- ❖ The bank identification form duly completed and certified by the bank (original signatures required)

The bank identification form can be down loaded at the following address: http://ec.europa.eu/budget/execution/ftiers_en.htm)

7.3 Audit

Not applicable

8. AWARD CRITERIA

The award of a grant is not only dependent on examination of the eligibility, exclusion and selection criteria. Grant award decision will be determined on the basis of the following:

- 1) The extent to which the project can generate a real **European added value**;
- 2) The relevance of the activities to the **specific objectives** of the Programme;
- 3) The extent to which the activities proposed are designed and can be carried out successfully with a **high level of excellence**;
- 4) The extent to which the activities can produce **outputs** which achieve the objectives of the programme;
- 5) The extent to which the results of activities proposed will be appropriately **communicated** and **promoted**.

Projects will be assessed on a scale from 0 to 25 points. A ranked list of the projects which receive at least 4 points for each award criterion 3) and 4) and at least 19 points (76 out of 100) in total will be compiled.

An evaluation committee will assess proposals on the basis of the award criteria, in order to determine which proposals may be co-financed. The evaluation committee will be assisted by independent experts.

8.1 European Added value (0-5 total pts)

Pursuant to the general objectives of the Programme, the activities proposed are supposed to help enhance the cultural area shared by Europeans in the countries participating in the Programme. In this respect, the following criteria will be assessed:

- The project's **European added value** as justified by the applicant in relation to his choice of works to be translated under the action. In other words, the extent to which this choice of works demonstrates an outlook that goes beyond local, regional or even national interests and aims to develop synergies at European-wide level;
- The way the choice of the proposed translation work may have a greater effect and their objectives can be better achieved at **European level** than at national level.

8.2 Relevance to the specific objectives of the Programme (0-5 total pts)

Assessment of the extent to which the translations proposed can promote in particular the following specific objectives of the Programme:

- Encouraging the **transnational circulation of artistic and cultural works and products**;
- Encouraging **intercultural dialogue**.

8.3 Excellence of proposed translation activities (0-5 total pts)

Translations not only have to meet the Programme's objectives, but also have to be carried out successfully with high quality. In this respect, the following criteria will be assessed:

- The **literary quality** of the work to be translated;
- The **seriousness and notoriety** of the publishing house as regard to its general publishing policy and its translation policy;
- The **skills and experience** of the professional translators;
- The **quality of the application and budget**: seriousness and completeness of the application, clarity and relevance of proposed methodology, clarity and feasibility of the proposed timetable of implementation, overall consistency of the budget and coherence and costs effectiveness of the budget breakdown relevant to each work proposed for translation.

8.4. Expected level of outputs (0-5 total pts)

The activities proposed have to give as many European citizens as possible improved access to European culture. In this respect, the following criteria will be assessed:

- The **number of translated books** which will be published in relation to the size of the country(ies) where the translation work is published and with average practices for the genre concerned.

8.5. Communication and promotion of activities (0-5 total pts)

The result of the activities proposed have to be appropriately disseminated and promoted. In this respect, the following criteria will be assessed:

- The **relevance of the communication plan** with respect to the type of the project and the target audience;
- The **relevance and adequacy of the budget** assigned to the communication/dissemination/promotion plan with respect to the direct and indirect impact expected;
- The **methodology** used to ensure the visibility of the activities proposed, the detailed communication/dissemination/promotion plan and the various promotional tools (website, press, brochures, radio, etc.) used.

9. FINANCIAL CONDITIONS

Selection of a proposal does not constitute an undertaking to award a financial contribution equal to the amount requested by the applicant.

The awarding of a grant does not establish an entitlement for subsequent years.

Community grants are incentives to carry out actions which would not be feasible without EC financial support and which are based on the principle of co-financing. They complement applicants' own financial contribution (including secured national, regional or private funding).

The amount of the grant allocated cannot exceed the amount requested.

Proposals must include an estimated budget in which all prices are given in euro.

Applicants from countries outside the "euro zone" must use the conversion rates published in the *Official Journal of the European Union*, C series, on the date of publication of this call for proposals.

Information available at this address: <http://eurlex.europa.eu/JOIndex.do?ihmlang=en>

The budget for the action attached to the application form must have income and expenditure in balance, and *clearly show the costs that are eligible for financing from the Community budget*.

In order to permit the assessment of the budget, applicant organisation must submit:

- ❖ A breakdown of the total costs for the action, clearly showing the translation costs for each book, using the application the appropriate form

Applicants must indicate, by filling in the spaces provided for this purpose in the application form, the sources and amounts of any other funding received or applied for in the same financial year for the same action or for any other action and for regular activities.

The grant awarded must not have the purpose or effect of producing a profit for the beneficiary. Profit is defined as a surplus of revenue over costs. Any surplus will result in a proportional reduction of the amount of the grant.

The bank account or sub-account indicated by the beneficiary must make it possible to identify the funds transferred by the Executive Agency.

9.1 Payment Procedures

In the event of definitive approval of a proposal, a *Grant Decision*, drawn up in euro and detailing the conditions and level of co-financing, will be proposed by the Executive Agency to the beneficiary. The grant decision is a unilateral act awarding a subsidy to a beneficiary. The reason for replacing the contract by a decision is a simplification of procedures. Contrary to the grant agreement, the beneficiary does not have to sign the decision and can start the action immediately upon receipt. The decision will thus speed up the process.

Community funding will not be inferior to EUR 2 000 and shall not exceed EUR 60 000. It shall cover translation costs provided these costs do not represent more than 50% of the total operational costs.

No translation support will be given to work whose translation costs are covered by other sources.

The Executive Agency will establish the amount of the final payment to be made to the beneficiary, on the basis of the *final report* (i.e. technical implementation report & financial statement). If the eligible costs actually incurred by the beneficiary during the action are lower than anticipated, the Executive Agency will apply the rate of co-financing, quoted in the grant decision, to the actual costs.

The grants awarded will be paid in one instalment at the end of the project, once the final report has been approved.

9.2 Certificate on financial statements

Not applicable

9.3 Guarantee

Not applicable

9.4 Double financing

Actions co-financed under this Call for Proposals must not receive any other form of Community financing.

NB. *Applicants are obliged to provide information in the Application form indicating all European Community grants already received or in progress, as well as any other applications submitted to the European Commission or other sources of funding during this year.*

9.5 Eligible costs

9.5.1. General conditions

In order to be eligible under this call for proposals, costs:

- ❖ must be necessary for the implementation and completion of the action, be included in the estimated budget attached to the grant agreement, be reasonable, and consistent with the principles of sound financial management, in particular in terms of value for money and cost/effectiveness;

- ❖ must be incurred during the lifetime of the action as defined in the Grant Decision;
- ❖ must be actually incurred by beneficiary of the action, be recorded in their accounts in accordance with the applicable accounting principles, and be declared in accordance with the requirements of the applicable tax and social legislation;
- ❖ must be identifiable, verifiable and be backed up by original supporting documents.

9.5.2. Eligible direct costs

Eligible direct costs are those costs which, in accordance with the eligibility conditions set out in the previous paragraph, can be identified as specific costs directly linked to the implementation of the action and which can therefore be booked to it directly.

In particular, the following direct costs are eligible, provided that they satisfy the criteria set out in the previous paragraph:

- ❖ the cost of staff assigned to the action, i.e. actual payment to the translators plus social security charges and other statutory costs included in their remuneration, provided that this cost does not exceed the average rates corresponding to the usual remuneration policy of the beneficiary.

The following costs are **not applicable** to literary translation projects:

- ❖ travel and subsistence allowances for staff participating in the action, provided that they are reasonable, justified, and in accordance with the principles of sound financial management, in particular regarding economy and efficiency, and in line with the co-ordinator's usual practice on travel costs or, where appropriate, those of co-organisers. If these costs are considered to be extravagant, they will be revised downwards and capped in accordance with the scales approved annually by the European Commission;
- ❖ rental or purchase cost of durable equipment (new or second-hand), provided that the equipment concerned is depreciated in accordance with the tax and accounting rules applicable to the co-ordinator (beneficiary) or, where appropriate those of co-organisers, and generally accepted for equipment of the same type. Only the proportion of the equipment's depreciation corresponding to the duration of the action and the rate of actual use for purposes of the action may be taken into account by the Executive Agency, except where the nature and/or the context of its use justifies different treatment;
- ❖ cost of consumables and supplies, provided that they are identifiable and assigned to the action;
- ❖ cost arising from other contracts awarded by the co-ordinator or the co-organisers for the purposes of carrying out the action, provided that the conditions laid down in Article II.9 of the Grant Agreement are met;
- ❖ cost arising directly from requirements imposed by the implementation of the action (dissemination of information, specific evaluation of the action, audits, translations, reproductions, etc.), including, where applicable, the costs of any financial services (especially the cost of financial guarantees).

9.5.3. Eligible indirect costs

Not applicable

9.6 Ineligible costs

The following costs are not considered eligible:

- ❖ return on capital;

- ❖ debts and debt service charges;
- ❖ provisions for losses or potential future liabilities;
- ❖ interest owed;
- ❖ doubtful debts;
- ❖ exchange rate losses;
- ❖ VAT, unless the beneficiary shows that it cannot be recovered;
- ❖ costs declared and covered in connection with another action or work programme receiving a Community grant;
- ❖ inordinate or ill-considered costs;
- ❖ costs for replacing staff participating in the action;
- ❖ contributions in kind.

10. SUBCONTRACTING AND AWARD OF PROCUREMENT CONTRACT

Not applicable

11. PUBLICITY AND PROMOTION

11.1 European Commission – Obligations regarding publicity and promotion

All grants awarded in the course of a financial year must be published on the Internet site of the Community institutions during the first half of the year following the closure of the budgetary year in respect of which they were awarded. The information may also be published using any other appropriate medium, including the *Official Journal of the European Union*.

With the agreement of the beneficiary (and taking into account whether information is such that it will jeopardise their security or prejudice their financial interests), the following information will be published:

- ❖ name and address of beneficiary;
- ❖ amount awarded and rate of co-financing;
- ❖ content of the action co-financed;
- ❖ a summary of the results achieved;
- ❖ a concise presentation of the action co-financed and what it entailed aimed at the general public. This presentation is provided by applicants upon submission of the application and will be updated when the action has been completed.

Applicants must register their agreement or, as appropriate, their disagreement to the publication of the data mentioned above. A *Declaration* is provided for this purpose as part of the Application form (Part I).

11.2 Beneficiaries – Obligations regarding publicity and promotion

Beneficiaries have the legal obligation to clearly acknowledge the European Union's contribution in all publications or in conjunction with all activities for which the Community grant is used and to publicise the results of the activities implemented by means of the Community grant.

Publications – Promotion material (i.e. catalogues, programmes, brochures, leaflets, posters, banners, other products)

It is required to give prominence to the name and logo of the European Union and the name and logo of the Programme financing the action. Evidence of this publicity must be included in the final reports.

The logos to use can be downloaded at the following web address:

http://ec.europa.eu/dgs/education_culture/publ/graphics/identity_en.html

Practical information about how to use the logos can be found at the following web address:

http://eacea.ec.europa.eu/about/logos_en.htm

Attention: *If these provisions are not respected in full and in line with the Grant Decision, the awarded grant may be reduced.*

Beneficiaries are also required to participate in a yearly dissemination meeting or policy event that the European Commission, the Executive Agency or other delegated bodies, such as for example the Cultural Contact Points, may organise in Brussels or in other locations. Participation costs are only eligible under the Community grant if this meeting occurs during the eligibility period of the project.

12. SELECTION PROCEDURE

The award of grants is subject to the principles of transparency, equal treatment and non discrimination.

Up to the limits of funds available, eligible proposals with the highest score will receive a grant.

Proposals will be first examined on the basis of eligibility and exclusion criteria laid down in this document.

Eligible proposals will be assessed by an *Evaluation Committee*, composed of officials of the Executive Agency and the European Commission (DG EAC), on the basis of the award and selection (operational capacity) criteria laid down in this document. The Evaluation Committee is assisted by independent experts.

Following the examination of the submitted documents and the verification of the budget and its annexes, the Evaluation Committee will make a recommendation on a list of proposals to co-finance.

The list of proposals to co-finance should be, subsequently, transmitted to the *Committee of the Programme* (representatives of countries taking part in the Programme) for consultation and it should be transmitted to the *European Parliament* for information.

Only then and after the adoption of the *Award Decision* by the European Commission, the Executive Agency can announce the results of the selection procedure to applicants.

For reasons of transparency, equal treatment and non discrimination, prior to the conclusion of the selection procedure, information about the outcome of individual applications may not be given.

Selected applicants will receive a grant decision.

Unsuccessful applicants will receive a letter informing them of the decision taken by the European Commission and stating the reasons why their application was not selected.

Applications will not be returned to applicants at the end of the selection procedure.

13. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

13.1 Deadline for Submission of Applications

First Selection: 1st October 2007 (date as postmark)

Second Selection: 1st April 2008 (date as postmark)

13.2 Publication

The call for proposals is published in the *Official Journal of the European Union* and on the website of the Executive Agency: <http://eacea.ec.europa.eu/>

13.3 Application form

The Application form and related documents (ie. Applicant's Guide) can be obtained as such:

- ❖ by down loading them at the website of the Executive Agency: <http://eacea.ec.europa.eu/>

13.3 Submission of proposals

Proposals must be sent:

- ❖ **by post** (date as postmark)
- or
- ❖ **in person**, before 5.00 p.m., **by applicants themselves** (as evidenced by the date of receipt) or **by an employee of an express courier service** (as evidenced by the date of receipt of the courier company).

Address to which the proposal must be sent:

Executive Agency Education, Audiovisual & Culture
Culture Programme (2007–2013)
Call for proposals EACEA No 25/2007
Avenue Beaulieu 29 (BU 29, 2/28)
B - 1140 Brussels
Belgium

The acknowledgement of receipt (attached to the application form) will be returned to applicants as confirmation that their application has been received.

13.4 Additional sources of information

Questions during the procedure for the submission of proposals, may be addressed to the Culture Contact Point in your country (a list of Culture Contact Points can be found at http://ec.europa.eu/culture/eac/culture2000/contacts/national_pts_en.html).

Interested applicants will also have the opportunity to submit questions on the occasion of the 'InfoDay Culture', an event jointly organised by the European Commission (DG EAC) and the

Executive Agency on September 14, 2007 (venue: Charlemagne Building, 170 rue de la Loi, 1049 Brussels).⁶

⁶ Information about the registration procedure for this event will become available on the website of the Executive Agency as of early August 2007.

Rules applicable

The award of Community grants is governed by the Financial Regulation and must respect the procedures laid down in:

- ❖ the Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities,⁷ as amended in Council Regulation (EC Euratom) No 1995/2006 of 13 December 2006⁸
- ❖ Commission Regulation (EC, Euratom) No 2342/2002⁹ of 23 December 2002 laying down detailed rules for the implementation of Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities, as amended in Commission Regulation (EC, Euratom) No 478/2007 of 23 April 2007¹⁰
- ❖ Decision No 1855/2006/EC of the European Parliament and of the Council of 12 December 2006 establishing the Culture Programme (2007 to 2013)¹¹

⁷ OJ L 248, 16.09.2002

⁸ OJ L 390, 30.12.2006

⁹ OJ L 357, 3.12.2002

¹⁰ OJ L 111, 28.4.2007

¹¹ OJ L 372/1, 27.12.2006